

**SOUTHWEST ELEMENTARY
SCHOOL**
Dexter, Missouri

PARENT/STUDENT HANDBOOK
2008-2009

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FROM THE PRINCIPAL

Welcome to Southwest Elementary School. We are very pleased and excited to have you and your child as part of our school family. A great year of educational experience is just ahead for all of us. It is our belief that a good education is the greatest asset life has to offer. Therefore, we have put a great deal of effort into the necessary preparations for the 2008-2009 school year.

Southwest Elementary is the primary unit of the Dexter School system. We are dedicated to providing the best possible education for each and every child in the pre-kindergarten through grade two programs. Our goal is to take each child and provide them with instruction at their present educational level, while assisting them with learning how to adjust to different opportunities. At the same time, we provide them with an environment in which they can enjoy the daily interaction with their classmates and teachers, while learning to read, write, and do basic mathematics. We strive to develop within them a desire to seek more information, and at the same time, enjoy the total experience of school. We use several programs to help us accomplish these goals.

The year ahead will be a busy one, filled with many educational opportunities for your child. We ask that you join with us in an educational partnership designed with your child's academic needs in mind. We encourage you to get acquainted with your child's teacher as soon as possible, and maintain frequent communication with them throughout the year. Good communication makes both the parent's and the teacher's job much easier. Should you need a conference or just desire information, please call us at 614-1015.

Respectfully,

Sherry Matthews, Principal
Southwest Elementary School

ADMINISTRATION

Superintendent of Schools.....Dr. Ken Jackson
Asst. Superintendent, Director of Technology.....Dr. Dennis Jarrell
Director of Food & Transportation.....Mr. Kent Polsgrove
Special Services Process Coordinator.....Dr. Kim Flowers
Southwest Elementary School Principal.....Mrs. Sherry Matthews

BOARD OF EDUCATION

The Dexter R-XI Public Schools are governed by a seven-member Board of Education. They are elected for three year terms in an annual school election that is held on the first Tuesday of April each year.

President.....Mr. Herman Morse
Vice-President.....Mrs. Jackie McQuin
Member.....Mrs. Delores Bailiff
Member.....Mr. Mark Nea
Member.....Mrs. Betty Keirse
Member.....Dr. Annette Hux
Member.....Mr. Rick Williams

SOUTHWEST ELEMENTARY STAFF MEMBERS

Principal.....Sherry Matthews
Secretary.....Donna Mason
Nurse.....Joan Stephens, R.N.
Building Aide.....Lisa Bien

Kindergarten Teachers.....
April Berry
Leah Cecil
Jessica McFarlen
Brenda Mason
Amy Pixley
Angela Pope
Katrina Prance
Bailey Scism

First Grade Teachers.....
Andrea Backfisch
Carrie Haynes
Lauren Hutchcraft
Felicia Powers
Shannon Putnam
Mary Ann Simmons
Krissi Twadell
Heather Wray

Second Grade Teachers:.....
Janet Bell
Tracy Elfrink
Cindy Justice
Melanie Keena
Kim Lambert
Shelly Leonard
Regina Mick
Lee Ann Nelson

Special ServicesKerri Kruse
Laura Cooper, Aide
Jana Blankenship, Aide
Jana Flannigan
Paula Jarrell
Marla Bailey, Aide

Young Children with Developmental Delays.....Julie Garner
Mary Douglas, Aide
Tania Reiker
Barb Long, Aide

Companion Aide..... Jan Heuring
Bonnie Clark
Kayla Durham

Reading Resource Teachers..... Loretta Morrow
Debbie Thrower
Jane Robertson
Charlyn Holt
Brenda Guethle
Kristi Rinehart, Aide
Jennie Dachs, Aide

Guidance Counselor.....Amber Nea

District Psychological Examiner.....Geren Long

Title I Reading.....Sherry Snider
Rebecca Lovelady, Aide

Art.....Kristina Banken

MusicMaria Chamberlain

Physical Education.....Vicky Jarrell

Library & Audio Visual Services.....Cami Richard
Gale Simmering,Aide

Speech.....Susan Hill
Peggy Potts

Cooks.....Kim Settles, Head Cook
Linda Mitchell
Michelle Ash
Carolyn Davis
Sheena Gillum

Custodians.....Richard Bailey, Head Custodian
Mike Long
Debbie Warbritton

SAFETY

Safety is of primary concern with the large number of young children that attend Southwest Elementary. Safety is stressed by the teachers within the classroom and building wide. All of the rules regarding behavior for student conduct in the school building, on the playground, on school buses, as well as when students enter or leave the school grounds, are based on the safety of the child. Student violation of school rules may result in the loss of certain student privileges, corporal punishment for those violations which occur after the student has been warned, or for those violations which could result in an injury to another person, in-school suspension, and/or suspension from school for a period of one to ten days. Due to safety issues, flip-flops and high-heeled shoes are not allowed on the playground equipment.

