

South School

Home of the TIGERS



Parent & Student Procedures and Information Handbook

2018-2019

1 of 18 pages

South Elementary School

Ms. Otiker, Principal

707 Linden Drive

Jefferson City, Missouri 65109

(573) 659-3185

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JCPS 2018-2019 Calendar

July 31	Elementary Registration 12:00 p.m. - 7 p.m.
August 1	Elementary Registration 8 a.m. - 3 p.m.
August 14	Elementary Orientation
August 16	First Day of School (All JCPS)
August 29	2 Hour Early Release
September 3	Labor Day (No School)
September 26	2 Hour Early Release
October 8	Professional Development Day (No School)
October 24 & 25	Elementary Parent-Teacher Conferences
October 26	Staff Compensation Day (No School)
November 7	2 Hour Early Release
November 21 - 23	Thanksgiving Break (No School)
December 21	3 Hour Early Release
December 24 - January 2	Winter Break (No School)
January 18	Professional Development Day (No School)
January 21	Martin Luther King, Jr. Day (No School)
February 12	2 Hour Early Release
February 18	President's Day (No School; Possible Weather Make-Up Day)
March 13	2 Hour Early Release
March 25	Staff Compensation Day (No School)
March 26-29	Spring Break (No School)
April 19	Good Friday - 3 Hour Early Release
May 16	Last Day of School - 3 Hour Early Release

*Weather Make-Up Days: May 20, 21, 22, 23 & 28 **President's Day is possible Make-Up Day

South School Vision

Children are the heart of South School, and are supported by a committed staff, devoted parents, and a strong community. Our expectation is that all students will become responsible, independent, life-long learners in a diverse ever-changing world. Collaboratively, we will provide a safe and supportive environment that fosters creativity, critical thinking, and a passion for learning.

Mission Statement:

At South School We...

Celebrate Differences

Build Respectful Relationships

Create Problem Solvers

Believe We Can Achieve

South School Pledge:

I pledge to be respectful, responsible, and safe.

I am the only person who has the power to decide what I can be and do.

I will accept the consequences for my decisions.

I am in charge of my learning and behavior.

I will do what is right for *my family, my school, my community, and myself.*

Student Motto:

"I Believe I Can Achieve!"

School Colors:

Orange and Black

School Mascot:

TJ the Tiger

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

South School Phone Numbers

Office	(573) 659-3185
Office Fax	(573) 632-3497
School Nurse	(573) 659-3189
Counselor	(573) 632-3901
Kitchen	(573) 659-3187
First Student – Bus	(573) 659-3039
JCPS INFO Line	(573) 635-5277

School Hours

School Office Hours	7:30 a.m. – 4:00 p.m.
School Hours for Students	7:45 a.m. – 3:30 p.m.
	Tardy Bell 8:30 a.m.

Activities

Several clubs will be formed throughout the year. Students will have the opportunity to become involved in many school activities. It is a privilege to be involved in these before or after school activities. School rules apply and students are expected to display appropriate behavior at all times. If persistent problems arise and continue, parents will be notified and students' participation privileges may be revoked.

<u>Activity</u>	<u>Grade(s)</u>
Safety Patrol	5 th Grade
Flag Football	5 th Grade
Basketball	5 th Grade
Little Olympics	4 th & 5 th Grade
Girls Softball	5 th Grade
Orchestra	5 th Grade
Girls on the Run	3 rd , 4 th , 5 th Grade Girls

*If other staff members decide to start an activity or club we will send a flyer home with students (TIGER FOLDER). *See Tiger Folder*

Animals

Animals are not allowed on district property, including district transportation, except in accordance with law and policy. Students may bring pictures of their pets to school but not the actual pet.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Arrival to School

We open at 7:45!

Please do not drop student off prior to this time. This is a safety concern, as we do not have adult supervision.

After 8:00

All cars **MUST** go through the car rider line, see attached diagram. This is also for the safety of our students. If you are wanting to walk your child to the front door after 8:00 or need to speak to the office you will need to park your car in the teacher/visitor parking lot near the cemetery.

