

Murray Elementary

Student/Parent/Family Handbook

2016-2017



Denise Whitaker, Principal
Sarah Saylor, Assistant Principal
111 Broach Ave. Murray, KY 42071
270-753-5022

Murray Independent School District
Bob Rogers, Superintendent

Our school follows these guidelines along with the Murray Independent School District Code of Acceptable Behavior & Discipline. Please access and read the District Code on-line at www.murray.kyschools.us

Our school works hard to have a safe, respectful, positive environment for our students, teachers, staff, and families. Our Guidelines for Success are a very important part of the success of our school.

Thank you for reading this handbook and working with us to provide a great school for our students, families, and community.

School Informationpage 2
Safety.....page 4
Attendance.....page 6
Transportation.....page 7
Cafeteria.....page 8
Instruction and Information.....page 10
Code of Conduct & MES Guidelines for Success.....page 11
Insurance..... page 21

Murray Elementary School

Vision Statement

The vision of Murray Elementary is to help every student, everyday develop into responsible, respectful, and productive citizens.

Mission Statement

The mission of Murray Elementary School is to provide all students with the academic and behavioral skills to reach their fullest potentials and to become life-long learners.

Belief Statements

We believe that:

- ❖ As a team, all stakeholders work together and put students as the focus of our educational process.
- ❖ All students are capable of learning and are responsible and accountable for their academic performance and for their own behavior.
- ❖ Parents/guardians are valued as active members of the learning process.
- ❖ Each student, parent, and staff member is treated with dignity and respect and is expected to treat others in the same manner.
- ❖ Students gain knowledge and develop self-esteem in a cooperative and diverse community of educators and learners.
- ❖ Education must address cognitive, physical, cultural, social, and emotional needs of students.
- ❖ Education must provide opportunities for students to learn, to communicate effectively, to solve problems competently, to think critically and creatively, and to act responsibly.
- ❖ All areas, reading/writing, math, science, social studies, arts and humanities, practical living, health, career studies, and technology, must be relevant to the needs of our changing society.

School Information

OUR OFFICE

Principal.....	Denise Whitaker	Assistant Principal	Sarah Saylor
Guidance Counselor.....	Chelsee Ryan	Nurse.....	Pam Paschall
Secretary & Attendance	Crista Jennings	Secretary & Bookkeeper.....	Julie Stone

THE 2016-2017 SCHOOL-BASED DECISION MAKING COUNCIL

The MES SBDM Council meets monthly (See Calendar). Parent Members: Jenn King, Maeve McCarthy Riza Marjadi
Principal: Denise Whitaker, chairperson Teacher Members: Chuck Blanchard, Dana Henry, Nancy Newsome, Hannah Stark

PTO (PARENT TEACHER ORGANIZATION)

Murray Elementary School is proud to have an active PTO. General membership is open to everyone, and parents are invited to sign up at any back-to-school event, at a PTO meeting or by contacting an officer. By signing up, you will be added to the list of parents interested in being asked to assist with various activities throughout the year. Additionally, each classroom needs a lead PTO parent. This person serves as the liaison between the PTO and the parents in the classroom. Please let your child's teacher know if you would like to serve in this capacity.

Follow the PTO on www.facebook.com/MurrayElementarySchoolPto.

The MES officers are: President--Jenn King, jennhallking@gmail.com, 270-978-9509 Vice-President--Holly Georgiou
Secretary--Shanna Burgess Treasurer--Kelly Watson Committee Heads--Lora Jarvis, Maeve McCarthy, Kelly Wilson

ENROLLMENT

All students attending Murray Elementary School must either reside in the Murray Elementary School attendance area or submit applications to the Superintendent of Schools. Students who do not reside in the Murray Independent School District but are in good standing in their own district may be accepted if their district has a reciprocal agreement with Murray Independent Schools on a space availability basis. For more information call (270) 753-4363. Any changes in address, phone number, or guardianship must be reported immediately to the school office. Students accepted for enrollment who live out of district are required to pay tuition.

NON-RESIDENT APPLICATION ENROLLMENT

All non-resident registration applications will only be considered if there is adequate space in the Grade Level. Assuming space is available, cases will be considered for acceptance based on students/guardians abiding by the following:

1. The student makes satisfactory academic progress and academic effort as determined by the Principal or the school.
2. The student's attendance matches the district's average attendance and does not exceed six (6) Unexcused Events.
3. The student behaves in accordance with the Student Code of Acceptable Behavior as written for the school of attendance.
4. The parents/guardians are cooperative and supportive in their working relationship with the school.

The application may be denied or revoked at any time prior to or during the active school year based on the following:

1. Enrollment that exceeds any class-size guidelines either at the time of enrollment request or during the course of the active school year.
2. Failure to abide by any of the criteria listed above related to the student's academic effort and performance, attendance, behavior and attitude and/or a failure on behalf of the parent(s)/guardian(s) to maintain a cooperative and supportive relationship with the school and the MISD.

ENTRANCE REQUIREMENTS

Students must have on file in their permanent record or present the following to enroll:

1. Birth certificate (official copy with embossed seal).
2. Kentucky Immunization Certificate (containing expiration date).
3. Physical on a Kentucky School Medical Examination form, which was done within six (6) months of entering school.
4. All new students will be required to complete an eye examination by January 1st after enrolling.
5. Appropriate custodial records.

KIDS' COMPANY

Kids' Company is our wonderful after school childcare program for children who attend Murray Elementary School. Families pay for the days when their children attend. Kids' Co. is open each school day until 6:00 p.m. For more information call (270) 753-5022.

FAMILY RESOURCE/YOUTH SERVICE CENTER

The Family Resource/Youth Service Center provides a variety of support services for families in need so that the children can concentrate on learning. For more information call (270) 759-9592.

VISITORS

Parents, family members, and friends are important MES team members. We enjoy having visitors eat lunch with our students and/or attend special classroom and school events. **All visitors must be on their child's emergency card.** This tells the school that the visitor is allowed to visit with the child and will be a respectful guest to all of our students. Please stop by the office to sign in and pick up a visitor badge as soon as you come into the building. All visits to the classrooms must be pre-arranged in advance with the teacher. When visitors come to the classroom without notice, there is a break in the learning process. Please remember: if you are going to eat breakfast or lunch, reservations and payment are required one day in advance. Lunch visitors sit with the students and are asked to not have their cell phones out during lunch. There is a form in the office to sign that also asks the visitors to keep conversations and behavior confidential. If a visitor hears or sees something of concern, we ask that the visitor inform the lunch monitors, teacher, guidance counselor, or principal. Unfortunately, we cannot allow students to have visitors in the classroom. If you must bring something to your child during the day, please leave it in the office with his/her name on it, and we will make sure he/she receives it.

To make sure our students' rights and confidentiality are maintained, volunteers and guests may not use electronic devices to take pictures or videos while in our school. Please do not get out your cell phones around our students. The only exceptions will be programs and parties. Thank you!

VOLUNTEERS

MES welcomes volunteers and considers them important and valuable members of teaching teams. Many parents and community members volunteer on a regular (usually weekly) basis. A training program for all volunteers is scheduled early in the year. Confidentiality is very important and background checks must be completed and come back before an individual may start volunteering. If you would like to volunteer, watch for information to be sent home or call the school system's volunteer coordinator, Sherry Purdom, at (270) 753-4363.

CANCELLATION AND DELAYS OF SCHOOL

The Murray Independent School District has implemented the One Call Now service that will be used to notify students and parents of school cancellations. The service will call the most recent number(s) currently provided to us and stored in our student database. The service can leave a message on your answering machines or cell phone voice mail and will continue to call the number we have listed for up to one full day and leave a message before suspending the call. The school's number will appear on caller ID if a phone has this feature. Announcements of school cancellations will be made on WFGE (103.7 FM), WNBS (1340 AM), WSJP (1130 AM), WKMS (93.1 FM) AND WPSD (CHANNEL 6 TV). Children should arrive one hour later than their usual time for one-hour delays.

DRESS CODE

Students are expected to be clean, neat, and responsible in their dress and appearance. We have dress code rules to maintain a productive learning environment and to increase student achievement. Any student not meeting the dress code criteria will be sent to the office. When a student, parent, or teacher isn't sure that the rules have been broken, the principal or designee has the final say.

ACCESSORIES that may pose safety concerns are not acceptable.

BODY PIERCING is acceptable for ears only. No other body piercing jewelry may be worn at school.

GLASSES are acceptable if prescribed by a doctor. Sunglasses, etc., are not acceptable unless approved for special activities.

HAIR COLORING is acceptable only if it's a natural color (no pink, blue, green, etc.).

HATS AND HEADWEAR are not allowed except for religious requirements or approved special activities.

DRESSES AND SKIRTS must be no shorter than the shortest finger (pinky) with the arms fully extended at the side and the dress/skirt above the hips. When a student bends over, underwear should not show.