PLAYGROUND RULES

1. Rough play such as shoving, pushing, kicking, wrestling, or fighting will not be permitted.
2. Abusive remarks will not be tolerated.
3. Students will not be permitted to throw rocks or sticks. This rule includes any object thrown with the intention of hurting another person.
4. Pushing another person on the swings will not be permitted. Do not stand, twist, or flip in the swings. Do not jump from a swing while it is swinging.
5. During recess time, do not play near the building windows or doors.
6. During recess time, do not enter the building without permission from teacher, except in the event of an emergency.
7. Items such as baseballs, or other hard and dangerous objects, will not be permitted on the playground. Dangerous and harmful items, such as knives, will be taken away by the teacher and turned into the principal. Parents may claim these items in the office.
8. Students will not be permitted to retrieve a ball that goes beyond the designated playground play areas. Students are to inform the duty teacher of this situation immediately.
9. Students are to stay out of any muddy areas when these conditions develop.
10. When on the climbing bars, a student will not be permitted to stand up on top or jump from the bars. Students will not be permitted to play tag or other such games near the bars.
11. Do not run when leaving or entering the building.
12. First graders are not to play or run on the sidewalk by the north circle drive. When in this area, be on the lookout for driveway traffic at all times.
13. Don't be a tattletale. However, we do encourage students to inform a teacher if someone is harming them.
14. **NO FOOTBALLS** whatsoever are allowed on Southwest Elementary campus.
15. Play safe and fair. Have fun!

ENROLLMENT PROCEDURES

An enrollment day for all students will be held in August just prior to the start of school each year. This day will be announced in the local paper and on the radio, or you may call 614-1015 for this information. During this enrollment, student school pictures will be taken and class lists will be posted. Such information as the child's address, transportation, baby-sitter, immunization records, and emergency information will be updated. Students will also be able to order school T-shirts at this time. Yearbooks will be ordered at a later date.

A pre-enrollment for kindergarten will be held each year in the spring. Local newspapers and radio station KDEX will carry any announcements regarding specific information about registration. A child must be five years old on or before August 1st to be eligible for kindergarten.

At the time of enrollment, parents should plan to present a state issued birth certificate, a complete immunization record, the child's social security number and any information that is available from previous schools attended.

CLASSROOM TEACHER REQUEST

Parental request for a specific teacher is not permitted. The principal will, however, accept the following parental suggestions: (1) to not place a child with a teacher due to family relations or circumstances such as: closeness of families, previous school or business concerns, or any other relevant problems or concerns that might negatively affect the child educationally, and (2) to separate individual students if they are related, have a history of personal problems, share a common home, or have another special living situation, become related by marriage of their parents, or if there is an indication of other special problems. Please direct written suggestions or concerns to the attention of: Mrs. Sherry Matthews, Principal, Southwest Elementary, 915 W. Grant St., Dexter, MO 63841. If you wish, you may call the principal directly to share this information. **The deadline for making requests is June 1st.**

HEAD LICE

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students. To support such a program, the following will be implemented:

1. When and if head lice/eggs are discovered on any student in the school district, it will immediately become a priority. All siblings of the infected student will also be checked.
2. If the school nurse or school personnel should discover head lice/eggs on a student in the classroom, the parent of the student will be notified, and the student will be removed from the classroom and from school.
3. The school nurse will instruct the parents concerning various shampoos and sprays and/or treatments that can be purchased for the head lice/eggs, and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
4. To be re-admitted to school, a student must be accompanied by a parent/guardian or relative, and must be examined by the school nurse. If eggs are still present, the student will be sent home until the eggs are removed from the hair.
5. Within six to ten days after being re-admitted to school, the student will be re-examined by the school nurse. If head lice/eggs are found at that time, parents will again be called and instructed concerning treatment of the head lice/eggs.
6. The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
7. It will be the responsibility of the school nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The nurse is also responsible for recommending re-admission of the student after treatment is completed.
8. If it appears the parents of an infested student are failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or eggs under these procedures, resulting in a prolonged period of absence of the student from school, the matter may be reported to the appropriate family/youth services and law enforcement agencies.

BUS RULES

1. OBEY THE BUS DRIVER AT ALL TIMES.
2. REMAIN SEATED WHILE BUS IS MOVING.
3. TALK SOFTLY WHILE ON THE BUS.
4. BE KIND AND COURTEOUS TO OTHERS.
5. PLACE TRASH IN TRASH CAN WHEN ENTERING OR LEAVING THE BUS.
6. MISCONDUCT ON THE BUS WILL BE REPORTED TO THE BUILDING PRINCIPAL AND WILL RESULT IN DISCIPLINARY ACTION IN THE FOLLOWING MANNER:

1st offense- Warning

2nd offense- Loss of free time

3rd offense- Suspension for 3 days or paddling

4th offense and beyond- Increase in the length of suspension and parent conference.

