



## Eugene Field Elementary Handbook

2011-2012

EUGENE FIELD  
ELEMENTARY SCHOOL  
2120 E. BARATARIA  
SPRINGFIELD, MO 65804

Phone 523-4800  
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**possibilities...**

**Welcome** to the 2011-2012 school year!

Our mission and slogan remain the same this year and our favorite word is "*poss-ibilities...*" **As we think about the many ways we can learn, grow and make a difference in our world we are** inspired to reach for our goals of learning and inquiry. We understand and emphasize that we are *in process* as learners, and we encourage each student to reach new goals by addressing areas of personal growth.

We call our quarterly feedback to parents "Quarterly Progress Reports." This helps us to realize our students are on a continuum of learning, needing our support and direction all along the way.

Watch the calendar for "Principal's Coffee." This year we will focus on the DIRT grant which will provide for the addition of a garden. The garden created will be an extension of the classroom and a living laboratory for our students to explore. Come grow and learn with us!

**FIELD MISSION**

The mission of Field Elementary School is to develop creative, balanced inquirers who share a love of learning, a commitment to global responsibility, a respect for others, and a desire to take positive action in the world.

**SLOGAN**

*LEARNING...to make a difference!*

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**Site Council**

Site Council meets regularly to review needs of the school, problem-solve issues, set priorities for future projects and review and reflect on the school process. If you like to dream big and see possibilities, Site Council is the committee for you. Watch for calendar dates for Site Council.

## Eugene Field PTA and YOU

Field PTA works diligently to support the entire school. We encourage you to join PTA and become an active member of this great team! You can volunteer to help with an event or chair a committee and serve on the board. The following list outlines some activities that take place each year. Each event utilizes parent volunteers:

**Homeroom Moms and Dads** – Several events throughout the year occur in the classroom (parties in December and February, lunch supervision on voting days, field trips, tutoring, reading to the class, cutting out and/or preparing materials for the class, bringing items to school for class events, etc.) While homeroom moms and dads organize the response to classroom needs, all parents are invited to participate.

**Fall Festival** – an evening event that brings us all together for food, fun, games & movies.

**Health Fair** – Vision, hearing, height, weight and general health evaluation occurs each year. This event is held during the day.

**Skating Parties** – watch for monthly ice or roller skating parties; a fee is charged for this event and parents supervise their own children.

**Spring Party** – a spring celebration where we have lots of music, fun, silent auction, and various children's games.

**WatchDOGs (Dads Of Great Students)** – Dads support our school by spending all or part of a day at school. They help students and teachers, work in the lunchroom, watch for safety concerns and give a great “presence” in the building. Watch for sign-up opportunities.

**There are many ways to become involved in PTA. Start by joining. The MEMBERSHIP table will be available at Meet the Teacher, Open House and other fall events. Other ways to be involved include: backpack program (Soul Food), SPS clothing bank, outdoor maintenance and gardens, Reading is Fun (RIF), staff appreciation.**

### **Parents in the school building:**

Parents need to sign in at the office window and wear an ID badge while in the building. Parent visits to classrooms should be pre-arranged by appointment with the teacher. Parents should wait for students outside the 3<sup>rd</sup> grade hallway door, or at the front of the building, and should not wait at the classroom door.

## General Procedures

The school day starts at 8:50; students are allowed in the building at 8:20 and will be supervised in the all-purpose room. At 8:35, students are dismissed to their rooms. They begin their morning work and prepare for the day during this time. Students should be on time for school each day; tardies are tabulated and reflected on the Quarterly Progress Report.

If your child is going to be absent, please call the school and leave a message. Attendance is taken each morning; if a student is absent and a call has not been received, a call will be made to the parent/guardian to determine the reason for the absence.

Students who are habitually absent or tardy will receive a call or letter from the principal. A follow-up visit from the attendance officer may also occur.

We strive for good attendance and punctuality because of the habits that are formed early in life. Classes with the highest attendance for the week receive the "traveling trophy." Individual students receive recognition for 96–100 % attendance each quarter.

*Students with 100% attendance for the year will participate in a special celebration. Other celebrations for 100% attendance maybe held throughout the year.*

**Attendance Goal 96%**

## DISCIPLINE



Each classroom has a discipline procedure that is appropriate for the grade level. Issues that cannot be resolved by the classroom teacher will be referred to the principal.

Discipline procedures follow the district guidelines, as stated in the SPS Student Handbook. The principal will make the determination as to the severity of a disciplinary action, with input from the classroom teacher and, at times, the Security Officer and the Associate Superintendent. There are some infractions where state law dictates a specific course of disciplinary action. Please review your SPS Student Handbook for further information.

