

2021-2022 ELEMENTARY SCHOOL SECTION

STATEMENT OF PHILOSOPHY

The teachers and administration of the Harrah Elementary Schools feel there is no more important task than that of properly educating our children. We believe, support and reinforce the teacher's right to teach and the child's right to learn.

Our purpose is to ensure that the elementary schools will assist the children, and provide rich and varied experiences which will prepare our students to meet with a successful future. The welfare of the child is at the center of our thinking and all of our endeavors. The conviction that every child can succeed is at the core of our philosophy.

Parents are the keys to a child's success in school. Parents, teachers, and students will work together to provide an environment that positively impacts student achievement. Communication will strengthen parent, student, and school relationships, and parental involvement will promote a shared decision making process. Parent participation is critical in determining the overall effectiveness of our school, and parents are encouraged to volunteer to support activities and programs. Parents and educators will work cooperatively in pursuit of joint educational goals for our students.

MISSION STATEMENT

In partnership with its families and community, we will strive to establish a secure and positive environment. Teachers and staff will facilitate learning opportunities that challenge every student to be a problem solver and active learner which will help them develop into a confident and productive citizen.

EXPECTATIONS

1. We will value one another as unique and special individuals.
2. We will not laugh or make fun of a person's mistakes, use sarcasm or put downs.
3. We will use good manners saying please and thank you, excuse me, and let others go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the life principles.

ACADEMIC AND BEHAVIORAL STANDARDS

As a student, it is my responsibility:

- to attend school every day and be on time to all classes,
- to treat teachers and classmates with respect and dignity,
- to follow directions, work cooperatively, and use total time productively,
- to maintain a positive attitude toward learning and believe in my ability,
- to respect myself and the rights and property of others.

The staff accepts the responsibility:

- to act and teach in a professional manner,
- to provide a quality instructional program for every student,
- to provide a safe and orderly school,

- to assist parents in helping their children develop the self-discipline, self-respect, and self-confidence to participate in school as a responsible manner,
- to keep parents informed.

As a parent/guardian, it is my responsibility:

- to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed,
- to support and reinforce the school in its efforts to maintain a productive educational environment,
- to check my child's work and homework on a regular basis,
- to offer positive suggestions and share concerns,
- to provide encouragement for my child's efforts.

ACADEMIC GUIDELINES

Daily work is due the day assigned. Homework assignments are due the next day for full credit. Students will be given two days to make up work for each day absent. Papers with no names will be docked five points. An academic contract will be signed by the student and/or his/her guardian and placed on file for each year at Clara Reynolds Elementary and Russell Babb Elementary.

LATE ASSIGNMENT NOTICE/ZERO POLICY FOR RUSSELL BABB ELEMENTARY

Students are given ample time to finish their assignments. Unfinished assignments may be brought home to be completed and returned the next day for full credit. Work handed in one day late will be accepted, but for a maximum credit of 70%. Work handed in two days late will only be worth a maximum credit of 50%. After two days late, the student will receive a zero. Parents will be contacted immediately when students receive a late notice or "zero alert." Contact may be made by phone, email, text, or note home.

ACADEMIC HONESTY

Students are expected to do the very best they can at all times. They are considered to be cheating when they copy the work of another student or use a gimmick or trick in doing work for a classmate that has not been approved by the teacher. If a student is caught cheating, they may receive a zero for the work done. In addition, the teacher may contact the parent or guardian and follow the procedure indicated in the "Code of Conduct."

SCHOOL DAY

Class instruction will begin at the time designated at each site. Those who choose to eat breakfast at school will do so 20 minutes prior to the bell. All other students will report directly to their classrooms upon arrival at school.

Students who arrive prior to site designated opening times are **NOT** supervised and the school **CANNOT BE RESPONSIBLE** for their welfare or safety.

Your child's safety and security is a priority with each of us. Please assist us in providing a safe environment. **Please do not check your child out early unless it is a scheduled appointment or emergency.**

THE FOLLOWING PROCEDURES ARE TO BE USED WHEN A STUDENT HAS BEEN ABSENT:

It is requested that parents call the school and report when a student is absent. This procedure will assure both the home and the school that your child is not lost and is absent for a valid reason. It is very important to the student that he be in regular attendance. Absences should be for illness and valid family matters only. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL ILL!** When students are late for school the parent must bring the student to the office and secure an admit slip. All absences - Call before 9:00 a.m.

TARDIES

Students who are not at school on time are considered tardy without excuse. Students must report to the office for a tardy pass. Parents will not be allowed to accompany their child to class after the bell rings. A student is considered tardy until 9:30A.M. then it will be counted as an absence. A total of 4 tardies will equal an unexcused absence. If a student leaves after 1:30 P.M, it will be counted as an afternoon tardy until the end of the school day. A total of 4 afternoon tardies will also be counted as an unexcused absence. Persistent tardiness will result in the parent being notified by letter.

STUDENT DEPARTURES DURING THE SCHOOL DAY

Under **NO** circumstances will a teacher release a student to parent/guardian or any other person without permission from the principal's office. Parents are strongly urged to appear in person at the office to check out their child. If this is not possible, a note signed by the parent/guardian stating who the person is and the reason for checking the student out will be necessary. Students will be discharged from the office and the office staff may ask for identification before dismissing a student. Please work with us and support us in this very important matter!