PANTS are defined as any lower body wear that covers each leg separately and worn to any length below the bottom of the knee. Pants must be worn at the waist with no underwear showing. Pants cannot drag on the ground. Pants cannot have any holes or openings above the knee that allows skin or underwear to show.

SHIRTS must cover the stomach, the chest, the back, and the top of the pants, skirts or shorts when arms are raised. Sleeveless shirts must have wide shoulder straps (no spaghetti straps). See-through mesh shirts are not acceptable.

SHOES that enclose the foot such as tennis shoes or leather shoes (lace up or slip on) are acceptable as long as the design does not pose a safety problem. Footwear (such as "mules") that firmly holds and covers a majority of the top of the foot is acceptable. Because of the safety concerns, **flip-flops** and platform shoes are not acceptable.

SHORTS are defined as any lower body wear that covers each leg separately and is worn to any length above the bottom of the knee. The shorts must be no shorter than the shortest finger (pinky) with the arms fully extended at the side and the shorts above the hips. As with pants, shorts must be worn at the waist with no underwear showing.

LETTERING, MESSAGES, OR LOGOS are acceptable on clothing and accessories if they do not promote or suggest sex (or sexual innuendos such as "Hottie", "Sexy", "Playgirl", etc.), drugs, violence, alcohol, or tobacco. The principal has full discretion on what messages and logos are not allowed.

Safety

Students' safety is our first concern. All outside doors, except for the main front entrance, will be kept locked during the school day. Visitors must enter through the front entrance on Broach Avenue and check in at the office. The locked office door, office video monitor, and intercom offer added security.

Our school district does not allow students to threaten other students or adults in any way. Our Bullying/Harassing policy now states that the authorities need to be contacted if a child threatens another child/adult, verbally or in writing. All of our teachers talk to the students about this amendment to the policy and about not saying threats; such things as "I am going to kill you" or "I am going to beat you." As a parent/guardian, please talk with your child about using appropriate words and not threatening others. We know children hear these comments on tv and/or video games. They must learn not to use these harmful words. We have to call the police if your child makes threatening comments. We want our students to always make good choices and for our students to be safe.

Murray Elementary School Bully Free Discipline Rubric Behavior and Consequences

Murray Elementary School implements the consequences laid out in the "Bully Free Discipline Rubric" for any behavior considered to be bullying. A copy of this Rubric may be obtained in the school office or from your classroom teacher.

DISPENSING MEDICATION

Students should never have medicine in their possession, not in their pockets or backpacks. Parents must bring medicine to school. Only inhalers are allowed to be with the students.

Except for acetaminophen, internal medicine, including aspirin, shall not be kept at school for the purpose of administering to pupils. Appropriate emergency medications shall be maintained in the first aid areas.

ACETAMINOPHEN (TYLENOL)

Acetaminophen shall only be given to a student after written parental permission is obtained (on the student's emergency card). Acetaminophen shall only be given by authorized personnel who have been appropriately trained. Documentation shall be made each time the child is given acetaminophen and must include:

1. Date 2. Time 3. Dosage 4. Reason 5. Initials of the person administering acetaminophen. (Dosage shall be determined based on information provided in medication procedures.) A file shall be maintained in the nurse's station or the office for such documentation. Acetaminophen should only be given if: (1) A child has a fever of 100 degrees or above and the parent cannot get to school or (2) a child is complaining of pain. The child may only receive four (4) doses of acetaminophen per semester. Routine medication procedures should be followed after the fourth dose. A note will be sent home with your child for each dose given.

OTHER MEDICATION

Pupils may take medications brought from home with written physician/parental requests, provided the following conditions are met.

1. Medication shall be brought to school in the original prescription container prepared by the pharmacist.
2. Information listed on the container shall include the students' name, name of medication, and prescribed dosage of the medication.
3. All medication must be brought to school by parent or adult designated by parent. Absolutely no medication shall be sent with a student on the bus.
4. All medications brought to school shall be left in the office and kept in a secure location designated by the Principal. Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need (e.g. asthma inhaler).
5. A physician/parent request shall be on file before a student shall be permitted to keep emergency medication on his/her person.
6. A log of medications given containing date, time, amount, student's name, etc. shall be kept.
7. Records must contain legal signature/s of persons administering medications and kept on file.
8. Short-term prescription medications (ex. Antibiotics) must follow the same medication procedures. Bringing antibiotics to school is discouraged due to the fact most antibiotics can be given before school, after school, and/or at bedtime.

School personnel administering medications will receive training and monitoring by a licensed health professional. This training shall be required annually.

All medications, (except for first aid medications) must be stored in a secure locked clean container or cabinet accessible only to the authorized school personnel.

If a medication error occurs, the following personnel will be notified: school nurse, principal, and parent.

Students shall not share any prescription or over-the-counter medication with another student. Each year, the District shall notify students in writing of this prohibition and violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

The school nurse is available on Mondays and Tuesdays.

IN CASE OF EMERGENCY

The children practice fire, tornado, and earthquake drills several times throughout the year. During a drill, teachers talk with the students in a positive way about the situation and how they're going to handle it.

If a real disaster strikes...

If a disaster strikes, the safest place for the child is at school. Teachers are trained in emergency procedures; they are responsible for each child in their class until the children are released to their parents. When an emergency situation is over, the school will complete its normal day, and the children will be dismissed to the bus or to their parents at the normal time.

In the rare event of an emergency that affects the school building, students and staff will be moved to a safe place.

If you hear of any school emergency, we ask you to turn on your radio or television. The school will inform the media accurately and immediately of any dangerous situation. Please do not telephone the school. Phone lines are limited and must be used to respond to the emergency.

It is crucial that a current and up-to-date emergency card be on file at the school at all times. Only those persons (including parents) listed on the back of the emergency card will be allowed to pick up your child from school. Please notify the school in writing of any changes in telephone numbers and addresses.

ASBESTOS POLICY

As you know, Murray Independent School District is committed to maintaining a safe and healthy learning environment for all employees and students in our schools. In keeping with this commitment, the Murray Independent School District employed Summit Environmental Services to conduct independent re-inspections and compile Management Plans for our schools according to state and federal regulations to determine the extent of asbestos-containing materials and the safety potential for such materials. The previous inspections revealed that some of our schools have asbestos-containing materials. The complete inspection report and laboratory analyses are available in the asbestos file in the office of your school or facility.

Every building in the system is inspected on a regular basis to insure that asbestos-containing materials from school building and offices are maintained in good condition as per the Department of Education recommendations. In the meantime, employees and teachers have been given specific instructions on how to avoid these materials and how to minimize any threat that might occur until removal is possible. We ask the cooperation of all parents and teachers in direction school children to assist us in maintain a safe school environment. We thank you for your cooperation and assure you that we will keep you informed of the progress of our asbestos control program.

Sincerely, Dana Pearson, Local Education Agency (LEA), Designated Person

Attendance

Attendance is very important. Please be sure to read the attendance part of this handbook. If your child misses any minutes of school, please be sure to always send a note in writing the day that he/she returns. Even if you called school, we must have the absence excuse in writing. The big problem is unexcused absences. Your child needs to be here unless he/she is sick or you have a family emergency.

MURRAY ELEMENTARY ATTENDANCE POLICY

It is mandatory students establish a habit of prompt and regular attendance. Students miss important instruction when they are not present in the classroom.

1) ABSENCES:

When your child is absent please call the school at (270) 753-5022 as early as possible. A parent/guardian note is also required by the end of the school day on the first day of return to school explaining the absence. Students are considered unexcused until a written note with a valid excuse and the date of the absence is on file. Students are allowed to miss 3 days with parent notes.

All other absences require a doctor's note by the end of the school day on the first day of return.

Please try to avoid scheduling appointments for your child during school hours. If it is necessary to check your child out during the day for an appointment, be sure to send an official note from the doctor or dentist to the office.

2) TARDIES:

Students are expected to be in school and present in their homeroom classroom by 7:30 a.m. If your child arrives at school after the 7:30 a.m. tardy bell, he/she is considered tardy and should report to the office to pick up a tardy slip before he/she can proceed to his/her classroom.

Parents must accompany their child to the office for sign-in but should not walk him/her to the classroom.

Students who must leave school during the school day for any reason must be signed out by the parent/guardian. This is also considered tardy. Please refer to the unexcused/excused section below.

Kentucky Compulsory Attendance Laws

According to Kentucky state statutes KRS 159.150, "Any child who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days is truant."

Truancy

Truancy carries serious penalties. If the child is truant three (3) unexcused absences or tardies, a letter is sent to the parent(s); habitual truancy is reported to the school system's director of pupil personnel, Dr. Tom Rendek. A habitual truant is identified as, "a student who has been reported as truant two (2) or more times." If there are six (6) unexcused absences or tardies, a student is considered habitual truant, and the matter is reported to the court system.

