**ELKTON ELEMENTARY SCHOOL HADNBOOK**

**2018-2019**

The Elkton Independent School District 5-3 believes in the worth, dignity, and uniqueness of each individual.  We believe the purpose of the educational process is to prepare each student to accept responsibilities for self, family, community, country, and the changing global society, and to empower students with a dedication to lifelong learning.

Therefore, the District will offer a broad curriculum to fit the needs and levels in the intellectual range of all students by providing academic, vocational, and activity programs which give each individual the opportunity to develop his/her potential. We believe this can be attained through the joint efforts of students, parents, staff, and community.

The following information has been written to acquaint you with facts about our school operations, policies, and procedures.

**REGULAR CLASSROOM INSTRUCTION**

The Elkton Elementary School consists of kindergarten through sixth grade. The classrooms in grades kindergarten through 4th grade are self-contained to the extent that each grade has an instructor who teaches core subjects in that room. 5th and 6th grade classrooms are shared with students moving between teachers for subjects.

**PHYSICAL EDUCATION, ART AND MUSIC**

The subject areas of physical education, art and music (vocal and instrumental) are taught by qualified instructors who have specialized in these areas. We feel these are important subject areas, and the instructors are required to evaluate and grade their students in the same manner as regular classroom teachers.

All students are required to participate in physical education classes unless they have a serious illness of injury. A written note from a doctor is required if a child is unable to participate for more than one class period.

Elementary band is started in the fifth grade and continued through high school.

**ELEMENTARY GUIDANCE AND COUNSELING**

Guidance and counseling is provided in the elementary school through a referral process. Students are referred by a teacher or by a parent. Individualized testing is also provided through the counseling service. The nature of this is also through a referral process. Parents are invited to call or meet with the counselor concerning any problems they feel their children may have. Student also receive weekly whole group instruction by the school counselor on topics of safety, decision making, and peer relationships.

**TITLE I**

Students who have difficulty with reading and math may receive additional instruction from the Title I teachers. Students work in small groups and one on one to improve their skills in reading or math. Referral to Title I services is through scores on standardized achievement tests or teacher and/or parent recommendation.

**SPEECH AND LANGUAGE SERVICES**

A qualified speech clinician is on staff working with any child (pre-school-grade 12) who may need speech therapy or help with language development. If any parent feels his/her child may need help in this area, he/she should contact the school to obtain and evaluation from the speech therapist.

**RESOURCE PROGRAM**

Special Education services are provided for students who have a specific learning disability. Special educational testing determines what that learning disability is. The Resource teacher works with the student and with the classroom teacher to aid the student by modifying or adapting materials and instruction to fit the individual child's special needs.

**ARRIVAL AND DISMISSAL**

Parents delivering or picking up students at school should park in the visitor parking at the front of the school. Buses will pick up and drop off students on the east side of the school. Bikes should be parked at the north end of the building.

Since supervision is not provided on the playground after school. Students are to leave promptly when school is dismissed.

**KEY TO A GOOD RECESS**

The following are keys to students to having a good recess.

* Use the equipment how it is meant to be used.
* Treat others the way you want to be treated.
* Line up at the whistle.
* When walking to and from the playground, stay on the pavement without bothering anyone or anything.
* Dress for the weather. When there is snow on the ground, snow pants and snow boots must be worn. If you do not have those items, you will be by the wall for recess.
* Remember your outside shoes. No outside shoes? Students will need to stand by the wall for recess
* Keep snow, rocks, wood chips, and sticks on the ground.

**DISCIPLINE PLAN**

In all attempt to establish general discipline guidelines for students, the following violations will be considered major school offenses:

1. Fighting and/or physical abuse of a student.

2. Defiance of authority.

3. Disrespectful of property.

4. Destruction of property.

5. Continual disruptive behavior.

When a major offense is committed by a student, the school discipline plan will focus the student's attention on the following areas:

1. Define the problem.

2. Solve the problem.

3. Assume responsibility for his/her own actions.

The plan encourages the use of logical and natural consequences for inappropriate behavior at school. The action plan approach attempts to help the student maintain his/her dignity while teaching him/her lifelong behavior skills. Minor offenses will be handled on the spot.