Students are learning how to interact with others every day. We don't expect children to be perfect, but to be willing to learn and grow from their experiences. It is sometimes through our mistakes that we learn the most. Field utilizes the principles of Love and Logic in responding to the developmental needs of children. Love and Logic provides a framework for parents and teachers with techniques that help achieve respectful and healthy relationships with children. Children are taught to be honest, caring and ethical. Teachers and parents are in control and children are given choices within limits. It is our goal to help prepare children for the responsibilities of the real world. Our library has Love and Logic books, magazines and videos for parent check-out.

The Primary Years Program lists "student profiles" that describe a person who is emotionally healthy and is an independent learner and thinker. We *all* refer to the student profile as a good standard of behavior for kids and grown-ups.

By maintaining consistent expectations, we can help our children ***inquire, learn & grow!***

Important Rules to Follow  
(Things that will keep you happy ☺ and out of trouble)

**Items from home** – Do not bring electronics or toys, including balls, trading cards, or other current popular items unless you have received written or verbal verification from the classroom teacher. The staff will not assume responsibility for theft, breakage or misplaced articles. Toys brought from home may be confiscated and held at the discretion of school staff if they are interfering with the learning process. Parents may come and pick up items at any time.

**Cell Phone**- Cell phones are not to be used during the school day to text or call. Cell phones should be kept in a backpack, on silent, and not taken out during the school day. Phones causing a disruption to the school day will be taken from the student and be picked up by a parent. Reoccurring problems may result in disciplinary action.

**Do review the weapons policy in the elementary student handbook:** If a knife of any size is brought to school by accident, it should be given *immediately* to the teacher to avoid enacting the Safe Schools Act protocol.

**Do not bring pets** unless your teacher has given the ok.

**Celebrations** – students' birthdays will be recognized, but birthday parties are not allowed at school. Check with your classroom teacher as to their policy in celebrating you child's special day. Some teachers ask you to consider a non-food celebration such as pencils or other items to pass out or library book donation in your child's name.

Check the SPS website for a list of nutritious snacks. Please be aware of food allergies when sending snacks.

***Please do not send invitations for parties, sleepovers, etc., to be distributed at school – this includes passing invitations out at dismissal time.***

***Balloons, flowers, etc. will be kept in the office until dismissal time.***

## LUNCH INFORMATION

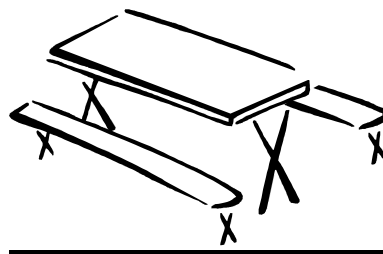
Students are expected to buy lunch as their parents have advised them. A decision to skip lunch and keep money is not permitted. *Students should not have glass containers in their lunch boxes.*

Students' parents and/or family members occasionally come to eat lunch with their child at school. ALL visitors need to sign in at the front office and pick up an ID badge. Students need to be seated first, so be aware there may not be room at the table for adults. Other children cannot leave the lunch-room to eat unless their parent/family member/guardian is present. Lunch cannot be brought to school for children other than by a parent/family member/guardian. When in the lunch-room please follow rules and procedures. There are tables outside for use when weather permits.

Check with your child's teacher for lunch time. Please keep in mind throughout the year there may be times the lunch schedule is altered to accommodate field trips or special guest.

There is a desk by the lunchroom door for you to leave a lunch if you choose. Please read the letter from Food Services included in the first day packet.

Lunch Prices	
Breakfast Reduced	\$ .30
Breakfast Full	\$1.10
Lunch Reduced	\$ .40
Lunch Full	\$2.25



## **LUNCHROOM BEHAVIORS:**

Lunch time is a time to eat and socialize. Students are in a more relaxed environment, and have a chance to show self-directed, principled behavior. Children are encouraged to talk during lunch except for the brief times of quiet that are signaled by the staff. Line-up is done one table at a time. Students are expected to walk to line up, keep hands to self and wait for dismissal. When entering the hallway, students are expected to demonstrate silent hallway behavior (Level 0).

- **When in the lunchroom, please help us observe voice levels and lunchroom rules:**
  - 0 – complete quiet; no whispering (usually enforced for 1-2 minutes each day)
  - 1 – whisper voices
  - 2 – classroom or restaurant level of conversation.
  - 3 – lunchroom conversation (higher volume with no shouting or individual voices rising above the general noise)
- Eat your own food – do not share.
- Walk, always, in the lunchroom.
- Stay seated and raise your hand for help.

Students can earn rewards for exemplary behavior in the lunchroom, and can be moved to a quiet table if they consistently ignore lunchroom rules.