After 8:30 - Tardy

If you bring your child after 8:30 you must park and walk them into school. We will require you to sign your child in after the tardy bell.

Attendance

School success goes hand in hand with good attendance. Attending school regularly helps children feel better about school and themselves. Good attendance will help children to do well in high school, college, and work. **Each time a student misses school or is tardy, or leaves early; it counts against their attendance.** It doesn't matter if it was excused or unexcused. Attendance is monitored closely and if a student's attendance is a concern, we will meet to discuss and support in order to improve the attendance. Letters will be sent home to notify parents of concerns.

If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian must call the secretary at (573) 659-3185. If telephoning is not possible, the student should return to school with a parent/guardian or written notification from the parent/guardian, stating the reason for the absence and the days missed from school.

Students arriving late to school are to report directly to the office and must get a classroom pass from the secretary to present to the classroom teacher for admittance into the room.

- Please work to have your child at school on time. If you are having issues getting them to school on time please reach out as soon as possible so we can work together.
- We open at **7:45!** Free/Hot breakfast will be served to students from 7:50 - 8:25. Students arriving after 8:25 will have a sack breakfast. If busses are late those students will still receive hot breakfast. **Our goal is to have all students at school by 8:20 each and every day.**
- Classroom instruction begins at 8:30. If your child is tardy it is more difficult for them to stay caught up on their academics. In addition, it is a disruption to the classroom environment.
- Page 2 of this handbook is a calendar that lists the days off & early dismissal days. Please utilize this in an effort to have family vacations, doctor appointments, etc. during these times.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Behavior Guidelines For Attending South School & JCPS Events:

- 1) Behavior expectations at after-school activities are the same for students as during the school day.
- 2) Cheering for your team is always encouraged as team spirit.
- 3) Respect the calls and the judgment of the game officials. Do not question an official's call. We have never seen an official change their mind about a call based on the displeasure of the crowd. Being a good sport leaves a positive impression on people. Many times the only impression some people will have is what they see at an athletic event.
- 4) While the game is in progress, you are expected to remain seated in order to not distract the players in the game.

****Remember, the reason you are at an event is to participate and/or watch it.**

Birthday - Guidelines

As part of the Jefferson City Public Schools Student Allergy Prevention and Response Policy adopted by the school board, we must follow the guidelines to create an organized system for preventing allergic reactions.

- All treats brought to school must be pre-packaged and individually wrapped with the list of ingredients on the individual package.
- No energy drinks are allowed at school.
- **All treats must be prearranged with the classroom teacher.** Please notify the classroom teacher at least one day prior to bringing treats. The treats will need to be dropped off in the office. The office will make sure the treats are delivered to the classroom so as not to disrupt instruction time. The treats will be passed out at the teacher's discretion. **Birthday parties do not occur during the school day!**
- We discourage balloons and flowers being delivered to students at school. If you send balloons as part of your child's birthday, please be advised that they are not allowed to take balloons on the bus. They will need to be picked up from school.
- **Do not send birthday invitations to school to be handed out during the day. Invitations to home parties will only be distributed if the entire class is included.**

Breakfast/Lunch

Breakfast and Lunch are free to all South Students.

- **Breakfast is served from 7:50-8:25 a.m.**
- **Lunch is served from 11:00 a.m. to 1:00 p.m.**

Food items should not be sent to school in glass containers. All food will be consumed in the cafeteria during the student's lunchtime. Students are only allowed to eat the food on his/her tray. For safety reasons, no sharing of food is allowed. **Parents are encouraged to join their child for lunch during the school year. If you plan to eat with your child, please call the school by 10:00 a.m. (659-3185) and let us know you are coming.**

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Bullying:

Bullying is defined by state law as intimidation, unwanted aggressive behavior, or harassment that is REPETITIVE or is substantially likely to be repeated and causes a reasonable student to fear for his/her physical safety or disrupts the orderly operation of school. **Students/parents are asked to report instances to a teacher or staff member immediately.**

Bus Transportation:

If parents or patrons experience problems with transportation services provided by the district, or have any related concerns, report concerns to **First Student Transportation (573) 634-7645**. Student safety is the top priority for each school bus. The bus driver has rules posted and students who violate the bus safety rules will be issued a bus ticket. **After the 2nd bus ticket/bus write up, a student will be denied transportation for up to a semester.**

Bus Rules are as follows:

- Follow driver's instructions
- No eating/drinking; drugs/alcohol; obscene language/lewd comments to others; loud noise; throwing objects (inside or outside of bus); fighting/horseplay; loitering; and/or vandalism
- Vandalism resulting in monetary expense will be invoiced to parents/guardians for restitution
- Students must remain seated, facing forward, at all times

These rules are in place so the driver may focus his/her attention on safe driving with minimum distractions. Video cameras will be used to aid drivers in monitoring student behavior on the bus.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless there is a significant safety risk.

Every practical means is used to notify parents of an impending cancellation. The school district will send out messages to all parents and employees in the case of a school cancellation.

Cell Phones/Student Cell Phones

If a parent sends a cell phone to school with their child, the cell phone must be turned off and kept in the student's backpack, by the classroom teacher, or in the office during the school day. If a student needs to contact a parent during school hours they must use the school's phone. If a student does not follow the cell phone procedures the phone will be held in the office for a parent to pick up.

****South School is not responsible for lost or stolen cell phones.***

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Change of Address and Phone Numbers

It is very important that every student maintain an up-to-date address and telephone number recorded in the school office. Notify the school **immediately** if you have a change of address, home telephone number, or work telephone number during the school year. If we need to get you important information and are unable to reach you via phone, we will have our school social worker come to your house to deliver the message.

Code of Conduct

South Parent/Guardian Code of Conduct

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, guardians, and visitors connected to our school. We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please contact your child's teacher who will be available to meet with you and go through the issue and hopefully resolve it. Where issues remain unresolved, please contact the school principal.

Behavior that will not be tolerated:

- Disruptive behavior that interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises
- Using loud or offensive language
- Threatening in anyway, a member of staff, visitor, fellow parent/guardian or child
- Damaging or destroying school property
- Sending abusive or threatening emails/text/voicemail/phone messages or other written communications to anyone within the school community
- The use of physical, verbal or written aggression towards another adult or child, this includes physical punishment of your own child on school premises
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child

Should any of the above occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities.

It is important for parents and guardians to make sure any persons picking up their child(ren) are aware of this policy.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children, but also for all who work in and visit our school.

Custody of Children

If there is a situation in your family in which a child is not allowed to go home with a particular parent or individual, please notify the school office **immediately**. **Please note that a parent must have legal custody of a child and court papers before he/she can deny the other parent equal access to the child.** Custody papers must be kept on file at the school.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Daily Communication

It is vitally important that parents are knowledgeable about the happenings at their child's school and in the know about district-wide issues and events. Please check your child's T.I.G.E.R. Take Home Folder daily for school information.

T.I.G.E.R School-Wide Take Home Folders

All students are given an orange daily T.I.G.E.R. (Today I've Got Everything Ready) **take home folder**. Teachers will use the folder as a communication tool with parents. Important notes and classwork will come home in this folder. Please check your child's folder daily, and return it with any comments. We are teaching good organizational skills if we help students use these folders daily. Replacement folders will be given to students for \$1.00.

We also strongly encourage parents who are Internet users to go to the district website (www.jcps.k12.mo.us). There you can check out our school website which has valuable information.

Dismissal from School

Do not park vehicles in the circle drive after 3:00pm

*If you need to change the way your child is dismissing from school
call the office at 573-659-3185 by 2:30pm*

3:25 - CAR RIDERS (see updated map of car rider pick up attached)

Drivers are asked to form two lines in the parking lot near the cemetery "The Car Rider Pickup Line." Cars should move as far forward as possible before stopping. This allows for more cars to be in the "loading line". **There is NO passing allowed.** Students are to get in their cars only when their car is in the "loading zone".

3:28 - WALKERS

Walkers will walk down the hill with South staff members at 3:28. Parents meeting students for walking will need to be there by 3:25. Cars are not allowed to park on Linden Drive. Cars parked on Linden during dismissal will be ticketed. If you are in a car please go through the car rider line.

