

# ***FESTUS ELEMENTARY SCHOOL***

*Festus R-VI School District*



## ***FACULTY/STAFF HANDBOOK***

***Missouri Gold Star School***  
***National Blue Ribbon Nominee***

***"Doing Whatever It Takes To Build Strong Foundations to Promote a  
Lifetime of Learning"***

## **Festus R-VI School District Policy of Non-Discrimination**

It is the policy of the **Festus R-VI School District** not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries, related to R-VI programs and to the location of District services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed to the Director of Special Services – Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act): 1500 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.8044; E-mail: [nruess@festus.k12.mo.us](mailto:nruess@festus.k12.mo.us). Attention: Mrs. Nicki Ruess, Director of Special Services

Inquiries related to the R-VI employment practices may be directed to the Roy Burnside Administrative Building; Festus R-VI School District; 1515 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920; E-mail: [nhold@festus.k12.mo.us](mailto:nhold@festus.k12.mo.us). Attention: Mr. Nathan Holder, Assistant Superintendent.

Anyone attending meetings of the Festus R-VI Board of Education who requires auxiliary aids or services should request such services no later than 48 hours prior to the meeting by contacting:

Dr. Link Luttrell, Festus R-VI Superintendent  
1515 Mid-Meadow Lane, Festus, MO 63028  
Phone: 636.937.4920  
Fax: 636.937.8925

Inquiries or concerns regarding civil rights compliance may also be directed to the **Office of Civil Rights**, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; Telephone: 816.268.0550; Fax: 816.823.1404; TDD: 877.521.2172.

Additional information can be viewed at:  
<http://policy.msbanet.org/festus/showpolicy.php?file=AC-C.FES>

### **Section 1: Educational Philosophy**

#### **Vision of the Festus R-6 School District**

The Festus R-6 School District is committed to providing an environment that promotes academic excellence, recognizes the value and potential of each child and fosters positive character development. Through a shared spirit of unity between school, home and community students are prepared to participate in and become contributing members of our democratic society.

#### **Mission of the Festus R-6 School District**

“Educating all children to meet tomorrow’s challenges.”

#### **Mission of Festus Elementary School**

“Building Strong Foundations to Promote a Lifetime of Learning”

#### **Vision of Festus Elementary School**

In order to build strong foundations to promote a lifetime of learning, Festus Elementary emphasizes the following areas:

##### *Curriculum*

- ✓ The K-12 aligned curriculum will be designed to meet state standards while at the same time is reflective of the school’s mission and goals.
- ✓ The curriculum will be developed collaboratively with input from teachers, parents, and staff.

##### *Attention to Individual Students*

- ✓ Students will receive the required services needed to be successful at their intellectual level.

### *Personnel*

- ✓ All staff will work in collaborative teams (Professional Learning Communities) to implement the school's mission and goals.
- ✓ All staff will continue to demonstrate life-long learning through the high expectations set by the building and by their commitment to ongoing professional development.

### *Students*

- ✓ All students will accept responsibility for their learning, decisions and actions.
- ✓ Students will give their best effort to academic achievement at their individual levels.
- ✓ Teachers and staff will instill positive character traits in each individual and we will accept and embrace diversity.

### *Climate*

- ✓ Teachers and staff will establish and maintain a supportive, safe, nurturing environment.
- ✓ There will continue to be a recognition and celebration of individual effort and achievement.

### *Community Partnerships*

- ✓ Effective partnerships will be strengthened by a mission, vision and values developed through the partnership of the school and community.