 The children are encouraged to remember:

1. I cause my own outcomes.

2. I have more than one choice.

3. I have the power to pick the best one.

**CONSEQUENCES FOR MAJOR OFFENSES**

**First Major Offense**

Students will complete an action plan with the principal. The plan will go home to be signed by the parents and then returned to the teacher. (Some major offenses may be considered serious enough to warrant suspension from the classroom for a more extended period of time.)

**Second Major Offense within 30 School Days of First Offense**

Twenty minutes after school for primary students (K-2) and thirty minutes after school for third through fifth grade students with a staff member. The student will complete an action plan during that time. The parents will be notified. The parents will receive an in-school suspension (I.S.S.) contract and the action plan to be signed and returned to school. A conference will be held, if necessary, with the parents, pertinent staff, and the principal.

**Third Major Offense within 60 Days of Contract**

One full day in-school suspension. Parents will be notified. Plans will be reviewed and developed for the improvement of student's behavior. Behavior contract will be extended 60 days.

If improved behavior is not achieved through the above steps, individual discipline programs will be developed for the student by the appropriate staff and the parent.

**CARE OF SCHOOL PROPERTY AND RESPECT OF SCHOOL**

Students who maliciously or carelessly damage school property shall be required to reimburse the school district for the cost of replacing or repairing the property and shall be disciplined accordingly. No student shall be permitted to litter in the school building or on the school premises. Students are expected to walk in the halls and, at the same time, refrain from yelling or talking loudly. All school property shall be treated with care.

**BEHAVIOR AT SCHOOL EVENTS**

Athletic games, school plays, and musical activities often attract many elementary students outside of school hours. If a child does not plan to watch an event, he/she should stay home. Parents are responsible for their children at these events. However, if a parent is not taking that responsibility, the administration or any teacher may remove the child from the event, if his/her behavior is unacceptable. Misconduct at such events reflects on parents, students, and the school.

**BUS CONDUCT**

Students who ride the bus are subject to rules and regulations designed to provide safe transportation to and from school. Any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Bus drivers will have the full authority to quell any disturbances that may arise while the bus is in route. Violation of school bus rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

**EMERGENCY DISMISSAL**

In case of bad weather, an announcement will be given over School Messenger, television, and the radio stations if school will be closed, started late, or dismissed early. Each child should know where to go if an emergency arises and school is dismissed early.

Parents will make the final decision regarding their K-6 student’s school attendance. If you feel a dangerous weather condition exists, keep your children safely at home regardless if school is being held or not.  They will not be counted absent.

**LABELING**

All outside clothing, shoes, boots, and bags should be labeled with your child's name.

If your child brings money to school for lunch or other purposes, please put it into an envelope and write on the envelope his/her name, teacher's name, and the purpose for which the money is being sent.

**CAUTION TO STUDENT**

Students are urged not to leave money, jewelry, or anything of value in jacket pockets. Neither is it advisable to leave valuables in your desk or locker at any time. If you do so, it is at your own risk, and the school will not be responsible if such items disappear. Articles left in school at the end of the school year and not reclaimed by June 1st will be donated to the Goodwill. The school is not responsible for personal toys that have been lost or broken at school.

**MEDICATIONS**

If your child must bring medication to school, the proper forms must be filled out with the school nurse. Over the counter medication will also only be given with parental consent. The forms for consent are kept on file in the nurse’s office.

**ATTENDANCE**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

 If a child is absent due to illness, he/she should not be brought to participate in or observe a school event such as ball games, concerts, etc.

**VISITORS**

We maintain an open-door policy for adult visitations. There are no restrictions as to time, but we suggest that you do not visit the first two weeks of school or the last two weeks. The first weeks of school are for getting organized and review; the last few weeks of school, much time is devoted to testing, evaluating, and completing units. The office and classroom teacher should be notified before any visitation and visitors should report to the office the day of the visit.

Visiting children who live elsewhere should not be sent to school with enrolled children before you have contacted and cleared it with the principal and the classroom teacher. All visitors should check in at the office first.