ATTENDANCE, ABSENCE AND MAKE-UP WORK

MISSOURI'S COMPULSORY ATTENDANCE LAWS REQUIRE THAT ALL ELEMENTARY PUPILS BE IN REGULAR SCHOOL ATTENDANCE.

It is very important for all children to be in regular attendance. It is impossible for a child to make up all work missed because of absence. Make-up work alone creates a hardship on both the student and the teacher. The best school work cannot be done unless attendance is regular and punctual.

We ask parents to call the office (614-1015) to inform the school secretary as to the reason for a child's absence. **PLEASE NOTE: STUDENTS WHO ARE ABSENT IN EXCESS OF 20 DAYS (120 CLASS HOURS) DURING THE SCHOOL YEAR WILL BE REQUIRED TO ATTEND THE SUMMER SCHOOL PROGRAM OR BE SUBJECT TO RETENTION.** Parents will be asked to conference with the principal if student absences exceed twenty (20) days. After this conference, promotion may or may not be granted by the principal. We strongly encourage parents to have their child at school every day possible.

Upon returning to school, students should request the privilege of making up work missed during their absence. Class work not made up may be deducted from the student's final grade.

If a student is ill at home and unable to come to school, we ask parents to abide by the following procedure:

1. A parent request for homework should be made to the office by 10:30 a.m
2. The homework may be picked up after 3:15 each day outside the general office area.
3. A student will be allowed to remain indoors as a result of illness or injury if a parent note is provided. However, **after a three day period of remaining indoors, a note from a physician is required in order for the student to remain inside during recess.**

TARDIES

If your child exceeds **three** tardies per quarter they will receive recess detention. If your child continues to be tardy, the building principal will report this to the appropriate authorities.

HOMEWORK

Homework is an independent activity, to be accomplished outside of the school day to reinforce concepts learned in class. Some homework may require parental help.

Unfinished classroom or work missed due to absences, although completed outside the school day, is NOT included in the school's definition of homework.

Teachers will assign homework based on the maturity and ability level of the students in a given class. The teacher in the classroom is the most qualified person to determine what homework is needed to support the curriculum of the school district. Teachers are responsible for assigning homework to students and for providing the explanation and direction required to ensure students can accomplish the work with reasonable success. Parents are responsible for setting a specific time and place for the student to do homework and for checking to make sure the student completes homework assignments.

VISITORS CHECK IN AT OFFICE/USE FRONT ENTRANCE

As a safety precaution, we ask that all visitors to Southwest check into the school office before proceeding anywhere in the building. Visitors should sign in and they will be given a clip-on visitor's pass to display while they are in the building. We ask for your cooperation regarding this policy.

STUDENT TRANSPORTATION

All pupils living one mile or more from the school or in an area where walking is considered hazardous by the Board of Education are eligible for bus transportation. Bus routes are laid out each year in such a manner as to best serve the majority of the students in the transportation areas.

Bus routes will be established on public all-weather roads and streets and may be changed at any time if there is a shift in the resident location of pupils or as road conditions warrant.

Due to the age of Southwest students and the amount of traffic around the school, we do not allow students to walk or ride bicycles to or from school. Students must be picked up by a parent or ride a school bus. Please discuss any other arrangement with the principal. Children who are picked up must be picked up no later than 3:15 p.m.

STUDENT ARRIVAL TIME & PICK UP INFORMATION

Students should not arrive at school before 7:30 a.m. All doors will remain locked until 7:30 a.m. Teachers are not expected to be at school before 8:00 a.m., and supervisory personnel are limited before that time. We ask parents to please cooperate with us in this respect.

PLEASE DO NOT LEAVE UNATTENDED CARS PARKED IN THE DRIVEWAY. IF YOU MUST GET OUT OF YOUR VEHICLE, PLEASE PARK IN ONE OF THE DESIGNATED SPACES.

All first and second grade students being picked up will be waiting outside of the building at the front entrance. Parents are asked not to wait by the classroom doors or interrupt classroom instruction. All kindergarten students being picked up will be waiting in the kindergarten lobby. Parents should use the kindergarten sidewalk near the office to enter the building for this purpose. Any parent entering the building for any reason is asked to enter at the front entrance and check in at the office. This safety issue will be enforced.

WE ASK THAT THE NORTH CIRCLE DRIVEWAY BE USED BY PARENTS FOR ALL STUDENT PICK-UPS AND DELIVERIES. ONLY BUS TRAFFIC AND STAFF PARKING WILL BE PERMITTED IN THE BACK PARKING AREA (SOUTH LOT).