## **HEALTH ROOM**

The nurse is scheduled to be in the building 5 days a week. Students may come to the health room when they are ill and for injuries that require the attention of the school nurse. If a student's temperature is 100 degrees, they should stay home. Students need to remain at home until they are fever-free or have not vomited for 24 hours.

***An adult must bring medicines to school. (They cannot be transported on the bus). A school medication form needs to be completed by a parent or guardian each time a medication is brought to school; this document is needed to give the school permission to administer medication. Bottles must have prescription labels. Medicines will be kept in the health room.***

## **STUDENT DRESS GUIDELINES**

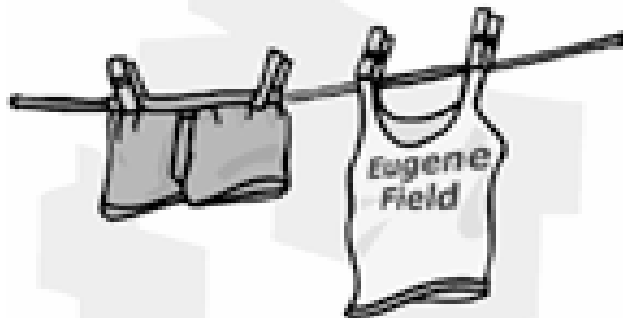
*All students must wear tennis shoes to gym class.*

*Hats and bandanas are not to be worn in the building except on specially designated Spirit Days.*

*No bare midriff or underwear showing*

*Any clothing which disrupts the educational process will not be permitted.*

**See the SPS elementary handbook for specific information.**



## **PLAYGROUND/RECESS INFORMATION**



District guidelines provide for a 30-minute recess each day. Fresh air and exercise helps keep children healthy. Research on illness during winter weather shows that students are not negatively impacted by cool weather (above 32 degrees), and that going outside helps general health by providing fresh air. Outdoor recess times may be shortened on colder days, and indoor recess occurs when the temperature or wind chill is below 32 degrees, except on occasion when students may go out for a brief ‘breath of fresh air.’

Students are expected to go out for recess unless there is a health reason and a note is sent from a doctor.

Appropriate clothing should be worn for outside activities.

PE follow-up usually involves walking the track at the beginning of recess. Activity on the playground is organized and supervised to provide safe recreation. The school will provide all playground equipment needed. Hard balls and footballs are not permitted because of the hazard they present. Only equipment requested by the teachers will be allowed on the playground.

**Please remember to wear those tennis shoes on the day you have P.E.**

*Make a note on your fridge...*

***My PE days are \_\_\_\_\_ and \_\_\_\_\_***

## HOMEWORK and ABSENCE GUIDELINES

*The purpose of homework is to provide practice of skills as well as give parents a connection to student work. The amount of nightly homework should increase as a student matures. Regular practice of skills helps to build confidence; reading should occur every evening.*

*All students should spend time outside the school day reading; teachers will provide a reading log to be kept by the student to track reading time each day. The daily practice of reading is one of the most important habits we can develop.*

If a student is absent for only one day, the classroom teacher will handle his/her make-up work when he/she returns. When a student has been out for more than one day, homework may be requested by calling the school office (523-4800). The teacher will have the homework on the student's desk after 3:35 p.m.

It is the responsibility of the student to turn homework in within a reasonable amount of time following an absence.

Generic assignments (independent reading, journals, reports) may be assigned in advance of vacation absence. However, we will not furnish classroom materials (worksheets, tests) in advance of a trip taken during school time.



We realize students can profit educationally from a vacation experience. It must also be realized that the classroom presentations and student interactions are a major part of a student's educational experience and these cannot be replicated. The parent is the only one who can decide whether his/her child can afford to miss daily presentations. It is impossible to "make up" all that transpires during an absence.

## DAILY DISMISSAL

Students who are transported by car should be dropped off and picked up at the Luster Street entrance.

- Car riders who use the parking lot pick-up procedure are dismissed beginning at 3:35 and exit out the main front doors. Their names are called as the car enters the sidewalk line so they can be ready when the car pulls up. If your child is not ready, you can pull forward and wait. **No left turn into the car rider line during peak traffic times; no parking in undesignated parking spots on Luster during peak traffic times. Keep the line of vision open!**
- Kindergarteners and their siblings are dismissed at 3:35 and exit out the Barataria door by the computer lab.
- Walkers are dismissed at 3:35 and exit out the 3<sup>rd</sup> grade hallway door.
- Parents who walk to the building for pick-up will meet their students outside the 3<sup>rd</sup> grade hallway.
- Bus students exit out the Barataria door by the principal's office.
- In case of **extreme inclement weather** (thunderstorm, ice storm), **all car riders and walkers** will be held in the classroom. They will be called from the classroom as cars enter the parking lot. If you come into the building to pick up your child, you will need to let the office know you are there so your child's name can be called.