3:30 - BUS RIDERS

Buses will not leave South Elementary School until 3:30. Parents of kindergarten students must be at the bus stop to pick up their child. If you are having issues at the bus stop before or after school please make arrangements to be at the bus stop with your child.

In order to ensure the safety of our students, **parents or guardians picking up a student must enter the building, present identification to the office staff, and sign the student out.**

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Dismissal from School Continued...

Students must not leave the school building or grounds before the close of school unless prior approval is granted from the office. In order for a student to participate in an after-school activity, it is required that the student be present at school for a minimum of four hours on the day of the activity.

Staff and students begin their end of day routines at 3:10 p.m. Therefore, we ask that you do not come to the office to pick children up after 3:00 p.m. If you need your child to leave school early, please arrange to pick them up prior to 3:00p.m. **After 3:00 p.m. students will be dismissed by our regular dismissal procedures listed above.**

It is expected that students will have departed from school grounds by 3:35 p.m. Exceptions to this may be those students involved in after school activities under the direct supervision of a sponsor or teacher. Students that are not picked up by 3:35 p.m. will need a parent or guardian to come into the building to sign out.

Early Release

School will dismiss two hours earlier than normal to allow staff to work collaboratively on things such as curriculum, student data, and professional development. Please refer to page 2 of this manual for early release dates. **Early Release time is 1:30p.m.**

Emergency Procedures and Safe House

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced monthly. In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house. **Our safe house is The Jefferson City Parks and Recreation/Shikles Center, located at 1200 Linden Drive.** Students who typically ride the bus home will still be transported home on the bus. Parents, guardians, or a designated emergency contact person should pick up all remaining students at the Shikles Center if there is an emergency. The school district will notify parents in these cases.

Field Trips

Students must have **written permission** from their parents or legal guardians to attend a school sponsored field trip. Students must ride to the field trip on school provided transportation. **Field trip volunteers must have a background check on file prior to the field trip.**

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Gifted Program

Exploration, Enrichment, and Research (EER)

The EER program is offered to students in grades 3-5. This program is a multi-disciplinary curriculum stressing high levels of thinking, problem solving, and questioning. Elementary students qualifying for the EER program attend classes at the Southwest Early Childhood Center one day a week. In order to qualify for the program, a student must score above a certain criteria on an individual cognitive (IQ) test. The Otis Lennon test is given as a screening instrument to all 2nd grade students in the spring. Students qualifying on this test are then administered an Individual Stanford Binet Ability Test. If the criteria are met, the student qualifies for the program.

Hats & Hoods

Students are NOT to wear or bring hats (ball caps, etc.) to school, unless there is a medical reason. Coat hoods, jacket hoods, and sweatshirt hoods need to be down while inside the building.

Leaving with Other Parents

If you wish your child to leave school with someone other than yourself, you are required to call the office or write a note stating the name(s) of the person(s) who will come for your child. That person is required to sign your child out in the office, and the office personnel will call your child to the office. **Adults are not to go directly to the classroom to get children.**

Library/Media Center

Books may be checked out for one week and renewed for another week, if necessary. Lost and/or damaged books shall be the financial responsibility of the student. Fines will follow students through the JCPS district.

Lost and Found

Clothing, tote bags, and other student belongings should be clearly marked with your child's first and last name. Articles found in and around the school will be hung on the lost and found hooks in the hallway that is directly behind the stage. Items not picked up after a month will be donated to local charitable organizations.

Medicine

Medicine needs to be delivered by the parent/guardian to the school nurse. All medications (prescribed and over-the-counter) must be presented to the school nurse in the original container. Prescribed medication must be labeled with your child's name, doctor's name, date, dose, and time of administration. In addition medication must be accompanied by a signed consent from the parent.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Money

When sending money to school with your child, please place the money in an envelope with the amount and your child's name. Please instruct your child to give the envelope to the teacher.