A. Excused Absences

The principal should make final determination concerning excused/unexcused absences. The following are considered excused absences:

- 1) Illness of the student (parent note valid up to 3 absences. A doctor's excuse is required upon return after three parent notes.)
- 2) Death or severe illness in the student's immediate family
- 3) Participation in school-related activities that are pre-approved by the principal
- 4) Court appearances
- 5) Prearranged absence (absence request form required in advance)
- 6) Other valid reasons as determined by the principal

Any absence or tardy beyond the third, not approved on a prior plan by the principal, must be validated by a physician's excuse in order to be counted "excused". A physician's excuse must be received by the end of the school day on the first day of return. Any excuse beyond this time will not be counted for that absence. This is board policy.

B. Unexcused Absences

Any absence or tardy not described above will be considered unexcused. Three (3) unexcused absences or tardies will warrant truancy under Kentucky compulsory attendance laws.

C. Sign-In/Sign-Out

Students who must leave school during the school day for any reason must be signed out from the school office by a parent/guardian. If it is necessary that a child leave for a period of time and then return the same day, the student must also be signed in through the office upon his/her return to school. If someone other than the child's parent/guardian requests that the child leave school, we must have a written request to that effect from the parent/guardian stating the name of the person who is to pick up the child and a telephone number where the parent/guardian may be reached in order for the school to verify the request. Identification (driver's license, etc.) may also be required. Any person picking up the student must be listed with the school office on the child's emergency card by name and telephone number.

Transportation

Transporting and/or getting almost 550 students to/from our school each morning and afternoon is quite an accomplishment! Please bring your child by 7:15 a.m. for Tiger Time and to help our traffic flow. If you wait until 7:25 a.m. it is not as easy. Your patience is appreciated. Children who arrived by 7:15 a.m. enjoy all of Tiger Time and are ready for the news and the start of the day.

After school transportation is also important. Buses will leave about 2:30 p.m. If you are going to walk from your house or business to get your child, please meet your child at his/her teacher's car riders location. For the safety of our students, we will not allow families to park and walk up. If you walk from your home or business, please pick up your child at his/her designated location. If the weather is bad, please use the regular car line pick up.

For the safety of your child, no phone or fax daily transportation requests please. If plans change during the day, bring a note to the office. Thanks for understanding.

BUS TRANSPORTATION

All children living one mile or more from Murray Elementary may take the bus to school. Bus routes start at 6:30 a.m. and bring all children to school between 7:05 – 7:15 a.m. Although the buses are shared by the three schools in the Murray system, students who attend Murray Middle and Murray High School are never on the bus with Murray Elementary School students. Any questions concerning bus routes should be directed to the Transportation Department at (270) 753-4363. Bus routes change every year to accommodate new students. Please go over the School Bus Safety Procedures located in the Code of Acceptable Behavior and Discipline and in the discipline section of this handout with your child. Riding the bus is a privilege. If children repeatedly misbehave, they may not be permitted to ride the bus. A designated adult must be present in order for a child to be dropped off.

No child will be permitted to ride a bus other than his/her regular bus. If a child must get off at a different stop on the same route, the note must be presented to the office and bus driver. Without this note, the bus driver cannot let the student off the bus at a different stop.

PICK-UP/DROP-OFF

- Doors open at 7:05 a.m. for car riding students and 7:00 a.m. for Tiger Time. Monitors are present to watch children get out of cars/buses and walk into the building.
- Students eating breakfast should be at school no later than 7:15 a.m.
- Students who take the bus will be dropped off at the gym entrance on the north end (Poplar Street) of the school.
- Students arriving by car who are not eating breakfast in our cafeteria should be dropped off by 7:20 a.m. All students should be in their classrooms by 7:20 a.m. for tiger time.
- This year, students will sit in the hall outside their classrooms from 7:05-7:15 a.m. Teachers will be supervising the halls.
- Students are dismissed from the hall and cafeteria at 7:15 a.m. Please remember that students are not allowed to enter into the classroom before the bell rings at 7:15 a.m.
- Parents who need to enter the building (even if that just involves walking a student to class) must stop by the office to sign in **and** pick up a visitor's badge.
- Students who arrive after the 7:30 a.m. bell should be walked into the front office to be signed in by the parent/guardian and pick up a tardy slip to take to the classroom. **Parents must accompany their child to the office to sign him/her in but cannot walk them to the classroom.**
- For afternoon pick up, all vehicles should display the sign issued by the school with the child's name on it.
- In the afternoon, teachers will supervise the loading of car riders. Car riders are dismissed from school after the buses leave the campus at approximately 2:30 p.m.
- Please remember that the school staff parking lot on Vaughn Drive is for staff only.

CAR RIDER LINES INTO SCHOOL – MORNING & AFTERNOON

Due to the large number of cars entering and exiting the school area, please adhere to the following routes.

This year, we will be adding an additional morning drop off to accommodate the increase in students and with an assistant principal to help.

Route 1 – Locust Ave. – Playground Side

Morning - Kindergarteners and First Graders who are not eating breakfast 7:05-7:25 a.m.

Afternoon – Kindergarteners and older siblings If the line is long, please do not park on 16th St.

Drive on Locust and proceed to the first cone or the next spot. We will unload four cars at a time and load five.

*Please continue on Locust to Williams or Hickory Avenues. Please do not turn on Broach and go in front of school.

Route 2 – Broach Ave. - Circle Drive Front Doors

Morning – All students 7:05-7:15 a.m., Kindergarteners and First Graders 7:15-7:25 a.m.

After School – First Graders and Mrs. Vanover

Cars wishing to use the BROACH CIRCLE DRIVE must enter on HICKORY or WILLIAMS DRIVE to LOCUST and then turn left on BROACH AVE. Follow through the CIRCLE DRIVE pulling as far forward as possible next to the front walkway. Please do not park in the front circle drive parking area during drop-off/pick-up of children. Parking is only available in the circle drive after the 7:30 a.m. tardy bell.

After dropping off students in the front circle, cars should continue on BROACH AVE. and please **TURN RIGHT ONLY onto MAIN STREET. When cars try to turn left during this busy time, the line backs up all the way in front of school and we can't unload cars. If the line is stopped all the way to Broach please turn right onto Locust and go through the car line. Thank you!**

Route 3 – Poplar Ave. – Gym Side

Morning - 2nd & 3rd Graders 7:15 -7:25 a.m.

After school - 2nd and 3rd Graders

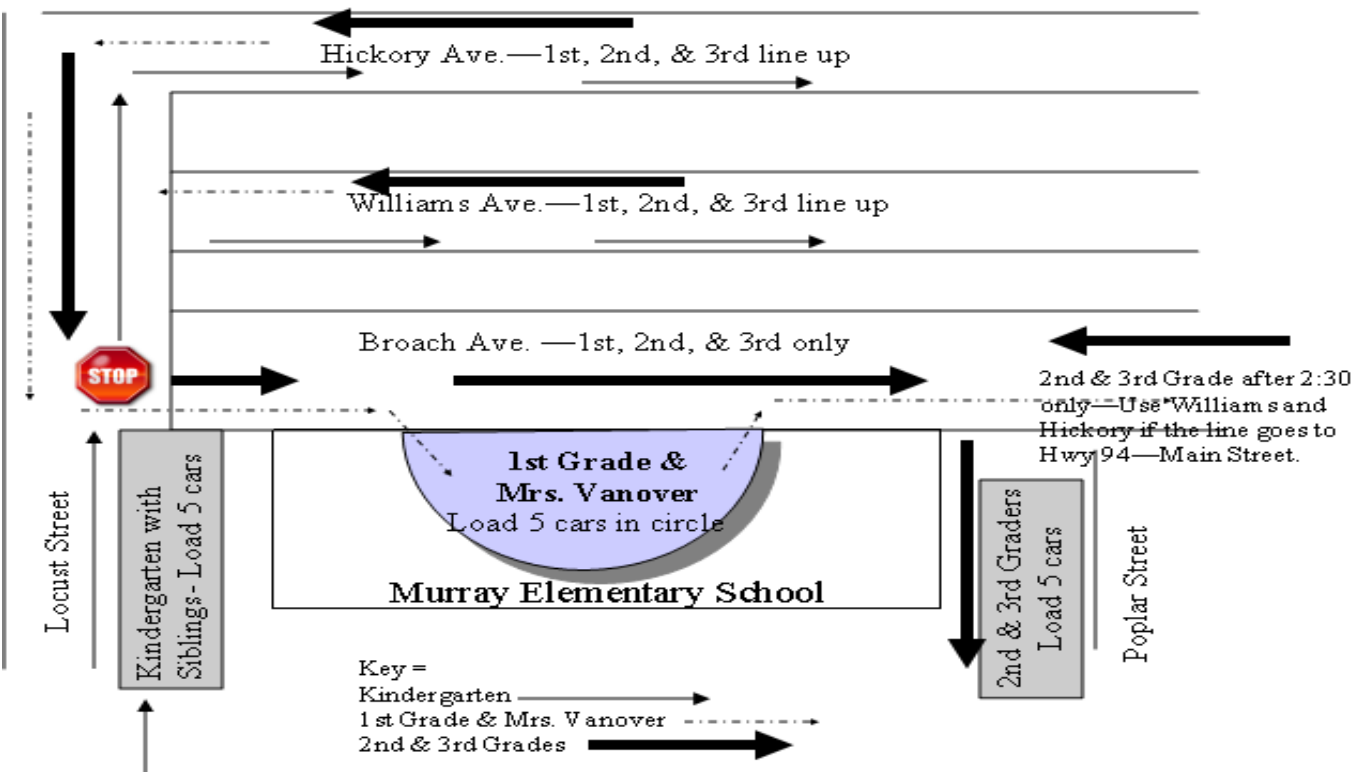
Cars should enter HICKORY DRIVE and WILLIAMS AVE. and turn left onto LOCUST STREET then left onto BROACH AVENUE turning right onto POPLAR STREET and drop students off in the designated drop zone on POPLAR STREET. After dropping off students, traffic should TURN RIGHT ONLY onto South 16th Street to speed the flow of traffic. This may be slightly out of the way, but it will greatly reduce traffic jams in the mornings. (Same procedure for pickup in the afternoons.)