*\*The system for picking up students has been designed for the safety of all students. When cars are parked on Luster or when students are asked to cross the street to meet a car, the safety of all children is affected. Please keep this in mind as you negotiate the end of the day pick-up of your child. The car line moves quickly and is a safe way to pick up your child. It usually takes about 5-10 minutes to get through the car rider line once we have dismissed. Plan to come a little later (3:40) to avoid the line.*

**Students should not arrive at school before 8:20.  
Students need to be picked up no later than 3:50.**

Safety

Comes

First

## **SAFETY**

All visitors are required to check in at the office before visiting classrooms. Please pick up a visitor's tag and return it to the office when you leave. Parents coming to eat lunch at school should also sign in and wear the ID.

All doors except the main doors on Luster are locked.

Regular drills are conducted for the purpose of practicing what to do in case of an emergency. Contingency plans for all drills are in place, whether students are in their classrooms, hallway, lunchroom or playground. We are in contact with the district safety office and the Greene County Emergency Management Office to make sure our procedures are appropriate and in line with current practice.

**Fire Drills** – are conducted monthly with two drills during the first two weeks of school. Students leave their room with the teacher, closing the classroom door. They quietly file out the designated door. Walkie-talkies are used for communication. Roll is taken and reports are given to the principal.

**Storm Drills** – Students respond to the siren and intercom drill by moving quietly and quickly to the designated spot in the building where they wait with their teacher until the all-clear signal is given. Walkie-talkies are used for communication. Roll is taken and reports are given to the principal.

*If a parent comes to pick up a student and we are under a Greene County tornado warning, he/she will be asked to go to a safe place in the building. If the parent insists on taking the student while the warning is in place, the student will be dismissed following regular procedure. Adults may not pick up a child if they are not listed on the yellow enrollment card. Anyone picking up a child during a tornado warning will be asked to sign a form taking responsibility and acknowledging awareness of the serious nature of the warning.*

**In-place sheltering drills** are conducted quarterly. Students move to a place in their room, doors are locked and windows covered until the all-clear signal is given. The doors to the building are locked during this drill and there is no admittance to the building until the all-clear signal is given. Walkie-talkies are used for communication during the drill. If an incident were to occur, silence would be critical. Roll is taken and reports are given to the principal.

Contingency plans for other possible incidents are routinely reviewed by the safety committee and by teachers and staff. A full crisis manual is kept in all offices and with the lead teachers. A shorter version is in every teacher's notebook as well as in the substitute folder for emergency use.

In case of school evacuation, **Evangel Temple (883-0676)** and **Brentwood Christian Church (881-0144)** serve as alternate pick-up points for students.

**Field and the Springfield Public Schools will utilize the SPS ALERTNOW phone system to make parents/guardians aware of school closing and critical problems. Please make sure your contact information is always up-to-date.**

We are very sensitive to the fact that you are deeply concerned about your child when a community or school incident appears to pose a threat to the students. We pledge to communicate with you as soon as possible if a dangerous situation arises; however, we ask you to work with us and know that we are working for the best and safest response.

***Please review the drop-off and dismissal procedures; the most imminent danger to our students is the lack of attention during these busy times of the day. Please avoid cell phone use, and pay close attention to other cars and pedestrians.***

## **International Baccalaureate Primary Years Programme**

Field Elementary School is authorized as an International Baccalaureate (IB) World School implementing the Primary Years Programme (PYP)

Academically – PYP will introduce us to a new level of inquiry learning as we go deep into meaningful concepts. You can expect 4-6 week units throughout the year that will allow students to research ideas and answer questions about important themes. While the units often focus on social studies and science, reading and math are integrated when appropriate. Instruction in reading and math follow the district curriculum. Major Instructional Goals and Grade Level Expectations are taught at each grade level.

Internationally – PYP acknowledges that we live in a world that encompasses more than our own neighborhood, community, state, and country. In addition to the universal themes in the units of study, we experience the global concept through the study of Spanish. In Social Studies, we learn what it means to be a U.S. citizen, as well as a citizen of the world.

Student Profiles – This important strand of PYP helps us to understand how our behavior and choices influence ourselves and those around us. The profile also identifies the kind of learning that opens us to a lifetime of inquiry. We hope you will have discussions with your child about the student profile.

*Occasionally throughout the year we dismiss early for PYP planning and training (Please see calendar for specific dates and dismissal times). Teachers use this time to focus on the specific strategies needed to make this program successful. You can see the results of this planning by contacting Jamie Quirk, PYP coordinator to view the planners.*