Parent Teacher Association (PTA)

PTA Objectives

South School's PTA is dedicated to enriching students' education and young lives through curriculum enhancements and events for families. In order to embrace the challenges of the future, South School PTA must help ensure each child in our diverse community has an inviting, safe, and challenging learning environment that will develop self-discipline, confidence, and respect for self and others. We know that when parents are involved at school, children go farther and the schools they attend are enhanced.

The PTA works in partnership with teachers and educational staff, along with enthusiastic volunteers for raising funds to support our school projects. A major benefit of PTA fundraising is creating opportunities for student activities at free or reduced cost in hopes of lessening the financial burden to families. Overall, when parents, school staff, students and the community work together, our students win.

PTA Events and Meetings

Parents and teachers are encouraged to become active members of the South Elementary School PTA. Your membership affords you the opportunity to learn about the education, health, and well being of children, and to have a voice in addressing these issues through a national network. Please join us TODAY! Your attendance is welcomed at evening events and PTA meetings.

Parent Teacher Conferences

Parent/Teacher conferences are held in October and March. Please plan to attend conferences both months. Classroom teachers will notify you of your conference time.

2018-2019 Conference Dates:

October 24, 2017 from 4:00 – 8:00

October 25, 2017 from 4:00 – 8:00

March 19, 2018 from 4:00 – 8:00

March 21, 2018 from 4:00 – 8:00

Parent Volunteers

Parent volunteers are strongly encouraged at South School. In order to volunteer, it is district policy that parents must have a **Background Check** on file with the Board Office. Background checks are free of charge to the parent and are valid for one year. Please contact the South School office for the correct paperwork.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Parties / Room Parties

We will have three scheduled room parties throughout the year. They are:

- ** Fall Celebration
- ** Winter Holiday Celebration- Off campus with South Staff
- ** Valentine Celebration

Parents are encouraged to help with the fall and Valentine celebrations. Teachers will be in charge of planning the winter celebration. If you are asked to donate treats for these parties, please remember that all food must be pre-packaged and individually wrapped with the list of ingredients on the individual package.

Positive Behavior Support (PBS)

PBS is a school wide approach to discipline, and a process for creating safer and more effective schools. PBS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBS, instructional time is more effectively used for teaching and the overall school environment is calm for an exceptional learning experience.

Prohibited Objects

Due to the disruptive nature and financial responsibility of recreational objects, such as toys, CD players, radios, I-pods, computer games, stuffed animals, action figures, baseball or trading cards, etc., we require that students please leave these items at home. Students choosing not to follow this request may be subject to the following:

- Parent or guardian notified.
- Object kept in the office until the end of the day and then sent home with the student.
- Object remains in the principal's office until a parent/guardian claims the object.
- Object remains in the office until a conference occurs with the parent/guardian.
- Object remains in the office until the end of the school year.

IF STUDENTS CHOOSE TO BRING THESE OBJECTS TO SCHOOL AND THEY GET LOST, BROKEN OR STOLEN, THE SCHOOL WILL TAKE NO RESPONSIBILITY.

Promotion and Retention

Decisions regarding promotion and retention are made by the school principal, with input from the appropriate team of teachers, parent/guardian and based on a student's performance, maturity, and academic progress over the entire school year.

When the performance of any K-5 student is below grade/curriculum expectations, the teacher and/or grade level team must, with the knowledge and appropriate participation of parents, develop strategies to improve the student's achievement.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

READING BAG - Nightly Reading Bag

JCPS and South School are committed to the goal of all students reading on or above grade level. In order to partner with parents South School has purchased a Nightly Reading Bag for each student. **These are to go home nightly with "Just Right Books" books.**

- Only use the bag for books provided by the school to read, this is not their backpack.
- Return the books in the bag to school each day
- Options on how to have your child use the books each night:
 - Have your child read aloud to someone.
 - Read the books to your child
 - Students who are not yet reading still need to use their books. They can turn pages and tell you about the pictures and/or you could read the books to your child

****If the bag is lost or damaged the cost to replace is \$3.00***



Just Right Books -

Just Right Books are that books that are appropriate for your child's current reading level. If you are finding difficulty with the level, please contact your child's teacher.