*If traffic doesn't back up, cars may come from Main St. onto Broach and then Poplar. If too many cars are on Main St. please proceed to Hickory and Williams

*Please do not park your car and walk up to the children. This causes an unsafe situation and slows down our car lines. Only those who walk from their homes or work will be allowed to walk up to the lines.

Adults who are volunteering in the classrooms will remain there with their children until the bus riders have been dismissed. All dangerous or inappropriate behavior during pick-up/drop-off will be reported to the appropriate central office staff and/or the Murray Police.

Afternoon Car Lines – See Diagram (Morning – Kindergarten may use front circle. Use Hickory or Williams.)



Cafeteria

Breakfast is served at 7:05 a.m. and ends at 7:25 a.m. for all students. Lunch times are staggered so that the children in each grade eat together in the lunchroom. Students may buy a lunch or bring a packed healthy, nut-free, lunch from home. Please send lunch with the child in the morning so as not to disrupt class by having to deliver it later in the day.

The lunchroom cashier keeps payment records on a computerized system. Each child's lunch is charged to his/her account. Parents cover the costs by depositing money in the account. Prepayment by the week or month is preferred. To prepay for your child's lunch, please send money in an envelope with your child's name, teacher's name, amount of money enclosed and how the money is to be applied. If you send a check, please put your child's name on the check. **The "No Charge" policy can be accessed on the school web site. If your child doesn't have money in his/her account, he/she will be given an alternate meal, for lunch this means a sandwich. Please help us and always make sure your child has money in his/her account.** A menu calendar for the month is also available on the web site. To access, go to the "For Parents" link and see nutrition and menus.

Meal Prices*

	Daily	Weekly	Monthly
Student Breakfast	\$ 1.10	\$ 5.50	\$22.00
Reduced price	\$.30	\$ 1.50	\$ 6.00
Adult Breakfast	\$ 1.25	\$ 6.25	\$25.00
Student Lunch	\$ 1.80	\$ 9.00	\$36.00
Reduced Price	\$.40	\$ 2.00	\$ 8.00
Adult Lunch	\$ 2.50	\$12.50	\$50.00
Extra Milk	\$.50	\$ 2.50	\$10.00



***These prices are subject to change and have increased for this school year.**

Any parent who wants to spend time with his/her child during lunch is always welcome. You can help us make sure there is sufficient food prepared for all if you will follow this procedure: notify your child's teacher and send in your money the day you plan to eat a school lunch. Parents cannot charge their meal to their child's account.

PLEASE DO NOT BRING COMMERCIALY PREPARED FOOD INTO THE CAFETERIA.
Fast-food restaurant lunches and carbonated drinks are not permitted due to federal regulations.

To allow children the chance to settle into the daily routine, we ask that you not join us for lunch or breakfast during the first two and a half weeks of school. Also, please try to visit at times other than holidays. A menu calendar for the month will be sent home with each child.

FREE OR REDUCED-PRICE MEALS

The MISD takes part in the Federal Child Nutrition Program through which students whose families meet income requirements may be eligible for free or reduced-priced meals. If you think your child might qualify, please ask for an application. If you need help filling out the application or have any questions, please call Murray Elementary School at (270) 753-5022.

NO NUTS OR PEANUTS – Our School is a nut and peanut free school. Please do not send any food items containing nuts, peanuts, and/or peanut butter to school with your child. Thank you!

HEALTHY SNACK POLICY

In an effort to model and encourage healthy eating habits, all birthday snack items sent to school must now be selected from an approved list of healthy options.

SNACK LIST

Packaged fruits and Vegetables, Fruit snacks, Pretzels, Popcorn, Animal Crackers, Teddy Grahams/Graham Crackers, Jello/Pudding Cups Individually packaged cheese, Yogurt, Snack crackers, Granola/cereal bars, 100% fruit juice popsicles, Baked tortilla chips and salsa, Vanilla wafers, Fruit smoothies, Low fat milk, 100% Juice, Crystal Light, Water



TO ENCOURAGE HEALTHY EATING AND NOT HAVE AN ABUNDANCE OF UNHEALTHY TREATS, WE DO NOT ALLOW SUGARY, UNHEALTHY SNACKS LIKE CUPCAKES TO BE GIVEN OUT AT SCHOOL. YOU ARE WELCOME TO BRING HEALTHY SNACKS, SMALL PRIZES, TOYS, ETC., TO BE GIVEN OUT AT BIRTHDAYS. ANOTHER GREAT IDEA IS TO HAVE YOUR CHILD OPEN UP A GIFT FOR THE CLASS ON HIS/HER BIRTHDAY LIKE NEW RECESS EQUIPMENT OR A NEW GAME TO PLAY.

Instruction and Information

PROGRESS REPORTS

Progress reports are issued following the completion of each nine-week grading period. They include checklists of specific skills and some grades. Parents are invited to school for a conference in the first and third quarters. Should parents want a conference with a teacher or teachers, they are to make an appointment. Teachers may also request conferences with parents. During the school day, phone calls to teachers are sent to their voice mail. Teachers check their voice mail at the end of the day. Early in the year, parents will receive a copy of the exit criteria for each grade, which include what the school expects children to master before they progress to the next grade level. The exit criteria are based on standards set by the Kentucky Department of Education.

FRIDAY FOLDERS

Friday folders are sent home every Friday. Please review the folder for important information about your child and school events. Signed papers and forms should be returned each Monday. You can include any questions or concerns you may have in the returned folder.

Standards, Assessments, and Instructional Programs

Our teachers follow the common core standards to teach each child the skills and content required by the Kentucky Board of Education. All of our lessons integrate these standards and focus on challenging every child to reach high levels of success. At the end of third grade, our students take the K-PREP test, which shows their levels and abilities to apply the common core standards to real world problem/situations.

Our students K-3rd grade take the MAP test on the computer in the fall, winter, and spring. The MAP test gives the teacher useful information about each individual child including areas to work on and improve.

Murray Elementary utilizes AIMSweb to assess reading skills for each student three times during the school year. AIMSweb measurements were developed as a tool to be used for preventing reading failure. Using AIMSweb school-wide allows us to focus on individual student's early literacy skills, determine which students are at risk for reading difficulty, and help monitor effectiveness of specific interventions. Also, AIMS can provide valuable information about the effectiveness of our reading curriculum and ensure that we are able to meet the diverse needs of all of the students. Ongoing monitoring informs us of each child's progress toward reaching benchmark level.

Based on evidence-based research on skills necessary for proficient reading, AIMSweb focuses on three components of early literacy—*phonological awareness, alphabetic principle, and oral reading fluency*.

Phonological awareness is a broad term dealing with a student's awareness and understanding of the sounds heard in words. Examples of phonological awareness skills include rhyming (e.g., "What word rhymes with cat?" "Bat."); phoneme blending (e.g., "What word is /d/ /o/ /g/?" "Dog."); phoneme segmentation (e.g., "What are the sounds you hear in 'hop?'" /h/ /o/ /p/); and phoneme manipulation (e.g., "What would 'mat' be if you changed the /t/ to /n/?" "Man").

Alphabetic principle refers to the understanding that there are predictable relationships between letters and sounds. By knowing these relationships, a child will be better able to recognize familiar words automatically, allowing him/her to decode new words.

Oral reading fluency deals with the ease, speed, and accuracy with which a student reads connected text. Students who are not fluent readers are unable to focus their attention on the meaning of a passage, and, thus, cannot comprehend its meaning.

At each grade level, there are expectations or benchmarks that students are expected to meet. These benchmarks have been established from extensive research and can predict students who are at low, moderate, or high risk of failure in acquiring the necessary skill to become readers.

Identifying students who are most at-risk for reading difficulty allows for additional instructional support to be provided before problems become more severe. Information about each student's performance on benchmark assessments allows teachers to put effective interventions in place immediately. Once students are identified, progress monitoring materials allow for continuous feedback about how students are responding to intervention efforts.

SuccessMaker is a reading and math computer program that helps each child improve and learn at his/her current level. SuccessMaker is used here at school and can be utilized on personal computers. The link is on our Murray Elementary website.