## **Section 2: District Information and Phone Numbers**

### **Festus R-6 District Information and Phone Number**

#### **Board of Education Members:**

Todd Oetting, President  
Brent Abrams  
Tracy Anderson  
Marcus Shepherd  
Doug Wendel  
Joe Willis  
Mike Wolk

#### **Central Office Information**

1515 Mid-Meadow Lane  
**937-4920**  
District Web Site Address [www.festus.k12.mo.us](http://www.festus.k12.mo.us)  
Superintendent: Dr. Link Luttrell  
Assistant Superintendent: Mr. Nathan Holder

#### **Other District Information**

Special Services  
**937-8044**  
Director: Mrs. Nicki Ruess

#### **Festus Transportation Center**

**937-5716**  
Director: Mr. Joe Seyfarth

#### **Technology**

Director: Mr. Josh Bauman

#### **Food Service**

**937-7747**  
Director: Mrs. Peggy Carle

#### **District Attendance Centers**

**Festus High School** (Grades 9-12)  
501 West Wind Drive  
**937-5410**  
Principal: Dr. Diana Allen  
Assistant Principal: Mr. Joel Roth  
Assistant Principal/Athletic Director: Mr. Eric Allen

#### **Festus Middle School** (Grades 7-8)

1717 West Main Street  
**937-5417**  
Principal: Mrs. Tina Thebeau  
Assistant Principal: Mr. Jacob Munoz

#### **Festus Intermediate School** (Grades 4-6)

1501 Mid-Meadow Lane  
**937-4750**  
Principal: Mr. Spencer Kearns  
Assistant Principal: Mrs. Deanna Brown

#### **Festus Elementary School** (Grades K-3)

1500 Mid-Meadow Lane  
Principal: Dr. Darin Siefert  
Assistant Principal: Mrs. Sandra Benack  
Elementary Phone Numbers:  
Main Office- **937-4063**  
Fax Number- 937-7870  
Counselor's Office- 937-2991  
Nurse's Office- 937-5917

### **Section 3: Other Information**

#### **Positive Behavior Supports**

Festus Elementary School has implementing Positive Behavior Supports (PBS). Full implementation and support of this program is expected from everyone. A procedural manual of lesson plans, expectations, and rewards systems has been made available to all staff. The three basic expectations of Festus Elementary are:

Be Safe

Be Respectful

Be Responsible

**PBS Mission Statement:** “In order to build strong foundations to promote a lifetime of learning, Festus Elementary will utilize School-Wide Positive Behavior Supports (SWPBS) to create and maintain a positive school climate based on good character and academic excellence”

Students who are suspended from school will not be allowed to earn credit for course work completed or assigned during the term of the suspension

#### **School Hours**

The school day begins at 8:45 am and ends at 3:25pm for students in grades K-3. One each Wednesday there will be a “late start” wherein classes will begin at 9:45. On those days, the faculty will work in Professional Learning Communities from 8:20-9:20. Strict adherence to the arrival time and prompt start the community team meetings is required. Faculty hours will be 8:15am-3:40pm. Faculty should arrive no later than 8:15am. No faculty or staff member should leave the campus without approval by the building principal.

Buses begin arriving at 8:20am. To aid in directing traffic flow, teachers must be in their classroom doors during this arrival time from 8:20-8:45am. On Wednesday, buses will begin arriving an hour later at approximately 9:20am.

Early arriving students go to the library until the release time of 8:20am. At 8:20 students are released to their classrooms. Teachers must be in their classroom doors at this time so that they can monitor the hallways and their classroom.

#### **Staff Parking**

The staff is asked to park in the upper end parking lot or behind the elementary building. Parking on the street is reserved for parents and visitors.

#### **Student Attendance Procedures**

The attendance of all students should be encouraged except for sickness or unavoidable circumstances. Excessive absenteeism will be investigated. Students should be given a reasonable amount of time to make up missed assignments- 1day per each day absent. On extended absences, parents can contact the school for assignments. If a parent requests homework, assignments and books should be in the office by 1:00pm.

Attendance will be taken utilizing the SIS program. Information should be entered no later than 9:15am (10:15am on Wednesdays). If you are absent or SIS is not working, an attendance slip must be sent to the office. If you receive any kind of reason for the absence (text, note, email, call, etc.) the teacher must ensure that the reason is entered into SIS and the absence is changed to ‘verified’.

Teachers must contact parents if a child misses 3 days in a quarter. During this contact, the teacher should remind the parent of the need of good attendance. They should also remind the parent that once a child reaches 5, 10, 14, and 15+ absences, the office will be contacting them with an official attendance letter. Upon the 15<sup>th</sup> absence, the school has the option of contacting Child Services.