Recess

Students may or may not have outdoor recess daily depending on the weather. The teacher and or other school personnel will make the decision. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside recess. All students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Each day the child is to stay inside for a medical reason **requires a note from the parent/guardian.**

Report Cards and Checklists

Please note: Every effort is made to communicate student progress in regards to academic and social growth. Grade cards are sent home each quarter. If you have any questions about your child's grades, please contact the teacher during their **Plan Time.**

School Counselor

Students are encouraged to become familiar with the counselor. Students and parents/guardians are also encouraged to take advantage of counseling opportunities to discuss grades and testing information for educational planning, parent educational programs, or to discuss other topics of interest or concern. To make an appointment, call or report to the office.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

School Publicity

The South School website, classroom Newsletters, letters from the principal, South PTA flyers, or the District's Public Information office, website, JCPS Facebook and Twitter, and School Messenger are ways information is shared with the parents/guardians and community.

Student Placement Procedures

The principal is responsible for compiling class lists for the upcoming year. The placement of students is done with great care to ensure all classrooms are balanced in regards to academic ability and achievement, special education students, number of boys and girls, cultural diversity, leaders, personalities, etc. The staff at South School is capable of educating all children. **Parent request for teachers will not be accepted.**

Teacher Plan Time

Please contact teachers during their plan time. The plan times are listed below:

Kindergarten Teacher: 1:35 – 2:25 p.m.

1st Grade Teachers: 2:25 – 3:15 p.m.

2nd Grade Teachers: 12:45 – 1:35 p.m.

3rd Grade Teachers: 10:15 – 11:05 a.m.

4th Grade Teachers: 9:25 – 10:15 a.m.

5th Grade Teachers: 8:35 – 9:25 a.m.

Technology

Students are required to use all technology within the parameters of district technology usage policy. Students are to use technology under the guidance of the classroom teacher and the procedures put in place by his/her teacher.

Textbooks

The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook is misused, lost or damaged, the student and his/her parents will be held responsible.

Transportation CHANGES for Dismissal

The office **MUST** be informed **BEFORE 2:30** if a transportation change needs to be made. Children will be sent home as usual unless the parent notifies the office.

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

Visiting the Classroom

If you wish to visit a classroom during instructional time we ask that you call the classroom teacher to make an appointment prior to your visit. This ensures that you are arriving and leaving at a time that will be the least disruptive to the instructional process. Teachers are not allowed to visit with parents during instructional time. You will be visiting as an observer and the maximum time for a visit will be 30 minutes. The principal or another staff member will be present during classroom visits.

If you wish to discuss concerns regarding your child you will need to contact or schedule an appointment with the teacher during their planning time, before school, or after school. Your child's academic progress is our first priority; therefore we make every effort to minimize disruptions during instruction.

Visiting School

We welcome visitors at South School and encourage parents to be actively involved in their child's education and at the same time we take our responsibility seriously to create a safe and orderly learning environment for all students. In order to help us maintain that environment, we request that any individual visiting the school, for any reason, report first to the school office. If you wish to speak directly with your child's teacher, you will need to schedule an appointment with the teacher during their planning time, before school, or after school. If it should be necessary to speak with your child, the office staff will make the proper arrangements.