CARE OF SCHOOL PROPERTY

We encourage all students to be proud of our school and feel that it is the duty of every student to respect school property. Any student who defaces the building or loses school property shall be required to pay for any damage or loss.

TOYS/GUM CHEWING

Toys generally have no relationship to the instructional process. Toys should only be brought to school on special days or for presentations and only with the permission of the teacher.

To avoid problems associated with gum chewing, Southwest students are not allowed to chew gum on the school premises or on the school buses.

PTO

The Southwest Elementary School Parent-Teacher Organization (PTO) serves our school by providing many services for the children and sponsoring a number of projects and activities. We encourage you to show your support of our school by joining our PTO. A few of the many projects and activities that the PTO is involved in are listed below.

Parenting Nights
Open House Activities
Yearbook Sponsor
Grandparent's Day
Easter Parties

Southwest Shirt Sales
Education Week Activities
Book Fair
School Assemblies

DAILY SCHEDULE

7:30.....School doors unlocked
7:30.....Breakfast served
8:00.....Teacher's day begins
8:00 - 8:15.....Early morning Recess
8:15.....Classes begin instruction
10:00 - 10:15.....Morning Recess - all classes
11:00 - 11:35.....Kindergarten lunch period
11:30 - 12:05.....Grade 1 lunch Period
12:05 - 12:40.....Grade 2 lunch period
1:40 - 1:55.....Kdg., 1 & 2 afternoon recess
2:55.....KDGers dismissed-pickup
3:04.....Early bus riders and students being picked up are dismissed
3:15.....Late bus riders are dismissed

TEXTBOOK INFORMATION

The district provides textbooks to all resident students as established by state law. Textbooks and workbooks are furnished at no cost to elementary students. There will be a replacement fee charged for books lost or damaged.

PROGRAM OF STUDIES

COMMUNICATION ARTS
SPELLING
MUSIC
PHYSICAL EDUCATION

WRITING
SCIENCE
ART

MATHEMATICS
SOCIAL STUDIES
SCIENCE

THE METHOD USED TO SELECT TEXTBOOKS

Dexter School Board policy states that we are required to select basic textbook materials by a committee. This committee is to be comprised of administrators, teachers, and parents. The committee, after a careful study of all the current materials available has been completed, will present its recommendation to the Board of Education for final approval. There is a continuous study and re-evaluation of all materials used for instruction at Southwest Elementary School. A change may be made at any time if the faculty and Board of Education feel it would be in the best interest of the students.

PHONE CALLS AT SCHOOL

Telephone Procedures - We will deliver all emergency telephone calls and messages to children and teachers. We request that teachers and students not be asked to come to the telephone during regular class time. Parents should realize that when a call is placed indicating a change of bus or pickup of a child, that message is usually given over the classroom intercom. This message will interrupt the class, and we prefer not to do that on a regular basis. A note to the teacher is a more effective method. If a telephone call is necessary, **please call before 2:00 p.m. with schedule changes.**

CO-CURRICULAR ACTIVITIES...ART, MUSIC, AND P.E.

The basic skills in art are taught to students in grades K-2. The purpose of this program is to develop an appreciation for art in day-to-day living. Introduction of various media is undertaken throughout the program in an attempt to help develop each child's creative ability.

A complete physical education program is offered for students in grades K-2. Physical activities are selected and conducted for purposes of developing the child---physically, mentally, emotionally, and socially. No special uniform or extra equipment is needed for this class, **but appropriate shoes are a must.** Each child is expected to participate in all activities. Special considerations will be given when needed.

Music instruction is also provided for students in grades K-2. The goals of this program include the development of basic music skills, music enjoyment, and the development of an appreciation for music as an art form within each student. Since personal involvement enhances learning and promotes self-expression, active participation in the program is encouraged and expected.

PROGRAMS OFFERING AT SOUTHWEST

MR PROGRAM

Special Education Services are provided in the Dexter R-XI Schools for any child that is determined to be mentally retarded (MR). Class sizes are kept small and the instruction is individualized so that the child may realize maximum potential in an unrestricted environment.

SPEECH THERAPY AND LANGUAGE PROGRAM

The elementary speech program is staffed by fully certified speech therapists qualified to diagnose and treat speech impediments of all types. At the start of each school year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct the identified speech disorder(s). During the school year, the IEP is followed and progress is noted. At the end of the year, parents are notified as to one's progress and need for future speech services.

TITLE I READING

The Title I Reading Program is available for those children who have demonstrated some difficulty in mastering reading skills as indicated by various test scores and teacher recommendations. The program consists of the following:

1. Small classes to provide individual instruction.
2. Attractive and interesting materials to encourage children to become better readers.
3. Children are selected based on their previous reading performance and teacher recommendations in the spring and fall. The students that are determined to have the greatest need for reading services are given priority for a Title I Reading program placement.