#### **Lunch and Breakfast**

Faculty and Staff are welcome to eat a school lunch and/or breakfast. Their costs are as follows, breakfast- \$1.80 and Lunch \$2.50. You are not allowed to have a lunch debt in excess of \$25.00. Please keep your lunch account well maintained. You can utilize SIS to deposit money in your lunch account. There is a small charge associated with this through the use of PayPal.

### **Transportation**

Buses begin arriving around 8:20am (9:20am on Wednesdays). They will unload at the back of the building. Afternoon busses will park on the back parking lot. All teachers are to accompany their students to the buses as they load in the afternoon. It is the responsibility of the teacher to ensure that students are on the correct bus. Teacher supervision of students at this time of day is expected.

### **Bus Changes**

A student needing to ride a bus other than their assigned one must have a note signed by the parent. Teachers should keep the note in a file and then issue a bus pass on the appropriate form. Students must have a bus pass if they are going to a different than usual location. A copy of this pass/note must be sent to the office. When in doubt, contact the office or parent. The office must be kept abreast of what is occurring.

### **Grade Reporting and Grading Scale**

Grades are reported to parents on a quarterly basis. Mid-quarter reports of student's progress, both negative and positive, should be sent home. It is the responsibility of the teacher to keep parents informed of their child's academic life. This frequent positive contact is beneficial and expected.

The following is the 4 point scale used on our standards based report cards.

- 4 = Advanced: Performance exceeds grade level expectations
- 3 = Proficient: Performance meets grade level expectations
- 2 = Basic: Performance is approaching grade level expectations
- 1 = Below Basic: Performance consistently below grade level

The following grading scale is school district policy:

A	96%-100%	C	74%-76%
A-	90%-95%	C-	70%-73%
B+	87%-89%	D+	67%-69%
B	84%-86%	D	64%-66%
B-	80%-83%	D-	60%-63%
C+	77%-79%	F	00%-59%

### **Letter of Introduction**

On the first day of school (or Open House) each teacher should send home a positive introductory letter. Listed below are items that should be included in the letter: (Turn in a copy to the office)

1. Lunch prices: K-12= \$2.10 and Breakfast prices: K-3=\$1.05. Please include an explanation of the procedures for parents paying for lunches in advance.
2. Procedures if child is to ride any bus other than assigned one.
3. Your discipline plan.
4. School website and phone numbers.
5. Reminder for parents to label their child's belongings.

### **Lost and Found**

Lost and found items are located in the nurse's office and in the upper hallway copy room near room #1.

### **Correspondence sent to homes**

A copy of all general correspondence sent home must be placed in the principal's mailbox. Often parents call the office regarding specifics about announcements. Use special care in wording and check for grammar and spelling. Teachers should be sending home a weekly newsletter, either by paper, electronically, or by social media. A copy of this should also be provided to the office.

### **Lesson Plans**

Lesson plans are to be prepared in advance and are to be made detailed enough for a substitute, who may not be familiar with your classroom situation, will know what is expected, where to find materials, and how to carry out your schedule. Substitute folders should be easily accessible.

### **Classroom Schedules**

Classroom daily schedules are important recourses. They serve as a tool to make sure a teacher covers all required material and subjects. Schedules are not intended to be inflexible, rather, they should allow for the differences of daily instruction. However, it is important to realize that schedules help students stay comfortable and less anxiety prone.

### **Technology**

Teachers are encouraged and expected to incorporate technology into their classroom. Technology work requests should be utilized for all work requests. Please do not email anyone your requests, use the proper channels. For work orders email [helpdesk@festus.k12.mo.us](mailto:helpdesk@festus.k12.mo.us).

### **Recess and Study Hall Procedures**

If children need to remain indoors for recess they should be under the supervision of an inside recess duty teacher in a classroom. Each grade level will work out a recess duty schedule and submit it to the principal by the first day of school. Teachers on duty are to be spread out on the playground areas at all times. Recesses should begin and end promptly at the assigned times. "Extra" recesses can only be taken with the building principal's permission. You must carry the emergency bag and walkie-talkie during recess, both inside and out.