RTI – Response to Intervention

When students are working below grade level, our school works to provide extra instruction and supports to help the students improve his/her skills. Parents will be given information and made aware of the programs put in place to help their children.

Each month, our grade level teams, resource and intervention teachers, and school and district administrators meet to discuss students' needs.

FIELD TRIPS

Field trips are an extension of the child's classroom activities and are scheduled throughout the school year to help teach the standards and content of the grade level. Students are often requested to pay the expense involved, (i.e. entrance fees and food, if applicable.). Written parent permission is required. If needed, financial assistance is available.

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

*****PLEASE ALSO READ THE MISD STUDENT CODE OF CONDUCT BOOK**

The Code of Acceptable Behavior and Discipline adopted by the Murray Independent Board of Education will be adhered to at Murray Elementary School.

CLASSROOM DISCIPLINE

Every classroom has a clip system. If the student chooses not to obey one of the rules, the following occurs:

- The first time, the teacher reminds the child of correct behavior. This is a verbal warning.
- The second time the child's clip is moved to the "think about it" section and he/she must walk half of one recess. The offense is noted on the student's weekly conduct report.
- The third time, the child's clip is moved to the "teacher's choice" section, and he/she has to walk the entire recess. The offense is noted on the student's weekly conduct report.
- If the inappropriate behavior continues, the teacher notifies the parents and possibly principal.

Behavior is reported to parents on the weekly "conduct report," sent home in the Friday folders. Parents are to sign and return the reports. For severely inappropriate behavior that is harmful to the safety and well being of the child or other children, the child is immediately removed from his/her environment and an office referral occurs. A teacher or school administrator will contact the parent/guardian on the day of the offense. The Office Discipline Referral is then recorded in the student's permanent file. Consequences will be applied by the administrator according to the Code of Conduct.

The Kentucky School Board Association Bullying/Harassing policy states that Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. Employees must document and report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. Reports of alleged instances of bullying or hazing shall be made to District Personnel.

The policy also states that the authorities need to be contacted if a child threatens another child/adult, verbally or in writing. All of our teachers talk to the students about this policy and about not saying such things as "I am going to kill you" or "I am going to beat you" regularly. As a parent/guardian, please talk with your child about using appropriate words and not threatening others. We want our students to always make good choices and for our students to be safe. The policy also states that parents of the child threatening and the parents of the child who is threatened be notified by the principal.

INSTRUCTIONAL DISCIPLINE PROGRAM

Murray Elementary is participating in the Instructional Discipline Program. This is a research-based and prevention-oriented approach to developing a positive, proactive school-wide discipline plan. Procedures have been developed to address appropriate behavior expectations in common areas. These procedures will be taught, encouraged, and rewarded accordingly. At the foundation of this approach are the Guidelines for Success.

***Our guidelines are extremely important for our safe, respectful learning environment and character education. Please sit down and review these guidelines with your child. Our school uses a clip system for award students for positive behavior during the day and also giving consequences for any inappropriate choices. We have found success with this system, because students may earn their way back to positive areas.**

GUIDELINES FOR SUCCESS

- 🐾 Treat Others the Way You Want to be Treated
- 🐾 I Always Do My Best
- 🐾 Give Respect to People and Property
- 🐾 Everyone Acts Responsibly
- 🐾 Remember to Cooperate with Others
- 🐾 **Success is UP TO ME**



MES COMMON AREA POLICY AND PROCEDURES

The following lists represent expected behavior of students related to school use. These expectations are intended to provide teachers with the basis for classroom instruction in responsible school behavior, to help parents reinforce responsible behavior, and to help staff increase supervision consistency as well as encourage positive behavior.

MISD SCHOOL BUS SAFETY PROCEDURES

The privilege of any student to ride the school bus is conditioned upon his/her good behavior and observance of the rules and regulations according to Kentucky law and Murray Independent School District policies. Students who violate the rules will be subject to disciplinary action at the discretion of the principal.

The bus driver is in full charge of students while they are on the bus. Students shall obey the directions of the driver promptly and courteously. Complaints regarding discipline on the bus should be taken to the principal.

A. Student Responsibilities--Bus Behavioral Expectations

The following list represents expected behavior of students related to the privilege of riding the bus. These expectations are:

- to provide teachers with the basis for classroom instruction in teaching responsible bus behavior,
- to help parents reinforce responsible behavior, and
- to increase consistency of staff supervision and encourage positive behavior.

1. **Students shall obey the driver's instructions. The driver of a bus is in complete charge of students while they are on the bus.**
2. **Students shall follow bus procedures and remain properly seated at all times.**
3. **Students shall remain safe keeping head, arms, and legs inside the bus; extending body parts outside of bus is extremely dangerous.**
4. **Students shall be respectful of people and property on the bus (i.e., no fighting, profanity, loud disturbances, and destruction of property).**

B. Bus Procedures

The following procedures are to be incorporated into lesson plans by teachers and drivers.

Loading and Unloading of the Bus

- 1) Students will stand well away from the road when the bus approaches.
- 2) Students should be ready and waiting for the bus five (5) minutes prior to pick up.
- 3) Students should maintain eye contact with the driver to obtain driver's signal to cross the street, if applicable.
- 4) Students will walk to and from the bus loading/unloading areas.
- 5) Students who must cross a street or road after getting off the bus will pass in front of the bus. Students will wait for the driver to indicate that the way is clear before crossing.
- 6) Staff members will assist students when loading/unloading buses per school's Arrival and Dismissal Procedures.
- 7) Students will make sure they have items to take with them in their possession before boarding the bus.
- 8) Bus drivers will signal students when it is time to exit bus by opening door.
- 9) Special consideration for preschool and elementary students--When the parent/guardian, or a person authorized by the parent/guardian to accept the child is not present upon midday or afternoon delivery, the child shall be returned to a central location (i.e., Alexander Hall or Murray Board of Education office) upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up. Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

Riding the Bus

- 1) The driver has the authority to assign seats on the bus.
- 2) Students will go to designated seats. If driver assigns seats, a seating chart is given to transportation director and building administrator(s).
- 3) Students shall remain properly seated while the bus is in motion.
- 4) Students will use Voice Level for "inside voice" per school's procedures.
- 5) Students will refrain from talking to the driver except in an emergency.
- 6) Students will remain on the bus unless driver or authority states an emergency evacuation.
- 7) Students will keep all items inside backpack or other bags; they will keep them on their laps or on the floor between their feet.
- 8) Students will keep aisles clear at all times (including arms, feet, backpack/bags).
- 9) Students will refrain from waving or shouting to passing vehicles and from throwing objects out of windows.
- 10) Students will not eat on the bus.

- 11) Students will not use tobacco products, alcohol, or drugs on the bus.
- 12) Students will report damages or dangerous behaviors to the driver. Students will not bring animals, reptiles, rodents, balloons, or glass containers on the bus. Exception is an approved service animal.
- 13) Students will not bring weapons, firearms, tobacco, pornographic material, dangerous articles, fireworks, or illegal substances on the bus.
- 14) Students will refrain from any behavior that puts self or others in danger, such as but not limited to scuffling, fighting, or bullying. The report of dangerous behavior will be cause for disciplinary action.
- 15) Students will refrain from marking and defacing the bus. Students caught damaging bus equipment will be subject to disciplinary action and/or restitution.
- 16) Students will not use telecommunication or other electronic devices on regular routes.
- 17) All classroom projects that involve plants/soil shall be transported in a covered container that will not spill.

The bus is an extension of the classroom. The driver is in charge of the bus, and the driver's first responsibility shall be the safe transportation of the passengers. The school's behavioral expectations (i.e., Guidelines for Success) apply to the bus as they do to the classroom and other common areas.

In the event that one or more students are behaving in such a way as to endanger the safety of other students on the bus, the driver is authorized to order the offending student(s) from the bus. In the event a student is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the principal of the school the student attends, the Director of Transportation, the Superintendent, or other school authority, as appropriate.

Any complaint by drivers, students, or parents not specified in the above rules shall be reported promptly to the principal.

C. Responsibilities of principals, teachers, and parents to ensure student safety on buses:

Principals shall:

- Enforce the rules and regulations,
- Ensure that there is adequate supervision during bus arrival and dismissal.

Teachers shall:

- Dismiss students on time,
- Speak positively to students about transportation safety,
- Teach the bus expectations and rules,
- Supervise arrival and dismissal,
- Assist the administration with enforcing the rules and regulations.

Parents/Guardians shall:

- Enforce and support the bus expectations and regulations,
- Stress the importance of all the bus expectations and rules--emphasizing safety for all on the bus,
- Have child ready when the bus arrives,
- Recognize that bad weather may cause bus delays,
- Make sure child's clothing and backpacks/bags are free from loose straps or strings that might be caught or entangled on handrails or doors.

ENCOURAGEMENT PROCEDURES

Staff will consistently encourage responsible bus behavior through positive interactions.