RRP (READING RESOURCE PROGRAM)

This program allows students to receive additional teacher help within the classroom as well as outside the classroom in a small group setting. Those students determined to have the most need, as identified by the classroom teacher, will receive this resource help.

SPECIFIC LEARNING DISABILITIES PROGRAM

A learning disability class is available for students who qualify. This program allows students to learn by alternative learning strategies and to receive individualized help when necessary.

BEARCAT BUDDIES

Bearcat Buddies is an after school tutorial program available for a very small number of students who are in need of additional help to maintain grade level performance. No transportation is provided for this program.

HEALTH EDUCATION PROGRAMS

Besides being available for first aid, the school nurse also conducts these programs:

1. Weighs and measures all students.
2. Screenings for both vision and hearing.
3. Assists in the dental health programs.
4. Assists in the growth, development, and drug education programs.
5. Monitors the immunization program.
6. Promotes a safe and sanitary environment for children.

LOOPING CLASSROOMS

Looping is a practice that allows single-grade teachers to remain with the same class for a period of two years. It is a two-year placement for the teacher with the same students. Looping is philosophically more child-centered than a traditional single grade level configuration. Looping allows a child and a teacher to develop a relationship that is conducive to learning. It also alleviates the unknown for the child, teacher and parent.

EARLY CHILDHOOD SPECIAL EDUCATION

A screening will be conducted at various times during the school year in attempt to locate and identify children who have a need for this special services program. Any child who will be three years old on or before July 31st is eligible for this screening. Dexter School continue to serve children age three and four who have been identified as needing special services placement. For more information about this program, please contact Dr. Kim Flowers, Director of Special Services, at 614-1001. Some services will also be available for those students who have been enrolled in the Parent As Teacher Program.

GUIDANCE

The elementary school counselor works cooperatively with the teachers and administration to provide both group and individual testing of students. The testing program provides information to the staff that helps identify both the strengths and weaknesses of each student. If individualized testing is determined to be necessary for a student, the counselor will administer the tests after a conference with the child's parent(s), classroom teacher, and the principal. Our counselor also coordinates our Character Education Program, which promotes those character traits deemed most important by our community.

LIBRARY

The library is provided as a central resource center for pupils and teachers. Students visit the library regularly to check out books and use other materials. Books are checked out for one week at a time and may be rechecked at the end of one week, if needed.

Any student who has overdue books from the school library will not be allowed to check out additional books until the overdue books have been returned or paid for. The school librarian will assist parents and teachers in these matters.

COMPUTER TECHNOLOGY INSTRUCTION

Technology curriculum has been developed and adopted by the Dexter Public Schools in order to allow students to gain the level of technological literacy that is required to effectively research, learn and communicate ideas. Southwest classrooms are equipped with networked IBM compatible computers, which enable the students to develop the skills necessary to participate in an information-based society. A computer lab with 24 student stations is located in the West Wing and all students take part in computer instruction throughout the school year.

IMMUNIZATION REQUIREMENTS

The Dexter Board of Education established a policy that states that no student will be permitted to enroll or attend school until one of the following conditions is met:

1. All immunizations are complete.
2. Exemption from immunization has been arranged to provisions of the law.
3. Immunizations are determined to be in progress as determined by law.

According to Missouri Law, children are to be immunized against Diphtheria, Poliomyelitis, Measles, Rubeola, Mumps, and Hepatitis B.

D.P.T. (Diphtheria/Pertussis/Tetanus toxoid)

An infant should have a series of three doses with a booster dose one year after the third and a second booster dose due at kindergarten age for a total of five doses of DPT with a DPT booster due in 10 years. **A MINIMUM OF THREE DOSES IS REQUIRED WITH THE THIRD DOSE AFTER AGE THREE.**

O.P.V. (Oral Polio Vaccine)

An infant series of two doses with a booster dose one year after the second and the second booster due at kindergarten age for a total of four doses of O.P.V.

M.M.R. (Measles, Mumps, Rubeola or Red measles)

Two doses due after the child's first birthday.

Hepatitis B

Each child shall have three (3) doses. The second dose is required one month after the first and then followed by the third dose five months later.

Upon enrollment, parents will be asked to furnish the school with a health record listing the dates of all immunizations received by their child. Parents will be notified if their child needs additional immunizations before school starts or as soon as possible.

Varicella?varvax (chicken Pox)

SICK CHILDREN

Children who become ill at school will be sent to the school clinic. If they are too ill to remain at school, parents will be asked to pick them up. If the parent cannot be reached, we will call the emergency number listed on the pupil's information card. Please be sure that your child's information card is kept up-to-date, in order that it is always possible for us to reach someone who can act in your place.