Sometimes we face the problem of a child telling the teacher he/she is supposed to go someplace other than the normal way of going home from school. We require the parents to either send a note or call the school if there are any changes from the normal routine. We will not rely on the child's say alone because oftentimes he/she gets confused.

1. Normal Routine - no phone call necessary.
2. Change of plans - send a note.
3. Phone calls regarding a change of plans should be made prior to 2:00 p.m.

BICYCLES AND MOTOR SCOOTERS

Virginia Smith Elementary, Clara Reynolds Elementary and Russell Babb Elementary do not have the facilities for these vehicles, and students are prohibited from bringing them to school.

SCHOOL VISITATION

Parents are encouraged to visit the school.

1. Notify the teacher prior to the intended visit.
2. Check in at the office before entering the classroom. A pass will be issued. Identification passes are required.
3. Make an appointment with the teacher to discuss your child's progress.

WITHDRAWALS

When you, as parents, know that you are moving from this school district, please notify the school secretary so that the necessary withdrawal forms can be completed. A two day notice is requested.

PARTIES

Each elementary school will designate the dates for classroom holiday parties at the beginning of each school year. Parties will be limited to three: one in the fall, winter, and spring. All food items should be commercially prepared for health reasons. No other children are allowed. Birthday parties for children are not allowed.

RESTRICTED ITEMS

Toys, collectibles, glass containers, animals, including pets are not allowed at school. Unapproved items will be collected by the teacher. Exceptions will be items approved by the classroom teacher. Disruptions to the school day are discouraged. Gifts or flowers will remain in the office until the end of the school day. Students may not transport glass containers, flowers, toys or balloons on the bus for safety reasons. Personal correspondence (ex. Party invitations) may not be distributed at school.

SCHOOL DISCIPLINE

Students are expected to abide by school rules. It is essential that the parents support and reinforce these rules for the total benefit of the child. Major violations will be brought to the attention of parents by a Discipline Notice Report, by mail or personal phone call. A discipline contract will be signed by the student and/or his/her guardian and placed on file for each year.

SCHOOL BUS ASSIGNMENTS

A school district may provide transportation to public educational facilities. A student should ride his/her assigned bus. Students may not ride an alternate bus for personal/social reasons. Example: Overnight visits, parties, private lessons. A bus pass will be issued from the office when a change is necessary. Bus change requests must be made in writing by the parent or guardian.

FIELD TRIPS

Field trips are an extension of the educational program. Attendance will be taken prior to departure. All students are required to be transported to the field trip on the bus. This is an opportunity for parents to participate in their child's development as a sponsor. Only students enrolled in the class will be allowed to participate. No preschoolers or older children will be allowed. Parents who supervise other children must agree to stay with the group until the conclusion of the trip. Students released with a parent or guardian from a field trip must be checked out in advance from the school office. Students who are behind on assignments or have discipline concerns may not be allowed to attend.

CAFETERIA

The school cafeteria is maintained as a vital part of the health and wellness program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. Milk is provided and must be taken as part of the school lunch. Soft drinks are not allowed. Each family should complete a free or reduced lunch application form. Those who qualify for the program will be notified. Confidentiality is maintained regarding this application. If, during the year, your financial circumstances change, additional forms are available in the office. District policy states that lunch and breakfast fees must be paid on a regular basis. There will be no charging after May 1st.

No food may be eaten anywhere other than the cafeteria unless given permission by a staff member. Students should clean up their table and area around their table as they are dismissed. Students who do not use the cafeteria properly will be held accountable.

MALT/BISTRO

Reservations should be made through the office for special occasions such as birthdays. A table will be reserved in the child's name. The table will accommodate the adult, your child and two guests.

DRESS AND GROOMING CODE

Any attire which disrupts the educational process is prohibited. The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to:

1. No shredded, tattered, or holey clothing worn independently or with other clothing.
2. No biker-shorts, short mini-skirts, or boxer shorts. Shorts/skirts lengths should be finger tip length. During PE/Recess shorts should be worn with dresses.
3. Students are not permitted to wear halter tops, off-the-shoulder tops, bare midriffs, tube tops, spaghetti strap, muscle shirts, mesh shirts (or fishnet unless with a t-shirt underneath), backless garments, or outer garments that have the appearance of underwear.
4. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs, guns, weapons, or tobacco, or carry connotations of immorality, vulgarity, obscenity, or nudity, or promotion of violence and/or gang/cult activity on any person or article of clothing, belt buckles, autos, jewelry, school materials, backpacks, etc. will not be allowed. No body or hair paint, no writing, stickers or drawing on body. Unnatural hair colors will not be allowed.
5. Students must wear shoes. Cleats and skate shoes will not be permitted. Shoes that limit physical activity or safety will be discouraged.
6. All headgear (examples, but not limited to: caps, headbands, bandannas, and sunglasses, etc) may not be worn in the school buildings.
7. Apparel which is too tight to too loose, and/or revealing or does not cover undergarments may not be worn. Jeans, slacks, pants or sagging garments worn below the waist are prohibited.
8. Any known gang/cult related attire or personal grooming including headgear, colors, sagging, trench coats, etc. is prohibited. Students may not wear colors, clothing or identified articles denoting violence, gang/cult membership.
9. Jewelry or personal items or manner of dress which could cause harm to others. Examples of this are but not limited to: chains which are excessively lengthy and/or heavyweight and/or connected to keys, wallets, backpack zipper pulls/toys, etc.
10. Flannel pants, pajama pants, house shoes should not be worn.