1. All staff will initiate positive attention and friendly interactions.
2. All staff will provide verbal praise for following bus expectations.
3. All staff will provide verbal praise for meeting one or more of MES's Guidelines for Success.
4. All drivers will be encouraged to positively reward students with "Pawsitives" and Tiger Tags when they are earned.

CONSEQUENCES FOR INFRACTIONS of Bus Safety Code

The following lists how infractions of the bus rules will be handled. When a student misbehaves, a responsible adult will calmly and consistently implement the mildest consequence that might be appropriate.

1. Provide positive verbal reminders of appropriate behaviors--reminders of rule infraction.
2. Provide positive practice--have student try it again.
3. Student is assigned a seat.
4. The bus driver will report excessive violations of the bus safety code by submitting a completed Bus Conduct Referral to the Principal and/or Designee.

5. Principal and/or Designee will determine and execute the appropriate discipline.
6. Parent concerns regarding bus problems should be reported to and dealt with by the Principal and/or Designee. ALL misbehaviors that are referred to the Principal(s) will include parental notification.
7. Principal and/or Designee will complete all necessary paperwork and return paperwork to all involved parties in a timely manner.

SUPERVISION RESPONSIBILITIES

The following list specifies the logistics of bus supervision, including specific recommendations for supervisor behavior.

1. The Principal and/or Designee will assist with the bus supervision the first two weeks of school and as necessary throughout the school year.
2. During the first two weeks of school, the Principal will arrange for additional staff to assist with supervision in the bus, including volunteers who will be trained on bus policies and procedures.
3. All staff that participates in bus supervision will interact with students in a calm, respectful, and instructional manner.
4. If a student violates a rule, all staff will use a firm, respectful voice to tell the student what she/he should do. Posted bus rules and Guidelines for Success should be referred to as part of giving corrective feedback.
5. Staff will implement consequences for infractions as outlined in this procedure.
6. The Principal and/or Designee will develop a plan for identifying and using substitutes when the assigned staff is absent.
7. If a student refuses to move or if there is an emergency, staff will make no attempt to physically move him/her. Staff will contact the Principal or Designee.
8. A written note by parent/guardian for different drop off must be signed by Principal or Designee.

TEACHING RESPONSIBILITIES

The following list identifies basic guidelines for teaching students the behavioral expectations and procedures related to the bus.

1. At the beginning of the school year, after long vacations, and as behavior on bus warrants, classroom teachers will teach/reteach the rules/procedures and "Responsible Bus Behavior" as outlined. Teachers will review "Responsible Bus Behavior" on a regular basis.
2. During the first week of the school year, bus drivers, monitors, and selected staff will practice the bus rules on the bus with field trips/class groups and with daily route groupings.
3. Each teacher will place a copy of the "Responsible Bus Behavior" in his/her sub folder.
4. The Principal will review bus procedures and "Responsible Bus Behavior" at the beginning of the year for all faculty and staff and as needed with student teachers and new assistants. The policies and procedures will be part of the staff handbook.
5. Teachers will give additional instruction and support to students in order to increase positive behavior on the bus.
6. Teachers will assure that loose items (e.g., potted plants, sand art, treat bags) going home are placed in a closed, stapled bag.
7. Teachers will make sure students have time to use the restroom and have all items in their possession before loading the buses.
8. Teachers and drivers will collaborate on field trips to further implement bus safety procedures.

DRIVER RESPONSIBILITIES

The following list identifies basic guidelines for the safe operation of the bus.

1. Know the Kentucky Bus Rules and Regulations.
3. Be familiar with MES's Guidelines for Success and relate behaviors to appropriate guidelines.
4. Be a "teacher" as well as a "driver."
5. Be consistent, fair, and firm.
6. Develop a positive rapport with students and their families.
7. Wait for signal from MES staff member(s) to unload the bus.
8. Take part in training(s) that target behaviors that trigger referrals and approved interventions for handling crisis situation (e.g. CPI).
9. Know and use voice levels consistent with those taught all students at MES.
10. Drivers and teachers will collaborate on field trips to further implement bus safety procedures.

CAFETERIA

GOAL: The lunch line and lunch area will be a safe and clean environment where people talk in a calm manner, act with courtesy and respect, eat quietly, and use good manners.

RESPONSIBLE CAFETERIA BEHAVIOR

1. Students will keep hands, feet, and objects to selves.
2. Students will use quiet voices in the lunch line and lunch area.
3. Students will use good table manners.
4. Students will stay in their seats until dismissed.
5. Students will raise their hands to get help.

6. Students will walk in the lunch line and lunch area.
7. Students will remain in the cafeteria unless there is an emergency.

CAFETERIA PROCEDURES

1. Teachers will escort students to the lunchroom in a single line.
2. Students will go to designated seats. If teachers assign seats, a seating chart is given to supervisors. (Teachers may reconsider seating arrangement if class receives excessive red cards or if class demonstrates responsible cafeteria behavior.)
3. For breakfast, students will be seated as directed by supervisors.
4. Cafeteria supervisors will signal students when it is time to empty trays.
5. Cafeteria supervisors will assist students in lining up at designated area against outside wall.
6. Teachers will pick up and escort students out of lunchroom and exit in a single line avoiding cross traffic with classes entering.
7. Students will not leave the lunchroom with school food, including water bottles, following meals.
8. Students will make lunch choices designated by #1 (red) and #2 (blue) according to cafeteria menu. In the cafeteria, the choices will be numbered and color-coded according to the cafeteria menu.
9. The Cafeteria Monitors will assign a member to assist with opening milk for Kindergarten and 1st grade lunch times, as available.
10. Visitors, including parents, who make arrangements to eat with a student, will sit with the students.
11. Parents who come to eat with students should also follow the rules and be at the current voice level.
12. Staff will post rules in the cafeteria to help with ongoing encouragement.

ENCOURAGEMENT PROCEDURES

1. All staff will initiate positive attention and friendly interactions.
2. All staff will provide verbal praise for following lunchroom rules and expectations.
3. All staff will provide verbal praise for meeting one or more of MES's Guidelines for Success.
4. Supervisors will place a sticker on a wall chart each day to recognize classes that demonstrate responsible cafeteria behavior.
5. On the first day of the school week (typically Monday), the cafeteria supervisors will announce the classes that have demonstrated outstanding responsible cafeteria behavior for the previous week on Tiger Cub TV and present the classroom with a certificate/Round of Applause to be displayed outside of the classroom. All staff will find opportunities to congratulate the recognized classes.
6. At the discretion of the cafeteria supervisors, a "most improved" recognition may be awarded to a class also to be recognized on Tiger Cub TV.
7. The classroom teacher will provide positive reinforcement when his/her class meets a goal set by the class for improved cafeteria behavior. (Yes and No card, Marbles, Good habit builders, Valentine, snowman, etc.) Teacher can request input from the cafeteria supervisors.
8. When all classes during a single lunch period demonstrate responsible behavior, students are rewarded by clipping up or receiving pawsitives.

CONSEQUENCES FOR INFRACTIONS

1. Misbehavior in lunch line -- have students go to end of line.
2. Verbal cues or reminder of rule infraction.
3. Provide positive practice -- have student try it again.
4. Misbehavior at table:
 - a. Give a verbal *warning*. (State, "This is your warning and the next time you will receive a marked Responsible Behavior Card")
 - b. On the next misbehavior a marked ticket will be given to the teacher. (Teacher will keep card for Weekly Behavior Report and move clip for a marked card.)
 - c. On additional misbehavior, remove student to a designated area where there is no talking and using the same card, mark the second misbehavior. (Teacher will keep marked card for Weekly Behavior Report and move clip for additional infractions.)
5. Excessive noise from a class will be reported to classroom teacher. Teacher will decide how to correct the situation, including reteaching responsible cafeteria behaviors. Parent concerns regarding cafeteria problems should be reported to, and will be dealt with by classroom teachers or principal.
6. Use office discipline referral only for Major Behavior infractions as outlined on the Office Discipline Referral form. Paperwork must be completed.

SUPERVISION RESPONSIBILITIES

1. There will be supervisors for the cafeteria. The principal will train supervisors on cafeteria policies and procedures using a prepared lesson plan for consistency.
2. The principal or designee will assist with the cafeteria supervision the first two weeks of school and as necessary throughout the school year.
3. During the first two weeks of school, the principal will arrange for additional staff to assist with supervision in the cafeteria, including volunteers who will be trained on cafeteria policies and procedures.
4. All supervisors will circulate through the cafeteria, interacting with students in a calm, respectful, and instructional manner.
5. If a student violates a rule, supervisors will use a firm, respectful voice to tell the student what he/she should do. Posted cafeteria rules should be referred to as part of giving corrective feedback.
6. Supervisors will implement consequences for infractions as outlined in this procedure. The supervisor will cue, teach, warn, mark cards, and complete Office Discipline Referral as needed.
7. The principal or designee will develop a plan for identifying and using substitutes when the assigned cafeteria supervisors are absent.
8. If a student refuses to go to the office or if there is an emergency, make no attempt to physically move him/her. Contact the office.