MEDICINE AT SCHOOL

It is not customary for medication to be administered to a pupil by school personnel. Requests for medication to be administered at school shall be referred to the school nurse or principal if the nurse is unavailable. Normally, prescription medication that only requires three doses per day will not be administered at school unless a dose is required before a meal. If the medication can be administered at home, we respectfully ask that it be done so. Medication sent to school for administering must be in its own container with the physician's instructions and specific directions attached. Parents are responsible for providing any medications that need to be administered to students. The school does **NOT** provide any over the counter medication or prescribed medication. . If you have any questions, please feel free to contact the school nurse.

DOCTOR'S EXCUSE

If a parent feels that a child should remain indoors during recess times or is unable to participate in P.E. for a period to exceed three consecutive days, it will be necessary for that parent to furnish the school with an excuse from a physician. We believe that exercise and fresh air is important for a student's well being whenever possible.

COMMUNICABLE DISEASES

Many illnesses of children are contagious. Often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the incubation or beginning period of a contagious disease.

The following guide published by the Missouri State Board of Health shows the number of days it may take for your child to develop the disease. The third column of the chart indicates how long your child must remain out of school after the disease has been diagnosed by your doctor.

DISEASE	INCUBATION	TIME EXCLUDED FROM SCHOOL IF NECESSARY
CHICKEN POX	14 to 21 days	For at least one week from onset of eruption, or until all pox have reached scab stage.
MEASLES (Rubella)	7 to 14 days	For four days after appearance of rash.
MEASLES (Rubeola)	12 to 15 days	For a minimum of seven days after appearance of rash.
MUMPS	12 to 26 days	For at least nine days from date of onset and until swelling is gone.
SCARLET FEVER	2 to 7 days	About seven days from onset to recovery.
WHOOPING COUGH	7 to 14 days	From time of diagnosis until three weeks after development of cough.
PINK EYE	2 to 5 days	Recently doctors have allowed students to return once they are receiving med.
RINGWORM	10 to 14 days	Until under adequate and continuous care of physician.

Medical treatment beyond first aid procedures is not usually the responsibility of the school and is illegal by non-medical personnel. **NO STUDENT IS ALLOWED TO HAVE MEDICATION IN THEIR POSSESSION FOR SELF-ADMINISTERING.** This includes aspirin. The danger of reaction and/or children accidentally taking medication by error necessitates the strict enforcement of this policy.

STUDENT INSURANCE

The school does not carry medical insurance on students. Information concerning student accident insurance is available for purchase from a private insurance company. This information is provided to parents at registration. The schools are not affiliated with the insurance agency.

SCHOOL PICTURES

School pictures will be taken each August during back to school registration. All children will have pictures taken for our school records, but parents are not required to make any purchase. Information regarding retakes will be provided when these dates become available, usually after the first month of school.

LOST AND FOUND

Many personal items are lost by the children and never claimed. Coats, sweaters, and hats will be kept until the end of the school year. To help eliminate confusion and assist with identification, all clothing items should have the student's name written on them. Such markings will greatly increase the chance of lost items finding their owner.

SCHOOL BUSINESS PARTNERSHIP

McDonald's Restaurant of Dexter, owned by Shannon Davis, is a school business partner with Southwest Elementary School. We look forward to another year of participating in this business relationship and appreciate all that McDonald's does to benefit our students.

ACCELERATED READER PROGRAM

All students have the opportunity to participate in the "Accelerated Reader Program." Kindergarten and first grade students will be working toward group goals until they reach the probable reader level on the Early Star Literacy test. Second graders will work toward individual points, to earn various special prizes throughout the school year. Mrs. Sherry Snider, Title I Reading Teacher, coordinates this program and is assisted by the teachers. Each Friday afternoon, individual student accomplishments are announced to all second grade students over the intercom. The Accelerated Reader program has proven to be of great benefit to Southwest students.

OPPORTUNITIES TO SERVE - VOLUNTEERS

There are many opportunities for parents, as well as other individuals in the community, to assist in the Southwest Elementary School education program. Good parent volunteers enable the school to provide greater services for the students. Under the supervision of the staff, volunteers help with tutoring, assisting the teacher with clerical work, and working in the library. Other volunteers serve as room mothers and assist with such things as field trips and parties. Contact the principal's office if you would like to help in these or other ways, or talk to your child's teacher.

ROOM MOTHERS - BIRTHDAYS

Room mothers are selected each year by the classroom teacher. Room mother duties include assisting with class parties, field trips, and to help coordinate PTO activities. Parties are normally scheduled at various holidays during the last hour of the school day. We ask that no lengthy birthday parties are given in the room. If parents or pupils desire to bring treats for birthdays, this should be done during the last hour of the day and only with the prior approval or the teacher. We also ask that younger children not attend these activities. Also, room moms or dads will not be needed for the Christmas party unless a personal invitation is made by the classroom teacher. This party is a gift to the students provided by the teacher.