### **Passing to and from Special Classes, Recesses, and Lunches**

Students must move in an orderly fashion in the halls with no talking. Constant traffic in the halls means possible disruptions to those classes working in their rooms. Teachers should not be forced to close their doors due to hallway distractions.

### **Teacher Illness**

If a teacher has to be absent due to illness or emergency, please utilize the Sub-Finder online system. Please follow the substitute acquisition procedures. A substitute folder must be on file and your lesson plan books must be kept up-to-date at all times. Failure to follow procedures will result in NO SUB BEING ACQUIRED!!! If you miss 3 or more consecutive sick days you must fill out the extended leave packet, available in the office.

### **Room Keys/Key Cards**

Room keys/Key Cards will be checked out at the beginning of the school year and returned to the office at the end of the year. Teachers are responsible for unlocking their rooms in the morning. Each teacher should get into the habit of locking up his or her personal belongings. The school is not responsible for lost or broken personal items.

### **Mailboxes/E-Mail/Correspondence/Instant Messages**

Staff mailboxes are located in the faculty lounge. Please check your mailboxes in the morning and at lunch. Announcements to go home are sometimes placed in the boxes. These must be sent home ASAP. E-mail is becoming more important and you MUST check your email daily. Please keep up regular correspondence with your students' parents. Utilize the phone, e-mail, and notes to contact them. Please keep track of this correspondence by utilizing the parent contact log in SIS. The office will also utilize instant messenger system to send messages to your room without disrupting the class with the intercom system. Please respond to the instant message in a timely manner. If the office does not get a reply they will contact you with the intercom system.

### **Students Arriving/Leaving School during the Day**

Students arriving late to school must check in at the office before going to class. A pass will be issued to the child to give to the teacher. Students leaving school early must be signed out and picked up in the office. Children will not be permitted to leave school for any reason without permission. If a child has a note saying they will be picked up early, please notify the office.

### **Students with Pick-Up Restrictions (Custody Situations)**

No student should be released to anyone who is not listed on his or her emergency contact in SIS unless you have received authorization from either the parent or the office. The office will designate through SIS, and keep a hard copy of court orders, those students who have legal restrictions on who may or may not pick them up. Please make a note of this in your grade book and please help monitor this when possible. If a restricted student is called from your

room, do not hesitate asking who is here to pick them up, etc. Monitoring this is a difficult task, so the more of us working on it together, the more effective we can be.

### **Telephone**

The office phone is a business phone. The telephone in the lounge and conference room should be used by teachers for local calls. We prefer not to call teachers out of class except in an emergency. The same is true of children needing to use the phone. In addition, cell phone usage by staff members should be limited to conference periods and lunchtimes only. Cell phones are not to be used as a phone during instructional time, as this time should be protected and free from interruption.

### **Faculty Dress**

Professional dress is *expected* of all staff. Jeans and shorts are not acceptable, unless previously arranged with the building principal. 'Flip-Flops' are not considered professional dress. Exceptions to this rule would be things like field trips and special fundraising days.

### **School Visitors**

All visitors to the school should check in at the principal's office before proceeding to any part of the building. They will be given a pass if they need to enter the building. Any staff member who notices people without the appropriate pass in the building is to approach the visitor and ask if assistance is needed. You are to escort this person to the office or call for assistance to have this person escorted to the office. Please utilize your school name badge to help in distinguishing district employees from visitors or intruders. This is especially important should you be visiting a different building.

### **Parent Pickup**

Parents will be encouraged to wait until class dismissal to pick up their child. Parents must wait near the office to meet their children at dismissal. At dismissal the pickup students will be dismissed to the designated locations.

### **Faculty Meetings**

Faculty meetings will be held on the first Monday of each month. Attendance by faculty is mandatory.

### **Field Trips**

Teachers planning a field trip activity for a class must follow established procedures. Special forms for requesting a field trip are available in the office and must be completed by the teacher requesting the trip. The approval of the building principal is required. Each grade will take one field trip per year. All field trips must be scheduled well in advance of the field trip date. A call to Mr. Seyfarth at the bus garage (937-5716) prior to finalizing a scheduled date is advised. Money is to be collected, counted, and tracked by the teacher(s). This money and deposit slip is to be turned into the office regularly. All arrangements for lunches and transportation must be made by the teacher(s). All students must have a signed permission slip to attend the field trip. Field trips cannot be taken away by anyone but the building principal. All parent chaperones must have an approved background check on file. They also must be approved by the building principal. Do not tell any parents that they are a chaperone until approval has been given.