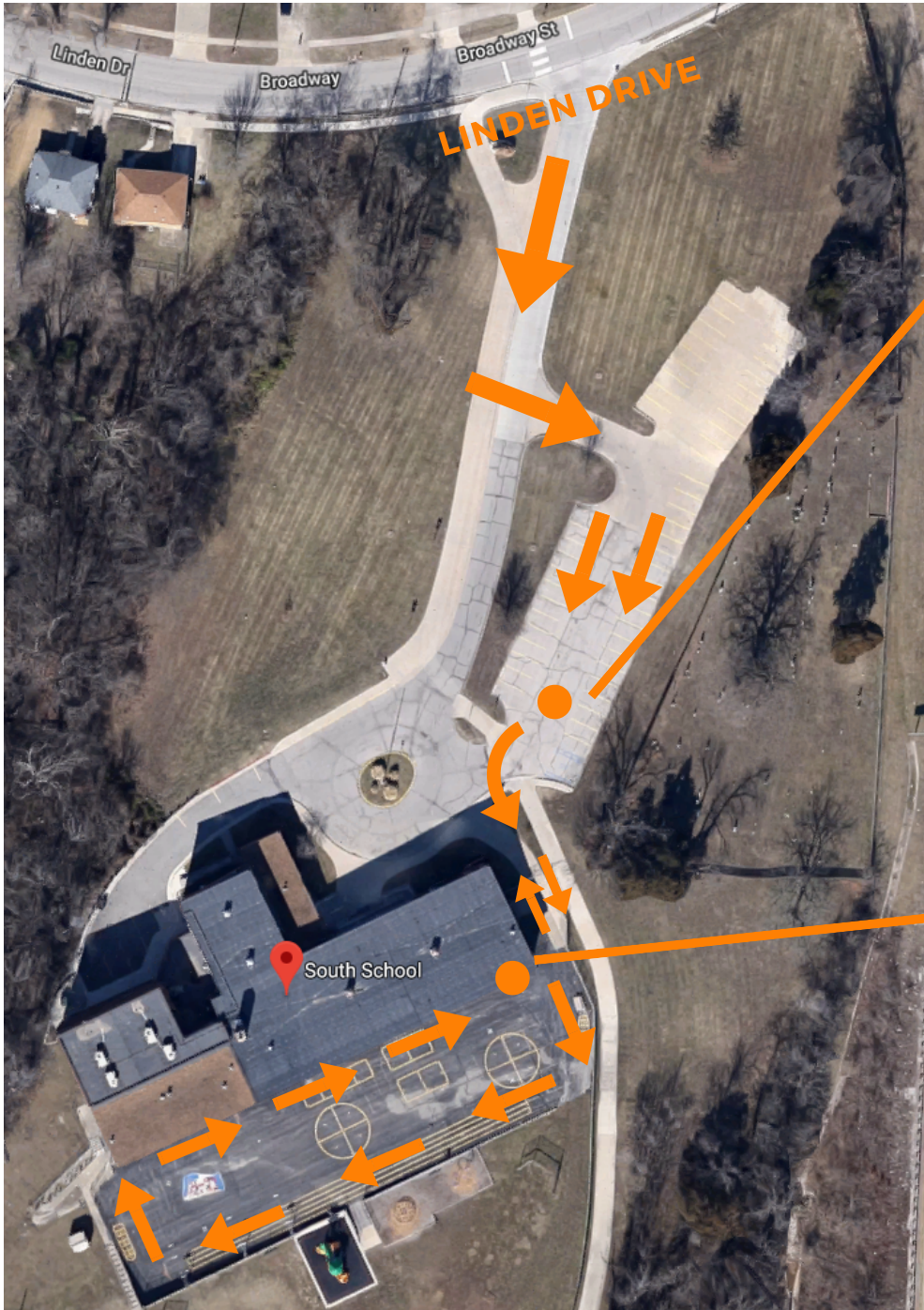
Weapons, Alcohol, & Drugs

No weapons are allowed on school property. Our campus is a weapon free, alcohol free, and drug free zone. **No persons on school property are permitted with these items. This includes the parking lot.**

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.

CAR RIDER LINE CHANGES

South School



***MORNING DROP OFF WILL TAKE PLACE AS USUAL AT THE FRONT SIDEWALK.**

CARS WILL CONTINUE TO FORM DOUBLE ROWS IN THE PARKING LOT. WHEN IT IS TIME, A STAFF MEMBER WILL RELEASE CARS ONTO THE PLAYGROUND. CARS SHOULD FORM A WIDE LINE AROUND THE OUTSIDE OF THE PLAYGROUND.

STUDENT PICK UP WILL TAKE PLACE AT THIS CORNER OF THE BUILDING.



AS ALWAYS, PLEASE DRIVE SLOWLY & CAREFULLY!

To the extent this handbook conflicts with Jefferson City School Board policy, the Board policy prevails.