TEACHING RESPONSIBILITIES

1. At the beginning of the school year, after long vacations, and as behavior in cafeteria warrants, classroom teachers will teach/reteach the rules and expectations as outlined. Teachers will review lunchroom expectations on a regular basis.
2. Teachers are responsible for making sure the students go to the restroom prior to going to lunch.
3. During the first week of the school year, teachers are encouraged to eat with their classes at least twice to reinforce appropriate behavior.
4. Each teacher will place a copy of the lunch area rules and expectations in his/her substitute folder.
5. The principal will review lunch rules and expectations at the beginning of the year for all faculty and staff and as needed with student teachers and new assistants. The policies and procedures will be part of the staff handbook.
6. Teachers will give additional instruction/support to targeted/intensive students in order to encourage positive behavior.

HALLWAY

GOAL: The hallway will be a safe, quiet, and respectful environment.

RESPONSIBLE HALLWAY BEHAVIOR

STUDENTS WILL:

1. Always walk on the right side of the hallway in a single file line.
2. Keep hands and bodies off walls and other students.
3. Respect other learners by keeping noise at a zero (0) level in the hallway.
4. Follow staff/teachers' directions.

HALLWAY PROCEDURES

1. All staff will supervise students while they are in the hallways.

ENCOURAGEMENT PROCEDURES

1. All staff will demonstrate positive examples of expected behavior.
2. Classroom teachers will provide positive reinforcement for appropriate behavior.
3. Classroom teachers will provide positive reinforcement when his/her class meets a goal set by the class for improved hallway behavior (yes and no cards, marbles, good habit builders, what the teacher deems appropriate).

CONSEQUENCES FOR INFRACTIONS

1. Provide positive practice by having the students try again.
2. Verbal warning given "This is your warning and the next time...."
3. Clip will be moved.
4. Excessive noise from a class or student will be reported to classroom teacher. The teacher will decide how to correct the situation, including reteaching responsible hallway behavior.
5. Office discipline referral only for Major Behavior infractions as outlined on the Office Discipline Referral form. Paperwork must be completed.

SUPERVISION RESPONSIBILITIES

1. Teacher will supervise students when his/her class is in the hall.
2. Any staff member in the hall will supervise all students.
3. Faculty and staff will implement consequences for infractions as outlined in the previous section.

TEACHING RESPONSIBILITIES

1. At the beginning of the school year, after long vacations, and as behavior in the hallways warrants, classroom teachers will teach/reteach the rules and expectations as outlined. Teachers will review hallway expectations on a regular basis.
2. During the first week of the school year, teachers are encouraged to reward appropriate behavior.
3. Each teacher will place a copy of the hallway rules and expectations in his/her sub folder.
4. The principal will review hallway rules and expectations at the beginning of the year for all faculty and staff and as needed with student teachers and new assistants. The policies and procedures will be a part of the staff handbook.
5. Teachers will give additional instruction and support to targeted and intensive students in order to encourage positive behavior in the hallway.

PLAYGROUND

GOAL: The playground area will be a safe and fun environment where all people interact with courtesy and respect.

RESPONSIBLE PLAYGROUND BEHAVIOR

1. When sliding, students should go down the slide in a sitting position, feet first only, with adequate spacing between students.
2. When swinging, students should have their bottoms on the swing, moving in a forward and backward motion. Students should exit the swing only when the swing comes to a complete stop. Only one student per swing.
3. Students should refrain from hanging on all basketball goals and nets.
4. Only school playground equipment should be brought to the playground.
5. Balls are the only objects that may be thrown on the playground. Rocks should not be touched.
6. Students should remain in sight of staff.
7. Students should proceed in an orderly manner behind the teacher to and from the playground.
8. Students will show respect for others (TIGERS) and settle differences peacefully using the STP (stop, think, and plan) method.
9. Students with emergencies should consult the teacher on duty and, if appropriate, enter and exit the building at the playground entrance door.
10. Students will stay out of puddles and mud.
11. Students will show pride in their school by keeping the grounds free from litter.
12. Rough play is not allowed on the playground.
13. When teachers signal the end of recess, students are to stop what they are doing and line up quickly.
14. Kindergarten students are not allowed on the monkey bars.

ENCOURAGEMENT PROCEDURES

1. Friendly interaction from playground supervisors.
2. School-wide compliments for excellent playground behavior.
3. Classroom teachers will provide positive reinforcement when his/her class meets goal set by the class for improved playground behavior (yes and no cards, marbles, good habit builders, what the teacher deems appropriate.)

CONSEQUENCES FOR INFRACTIONS

1. Verbal/non verbal warning.
2. Positive practice of the procedure.
3. Walking 5-10 minutes during recess and clip moved.
4. Office referral.

SUPERVISION RESPONSIBILITIES

1. All staff in supervision will circulate the playground during recess in separate zones.
2. Staff members will lead the students to and from the playground, and one staff member will follow.
3. Staff will carry two-way radios to the playground for communication with the office staff.
4. One supervising staff member will carry emergency supplies to the playground.
5. Staff will limit students' access to the building.
6. Crisis Procedures: Radio the office when any of the following occurs:
 - a. Severe injury/medical crisis.
 - b. Fights, physically dangerous acts, illegal acts, insubordination.
 - c. Students leave school site without permission.
 - d. Unidentified adults or animals on site.
7. Students who are not allowed to go out for recess because of medical reasons will be assigned to another teacher for that time.

TEACHING RESPONSIBILITIES

1. At the beginning of the school year, after long vacations, and as behavior on the playground warrants, classroom teachers will teach/re-teach the rules and expectations as outlined. Staff will review playground expectations on a regular basis.

2. Behavior expectation of students will be taught and practiced in the classroom with the provided plan.
3. Staff will remediate with targeted students.
4. Staff will reinforce/review expectations as needed.
5. Staff will provide on-going encouragement.
6. Consequences will be handled immediately by staff.

BEFORE AND AFTER SCHOOL

GOAL: The arrival and dismissal areas for students will be safe and well supervised.

RESPONSIBLE BEFORE AND AFTER SCHOOL BEHAVIOR

1. Students will keep hands and feet to themselves.
2. Students will use voice levels (2 or 3) outside the building.
3. Students will arrive and leave in an orderly manner.
4. Before school, students will line up and leave the gym in a single line--voice level (0).
5. After school, students will line up and leave the classroom in a single line – voice level (0).
6. Students will be respectful of other students and their property and personal space.
7. Students will walk when entering and leaving the building.

ENCOURAGEMENT PROCEDURES

1. Teacher will periodically discuss the importance of responsible behavior and will encourage students to continue to be responsible in managing their own behavior before and after school.
2. All staff will provide positive reinforcement when their class meets a goal set by the class for improved before and after school behavior.

CONSEQUENCES FOR INFRACTIONS

When a student forgets to use appropriate before and after school behavior, staff will calmly and consistently implement the mildest consequence that is appropriate.

1. Verbal warning
2. Positive practice of the procedure/inform student's classroom teacher
3. Clip moved for persistent infractions
4. Office discipline referral

SUPERVISION RESPONSIBILITIES

1. At the beginning of the school year, after long vacations, and as behavior before and after school warrants, classroom teachers will teach/re-teach the rules and expectations as outlined. Staff will review before and after school expectations on a regular basis.
2. Staff members (2) will be assigned to walk Kindergarten and 1st grade students from the gym in the morning to their appropriate classrooms. One adult will walk in the front of the line, and another adult will follow. Second and 3rd grade students will walk to their rooms.
3. Staff members will be assigned to walk Kindergarten and 1st grade students to the outside doors to load buses in the afternoon. One adult will walk in the front of the line.
4. All staff (teachers, instructional assistants, Kid's Co., ESS, all after school programs) will stand in doorway before and after school during heavy traffic times.
5. All staff will follow classroom disciplinary policies for all infractions (clips, stars, cards, etc.).

ASSEMBLIES

GOAL: Students at Murray Elementary will demonstrate respectful behavior during assemblies by listening, participating, and following the "Guidelines for Success."

RESPONSIBLE ASSEMBLY BEHAVIORS

1. Students will use voice level (0) when entering and leaving the assembly area.
2. Students will use voice level (1) while other students are being seated.
3. Students will use voice level (0) when signaled by adult.
4. Students will keep hands and feet to self.
5. Students will sit in appropriate positions whether seated on floor, bleachers, or risers.
6. Students will focus attention on the presenter by using their eyes, ears, and whole body.
7. Students will respond in an appropriate manner when prompted by presenter or school staff.
8. Students will stay seated unless otherwise directed by the teacher.
9. Students will walk from step to step when exiting (no walking or jumping from bleacher to bleacher).