No "HOMEMADE" items will be served at school for any reason.

Students may **NOT** distribute birthday party invitations unless every student in the child's classroom receives an invitation. If your child wishes to give invitations to children other than classmates, this will need to be done outside of the school setting as well.

CAFETERIA

The elementary schools have a breakfast and hot lunch program in operation, serving Type A meals that meet Missouri State requirements. Most all students participate in the breakfast and/or lunch program. If special diets are necessary for certain students, contact the principal's office or cafeteria personnel to make individual arrangements.

The cost of breakfast is \$1.00 daily, or .30 at reduced cost. Lunches cost \$1.40 per day and reduced lunches cost .40 cents per day. Children may pay in advance by the day, week, month, semester, or for the entire year. It is preferred that student money be turned in on the first day of the school week. Payments should be made to the classroom teacher, not in the school office. All bills must be paid before report cards are issued. **Please send any meal money in a sealed envelope with the student's name and teacher written on the envelope.**

If a student brings a lunch to school, it should not be purchased at a local restaurant. Lunches brought to school of this type create several problems for the other students. We also ask that soda not be provided as part of your child's lunch. Glass containers should also not be sent to school. We thank you for your cooperation regarding these matters

FLOWER/GIFT DELIVERIES FOR STUDENTS

Board Policy dictates that NO FLORIST DELIVERIES will be accepted at school for a student. This includes the delivery of flowers, balloons, etc. for student birthdays, holidays, or special occasions.

FREE OR REDUCED COST MEALS

Our school cafeteria operates under federal laws and provides free or reduced cost meals for those children whose family income meets appropriate guidelines. Applications must be completed by parents seeking this assistance. Any meal costs incurred prior to approval will need to be paid in full. If approved, according to the guidelines, the procedure is taken care of in a way that will avoid any embarrassment to the child or parents. Should family income change during the course of the school year, free/reduced forms are always available in the school office.

GRADE REPORTING TO PARENTS

At the end of each grading period, a report of pupil progress is sent to parents of each elementary child on a computer generated report card form (kindergarten report cards are not computer generated). The report includes the pupil's attendance and progress in each school subject, personal and social characteristics, and in work and study habits. In addition to this report, there are numerous other ways of reporting and involving the parents in the daily progress of the student. Parent-teacher conferences are used quite frequently. Personal conferences are scheduled by the teacher or parent as needed.

Each teacher will schedule a parent-teacher conference at the end of the first quarter grading period. These conferences are held in place of report cards for the first quarter of school. However, grades for the quarter will be recorded and are present on the 2nd quarter report cards.

School personnel are available to parents to assist them in the interpretation of student grades and test scores. Informal notes, telephone calls, and the sending of a sample of the student's work are some other methods used to report student progress.

GRADE SCALE OF GRADES 1-12

A.....	96-100
A-.....	90-95
B+.....	87-89
B.....	83-86
B-.....	80-82
C+.....	77-79
C.....	73-76
C-.....	70-72
D+.....	67-69
D.....	63-66
D-.....	60-62
F.....	Below 60

DISCIPLINE

Our goal is to guide each student toward developing desirable character traits that ultimately will allow each child to exercise the ideal type of discipline----self-discipline. We strive to see that every child is treated with fairness and has been given an equal opportunity in work and play. We will not, however, permit any child to disrupt school in such a manner that the educational opportunities of other children are affected. Please refer to your copy of the Dexter Public School's **DISCIPLINE CODE BOOK** for more information. Each family will be given a copy at the time of registration.

CORPORAL PUNISHMENT

The Dexter R-XI School Board has authorized the faculty to use corporal punishment (paddling) when needed. It is our belief that corporal punishment should be used only as a last resort, and that other means of corrective action will have been exhausted before resorting to paddling. However, we feel that it is essential that this option remain a prerogative of the school, i.e., the teacher and/or principal. Parents will be notified of any corporal punishment, but this notification is not required prior to the punishment. In some cases, a note, letter, or telephone call will give parents some warning of the possibility of impending punishment for a continued misbehavior. Some situations may warrant immediate discipline due to the problem itself, but all students will be treated fairly. The alternative to corporal punishment is suspension from school for a designated number of days as determined by the problem itself.

PARENT-PRINCIPAL CONFERENCES

If at any time you feel that a conference is necessary with the principal, please don't hesitate to call. One of the problems in any school district can be the lack of good communication between parents, teachers, and the principal. The only way to find out something is to ask. All school personnel will be happy to assist you in any way they can.

STUDENT FILES AND RECORDS

Permanent records are kept on each child in the elementary principal's office. These confidential records include family information records, attendance, grades, test scores, health data, and a record of social and personal traits. Parents should report any changes in student record information. This includes a change of address or contact numbers.