### **School Closing and Early Dismissal**

If school is closed due to weather conditions, announcements will be broadcast on various radio stations: KJFF etc. Explain to students how they should listen for closings during inclement weather. The School Reach phone system will be used to notify staff and students of any school closings and other important information. Please make sure you have up-to-date phone numbers on file in the office.

Should school be dismissed early due to inclement weather, each teacher should obtain student transportation arrangements. Teachers should obtain this information either at open house or immediately after school begins and periodically check with parents on its accuracy.

### **Purchase of School Materials**

Ordering of all school supplies and texts must go through the principal. Purchase orders must be filled out and approved before the order is placed. If you wish to request an order, obtain a supplies needed form from the office. Return the completed form to the principal for approval. Needed classroom supplies must be requested in writing

from the office. Any purchases made outside of the PO process will not be reimbursed if you do not have permission from the principal prior to purchase.

### **Student Files**

Student records are kept in the Missouri Approved Accumulative Record Form. The record includes all pertinent student information. All student records are to be kept up-to-date and are available for parents to review. Parents are guaranteed the right to inspect any information collected which concerns their child and to require the accuracy of the information. Access to the file by any unauthorized person that would identify the individual child, without the informed consent of the parent, is forbidden. Please sign the disclosure form in each file any time you access the file. All files are to be returned and properly alphabetized in the Permanent File location in the main office.

### **Pupil Transfer**

When a student moves, the office will notify you when the child is to be officially dropped from your records. If you know in advance that a student is transferring, request a transfer sheet from the secretary and complete the information request. Please notify the office immediately, if you have a student who stops attending class and you suspect they have moved.

### **Care of School Property**

All equipment belonging to the school is under the supervision of the teachers in whose care it has been placed. Children should not be allowed to operate equipment or use materials until they have been properly trained in the correct and safe procedures. Children are not allowed to use the copy machines. Requests for repair work should be given to the principal on a maintenance or technology repair request form.

### **Positive Behavior Support (PBS) and Classroom Management Plan**

All teachers are required by board policy (JFC-R) to have a discipline plan posted in their classroom. This plan must contain classroom rules, rewards for following the rules, and consequences for not. A copy must be made available to all students and their parents.

### **Corporal Punishment**

The use of corporal punishment is prohibited at Festus Elementary School.

### **Professional Learning Communities**

In an effort to improve the academic program at Festus Elementary School, professional learning communities (PLCs) have become a vital part of our school. Each word of the phrase “professional learning communities” was chosen purposefully. A “professional” is someone with expertise in a specialized field, an individual who has not only pursued advanced training to enter the field, but who is also expected to remain current in its evolving knowledge base. “Learning” suggests ongoing action and perpetual curiosity. “Community” suggests a group linked by common interests. As Dr. Richard DuFour references in his book *Professional Learning Communities at Work*, “the school that operates as a professional learning community recognizes that its members must engage in the ongoing study and constant practice that characterizes an organization committed to continuous improvement.”

Some of the characteristics of PLCs include:

1. Shared mission, vision, and values
2. Collective inquiry
3. Action orientation and experimentation
4. Continuous improvement
5. Results oriented

The Festus Elementary staff will meet on a regular basis, with specific time set aside on each Wednesday from 8:20-9:20 to meet in teams to accomplish the goals and objectives of our elementary PLC which is part of the district wide initiative of “Educating all children to meet tomorrow’s challenges”.

### **Staff Related District Policies**

A copy of the district policies relevant to Faculty/Staff is provided. Faculty/Staff are expected to read those policies. They are to sign and return to the office the top sheet of the packet to acknowledge that the material was provided to them. To see the full district policy manual, visit the district website, [www.festus.k12.mo.us](http://www.festus.k12.mo.us).