PROCEDURES

1. A signal (intercom, phone call, etc.) will be given to classes to tell when to begin to go to assembly area. (3rd grade students will be called first for a school-wide assembly so that they can sit at the top of the bleachers. Then 2nd grade classes will be called. Kindergarten and 1st grade will enter last so that they can sit on the bottom rows.)
2. Students will follow their teacher to designated seating areas (filling bleachers from top to bottom).
3. Students will sit on their bottoms with legs crossed and hands to themselves when sitting on the floor. When sitting on bleachers, students will keep hands and feet still. Students will sit on the bleachers, not on the walkways.
4. If a child needs to leave early, a staff member will enter the assembly area with the child's name on a white board. The teacher will direct the child how to leave the bleachers in a manner that won't disturb others.

ENCOURAGEMENT PROCEDURES

1. Staff will periodically discuss the importance of responsible behavior and will encourage students to be responsible for managing their own behavior. Reteaching will occur as needed throughout the year.
2. Staff will give positive feedback to students who followed rules. Staff will praise individual students for excellent behavior.
3. The speaker (principal) will give a report to all students at the end of each assembly to let them know if their behavior was acceptable or not. If there were a compliment, a stripe would be added to a tiger on a poster in the gym so that everyone could visibly see the reward. If by the end of the year the tiger has earned his stripes there would be a reward assembly.

CONSEQUENCES FOR INFRACTIONS

When the student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

1. Verbal or nonverbal warning.
2. Change of seating, next to teacher.
3. Staff would pre-teach that students will not be allowed to attend the next assembly if their behavior is a major infraction. They would stay in the office.
4. Staff will escort the student to the office liaison for removal if needed for severe infraction.

SUPERVISION RESPONSIBILITIES

1. Staff members will be at both gym entrances to assist students in coming and going from assemblies. A staff member will monitor the cafeteria door exit and entrance into the gym for Kindergarten/1st Grade students in the new hall to enter for assemblies.
2. Classes will be assigned designated areas on a map and each staff member would receive a copy of the map.

RESTROOMS

GOAL: The restrooms of MES will be safe, clean, and quiet environments.

RESPONSIBLE RESTROOM BEHAVIOR

1. Students will keep hands and feet to themselves.
2. Students will use voice level (1) inside the restroom.
3. Students will arrive and leave the restroom in a timely manner.
4. Students will dispose of bathroom tissue in the toilet and flush after use.
5. Students will line up to use soap and thoroughly wash hands before exiting restroom.
6. Students will dry hands with paper towels and then dispose of paper towels in the garbage cans.
7. Students will be respectful of other students and their privacy.
8. Students using the water fountain will line up in a manner that will not block the hallways.
9. Students will walk and use a (0) voice level when returning to classroom.

ENCOURAGEMENT PROCEDURES

1. Staff will periodically discuss the importance of responsible behavior and will encourage students to continue to be responsible in managing their own behavior in the restrooms.
2. Classroom teacher will provide positive reinforcement when his/her class meets a goal set by the class for satisfactory behavior (Yes and No card, Marbles, Good habit builders, etc.).

CONSEQUENCES FOR INFRACTIONS

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

1. Verbal/non-verbal warning.
2. Positive practice of the procedure/inform student's classroom teacher.
3. Clip or card moved for persistent infractions.
4. Office discipline referral (See Code of Conduct).

SUPERVISION/TEACHING RESPONSIBILITIES

1. At the beginning of the school year, after long vacations, and as behavior in the restrooms warrants, classroom teachers will teach/reteach the rules and expectations as outlined. Teachers will review restroom expectations on a regular basis.

2. All staff will follow classroom disciplinary policies for all infractions (clips, stars, cards, etc.).
3. Teachers/Staff will check to see if restroom is in use before taking whole class for restroom break. If the restroom is occupied by a large group, then teachers may send two to three students at a time or defer to another time or location.

Murray Elementary School 2016-2017 Title I SCHOOL-FAMILY COMPACT

This compact pledges our school community to increase student reading, math, and writing skills so that all students will be proficient or distinguished learners and prepared for college/career in the 21st Century. These are some of the ways we can show commitment:

PARENT/GUARDIAN: I want my child to reach his/her maximum potential; therefore, I will support my child and school by doing the following:

- Communicate with teachers if my child is experiencing problems with learning.
- Ensure my child reads at least twenty minutes per day.
- Help my child see how to use reading and math to pursue his/her interests.
- Stay interested in and aware of what my child is learning, and encourage their questions.
- See that my child attends school regularly and is on time.
- Set aside a specific time and place for homework and review it regularly.
- Play/Practice math concepts weekly using games or math materials.

STUDENT: It is important that I work to the best of my ability; therefore, I will do the following:

- Let my teacher and family know if I need help.
- Read on my own OR with my family twenty minutes every day.
- Complete my assignments and homework.
- Be an active learner daily.
- Follow the MES Guidelines for Success and present positive school behavior.
- Take care of my school.

TEACHER: It is important that ALL students achieve; therefore, I will do the following:

- Communicate with families in my class.
- Provide materials/resources or trainings for parents to use and assist students with homework.
- Make progress data available for parents to view and answer and ask questions regarding the results of assessments.
- Monitor student progress in reading and math as well as all other subjects.
- Make sure students understand the assignment for each learning target.
- Continually work on my teaching strategies so that I can successfully teach "Every Student Every Day"
- Explain my approach to teaching, expectations, and grading system to students and their families.
- Make sure all students get help as soon as it's needed.
- Develop and review learning goals with students.
- Provide opportunities/strategies to get students to ask for help.
- Provide weekly newsletters/emails.

PRINCIPAL: I support this agreement for parent involvement; therefore, I will do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Make our school and myself accessible to parents, encouraging them to visit the school, observe classes, and speak with staff members.
- Encourage students to do their best in all areas of school.

THIS INFORMATION WILL REMAIN CONFIDENTIAL

Every Student, Every Day-Tradition, Pride, Excellence



Important Document

STUDENT ACCIDENT INSURANCE 2016-17

Dear Parent/Guardian:

The Murray Independent School District has purchased accident insurance for all students. The insurance plan provides benefits for accidental injury while attending assigned classes or during school-sponsored and supervised activities or while being transported to and from school on a school-owned/approved vehicle. The insurance plan provided by the Murray Independent Schools **does not** pay 100% of all medical and dental expenses (**See Limitations**). Please note that the insurance provided by the Murray Independent Schools is “secondary” to any other family insurance plans and will pay only the eligible medical expenses not payable by other insurance sources. *Following is information outlining the benefits and limitations of the school-purchased insurance plan.* If you desire additional insurance coverage for your child(ren), we suggest you consider purchasing supplemental individual accident insurance. Sincerely, Bob Rogers, Superintendent

BENEFITS

If, while, participating in a school-sponsored and supervised activity, accidental bodily injury occurs and requires treatment within 30 days from the original date of injury by a licensed Physician, or treatment in a legally constituted hospital, the insurance company will pay the reasonable and customary expenses for necessary medical, dental, or hospital care provided within one year from the date of the injury up to the policy maximum amount for any one injury, **which are not paid by other collectible insurance plans. The insured shall have free choice of a physician or hospital for treatment. If, however, an insured student has other valid coverage through another insurance plan(s) and does not choose a physician or hospital through the other plan, we will pay benefits as if the other plan’s guidelines had been followed. (SEE LIMITATIONS BELOW).**

LIMITATIONS - - \$25,000 Maximum Medical Benefit

*Note: “U&C” means usual and customary.

- *Outpatient Hospital Non-Surgical Charges* (\$500 max)
- *Outpatient Hospital Surgical Charges* (\$2,000 maximum)
- *Hospital Room and Board* (Semi-private room)
- *Inpatient Hospital Miscellaneous Charges* (\$3,000 maximum)
- *Physician’s Surgery/Fracture care fees* (U&C \$3,000 max)
- *Physician’s Non-Surgical Visits or Consultations* (\$35/visit).
- *Physical Therapy* (\$35/visit - \$175 maximum).
- *Dental* (\$200 per tooth)
- *Ground Ambulance* (\$100 per injury)
- *Motor Vehicle* (\$500 per injury).
- *Orthopedic Appliance* (\$100 per injury)
- *Diagnostic x-rays, MRI’s, CAT Scans* (\$400 per injury).

PLEASE READ CAREFULLY: You must indicate on the claim form, when submitting a claim, the name of your personal insurance company before benefits can be paid by this insurance plan. Failure to provide complete claim information will prolong payment of allowable benefits. Thank you for your cooperation with this program.

If you desire additional insurance coverage for your child(ren), we suggest you consider purchasing supplemental individual accident insurance. The rates are as follows:

School Time Plan - \$ 8.00 24 Hour Plan- \$44.00 High School Football - \$40.00

Also, a **Double Benefit Plan or Triple Benefit Plan** is available. A brochure describing the individual student insurance program will be made available to students at the beginning of the school year.

If you have any questions about the insurance program, please contact the insurance administrator:

SCHOLASTIC INSURORS, INC. P O BOX 3194 JOHNSON CITY TN 37602 800-872-1953

RETAIN THIS DESCRIPTION OF COVERAGE FOR YOUR RECORDS. This is a brief description of the plan benefits.