COLD WEATHER DRESS

During extreme cold weather, the decision to have recess outside or to stay inside will be made each day just prior to recess time. Some of the considerations for making this decision include the temperature, chill factor, wind speed, amount of sunshine, and ground conditions of the playground. The general rule applied at Southwest is that if the temperature or wind chill is below 32 degrees, students remain inside during recess. In order to stay fresh and alert throughout the day, students need fresh air and exercise. Recess time is limited to fifteen minutes and may be even less on colder days if necessary. We ask parents to dress their children appropriately for all weather conditions.

SCHOOL CLOSINGS

Whenever there appears to be doubt as to whether school will be in session because of severe weather conditions, the radio and television stations listed below will be notified. Parents are requested to tune into these sources when there is any doubt about school being in session. Announcements may be made in the evening and/or early in the morning. Tune to KDEX Radio at 1590 AM or 102.3 FM or KFVS TV Channel 12. The SchoolReach home system will also be utilized if possible as well.

RELEASE OF CHILDREN DURING THE SCHOOL DAY

Children are not permitted to leave the school grounds by themselves at any time during the school day.

Parents requesting the release of a child for a medical appointment, or for any emergency, should make the request in the principal's office. **If a student arrives late to school, or leaves before the regular end of the school day, the parent is asked to report to the school office and sign the child in or out, as the case may be.**

The principal, school nurse, or the building secretary may release a child because of illness or injury. This release must be to the parent or authorized reliable adult in cases where the parent is not available. Every effort will be made to contact the parent in cases of illness or accident, unless we have been instructed to do otherwise.

CHECK-OUT PROCEDURE FOR STUDENTS MOVING FROM DISTRICT

1. Parents notify school personnel at least three days before leaving.
2. Return all schoolbooks and supplies.
3. Student's desk must be cleaned and all personal items removed.
4. Report cards will be issued to students when they have been in attendance long enough to justify proper and fair evaluation.
5. Transfer information will be sent directly to the child's next school upon the receipt of a formal request from that school

INFORMATION SERVICES

The Dexter R-XI school system has a web-based system that will allow you to access your children's grades, schedules, attendance, lunch balances, and other information. This service is completely free and designed to help you stay better informed. All information is viewed over this system is updated daily as possible with the exception of grades. The website is dexter.k12.mo.us. you will be given a form at registration if you so desire to take advantage of this opportunity.

SCHOOLREACH

SchoolReach is an automated phone system program that allows school personal to send school related information to your home. All SchoolReach messages from Southwest will be sent out at 7:00 pm in the evening, with exception of school cancellations due to weather.

SECURITY CAMERA SYSTEM

Southwest Elementary is now equipped with a security camera system that will allow us to monitor the interior and exterior of the building to ensure safety of our students. This system allows 24 hour recording surveillance.

Suggested Supply List

Southwest Elementary School

2008-2009

(School supplies all paper. Please, no Trapper Keepers or notebooks. Also, please purchase the plastic cigar size school boxes. The larger boxes will not fit in student desks).

Due to generous donations from church and community organizations, school supplies are available in the Southwest office if needed.

KINDERGARTEN

1 cigar size school box	1 Kinder mat – BLUE AND RED MAT
1 Box of 8 Crayons	1 White Glue (Med. with orange lid- no gel)
1 Pr. Fiskars Scissors (Blunt pt/not plastic)	1 Backpack
1 Lg. Box of tissues	2 No. 2 Pencils (regular size)
4 Glue Sticks (Any size)	1 Pink Block Eraser
Boys- Gallon size ziplock bags	Girls- sandwich size ziplock bags

Grade 1

1 pkg No. 2 Lead Pencils	1 Box of 24 colors (Preferably Crayola Brand)
1 Dry Erase Markers (Black)	1 Backpack
1 Pink Block Eraser	1 White Elmer's Glue - bottle
1 Pr. Scissors (Fiskars Sharp Pt/Not plastic)	1 Large pencil pouch (soft)
2 Small Glue Sticks	1 Lg. Box of Tissues
1 Pkg. Wet wipes	1 bottle hand sanitizer (any size)
Boys- Gallon Size ziplock bags	1 Dry eraser
Girls- Sandwich size ziplock bags	

Grade 2

1 Box Crayons (24 pack)	1 Glue (4 oz. liquid)
1 Ruler (showing inches & cm.)	1 Pink Block Eraser
1 Two-pocket Folder	1 Lg. Box of tissues
1 Backpack	1 Cigar Size School Box, Plastic
1 Pr. Sharp Pt. Fiskars Scissors	1 Glue Stick
1 Pkg. No. 2 Pencils	2 Dry Erase Markers, Black
1 Pkg. Pencil End Erasers	1 Highlighter

