One Room School House ~ Parent Handbook

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For Parents of:

The One Room School House Philosophy

At The One Room School House we assume that the parents of our students are smart and will make great decisions for their children. They have, after all, made a first great decision: to attend our school. We hope that they have read the Registration Agreement carefully and fully understand the important role they play in their child's education. We believe that, as parents, they know and understand their own children better than we can possibly hope to. We know from experience that, working together with parents, there is no educational problem that we cannot solve when it comes to their children. We also know that the best hope of resolving educational issues is when parents and school staff are on the same page. Since we have hundreds of students and hundreds of parents, we know that people of diverse backgrounds and philosophies will have different approaches to educational issues. However, there are some basic principles on which One Room was founded. We hope they are the reason that you chose our school as the best option for your child.

This philosophy sets forth the basic principles and how they are applied at *One Room*. Make sure you understand them and are comfortable with them as they must apply to all our diverse students and families for the school to work. As you know from studying our Registration Agreement, it is ultimately you, the parent who is responsible for your student's success at *One Room*.

Work Ethic:

We believe that all students, no matter their educational background, need a strong work ethic to succeed in school and life. We believe that the simplest and purest expression of this ethic is that students will finish all their work. We will be depending on you to support this goal in every way that you can, and we believe that your students will develop to their full potential if you do. We care so much about work ethic because it determines, not only the quality of our school life, but also the quality of life your child will enjoy as an adult. Parents are crucial to this goal because they are ultimately responsible for their students' attitudes about work.

The True Meaning of Discipline and Freedom to Learn:

Discipline is not something that happens to you when you break a rule. Discipline is learning that there is a need for logic and persistence in every endeavor. Discipline is making a habit out of thinking and hard work.

We believe that the school's most important work is creating an environment where diverse students feel free and encouraged to learn the essential skills of modern life. This environment must be conducive to attention and effort. We believe that your student should not have to work in an environment that is disturbed and disrupted by the undisciplined actions of another student. Therefore, we believe that when a student is interfering with your student's education, that student should be removed from the classroom and not be allowed to return until they are willing to display appropriate school behavior. This applies as well to your student's safety and feeling of wellbeing in school. As per our Registration Agreement, when a student is interfering with education in the classroom or creating an unsafe or disruptive environment at the school, that student will be sent home immediately.

Attendance:

Part of getting all the work done is being here to do it. Getting to school regularly and on time is the best habit for all families to adopt. Doing so teaches your children to properly manage their time and responsibilities. Tardiness and lack of attendance have consequences. Grades are negatively affected by missed time at school. Participation in extracurricular activities is only available to students who have all their work done and satisfactory attendance. Getting your student to school on time, all the time, and ready to learn sets the stage for how well your child will perform.

Communication:

We believe that you cannot help your student towards the goal of a strong work ethic and success in school and life without knowing fully and in detail how they are functioning at school. Our goal is that you have enough information to fulfill the extremely important role you have taken on by sending your student to *One Room*. We will communicate as often as necessary to accomplish this goal for your student. General information will be available through your Schuler account, on the website, and through e-mails: Please make a habit of checking each regularly.

Registration Agreement One Room School House $\sim 2018\text{--}2019$

Parents agree to the following philosophy and conditions at The One Room School House:

- The School was created to guarantee students a safe and productive place to be educated.
- Students, parents, teachers and staff will demonstrate respectful behavior towards each other, visitors, and volunteers at the school.
- Students will work diligently and to the best of their ability during the entire school day. They will complete all assignments and work they miss due to absence, tardiness, or suspension from class.
- Students, at the direction of staff, will contribute to the upkeep, cleanliness and maintenance of the campus.
- Parents are primarily responsible for assuring that students; value learning, respect the rights of others, attend school regularly, and follow all school rules and regulations.
- Parents are responsible for modifying unacceptable student behaviors reported by the school.
- Teachers and administrators are responsible for removing from the classroom those students whose behavior is disrespectful, counterproductive, or disruptive to their own or another student's learning.
- As a parent, I agree to come to the school, if called by the staff, to speak to my child or to remove my child from campus. I agree to keep my child at home when my child has been suspended and make sure my child is working on school assignments.
- As a parent, I agree to work cooperatively with school personnel to make sure my student completes all assignments, understands the school's goals, rules, and regulations, and understands that any discipline problems that arise at school will be handled immediately by parents or guardians.
- As a parent, I agree to sign all homework, letters home, and school documents required by the School and I agree that consequences for unfinished student work shall be enforced.
- As a parent, I take responsibility for delivering and retrieving my child from school on time and in a safe manner. I will respect all rules and regulations regarding safe driving on campus.
- As a parent, I will see to it that my child wears a clean uniform everyday to school.
- As a parent, I give permission for the school to test my student to determine individual ability and achievement on an ongoing basis.
- As a parent, I will be responsible for keeping the school informed about any changes in address or phone number immediately. I realize that if the school cannot reach me because I have failed to maintain current contact information, my child will no longer be eligible for any extra school activities.
- As a parent, I will be responsible for my child's health and welfare. I will not send a sick child to school. I will immediately come to the school for reasons of health, safety, or physical well-being if the school requires it.
- As a parent, I understand that the School will place my child in the most appropriate classes based on achievement, ability and behavior.
- As a parent, I understand that I may voluntarily withdraw my child from the school at any time if I disagree with policies, procedures, decisions, or practices at the School.
- As a parent, I understand that I must always treat the school staff with respect, follow all the policies and procedures of the school, and adhere to the requirements of this agreement.
- As a parent I agree that the consequences listed in this agreement are reasonable and necessary for the safe and orderly operation of the school.

The Schools Responsibilities Include:

1.

- Providing high-quality curriculum and instruction through the use of research based curriculum delivered by highly-qualified and state certified teachers and paraprofessionals in a learning environment made supportive and effective by small school and class size, fulltime counseling and psychological services, and team teaching that includes administrators as well as instructors.
- Holding parent-teacher conferences at any time before, during, or after school which is convenient for the parents at which this compact will be discussed as it relates to the individual child's achievement.
- 3. Providing frequent reports of student progress by sending home weekly reports of testing, biweekly reports of academic progress and quarterly report cards and by providing individualized reports of progress at the request of parents or teachers as necessary.
 - Making Staff available to parents, at the parents convenience, before, during, and after school hours.
 - Offering Parents trained volunteer opportunities including, observation, tutoring, mentoring, and general help, at the school or in their child's class any time before, during and after school hours when they wish to make an appointment to do so.

Major Consequences for Student Misconduct (based on content and number of occurrences):

Breaking Class or School Rules: Principal or designee may assign a 1 day suspension.

Disrupting Class Time: Principal or designee may assign up to 1 week suspension.

Physical Altercation or fighting: Principal may assign up to 1 week suspension or dismissal from school.

As a parent, I understand that a failure on my part to take care of the responsibilities I have agreed to herein may result in the permanent dismissal of my child from the School.

As a parent, I give permission for my student to be photographed and video recorded for legitimate school purposes. I understand that all areas of the school are under video surveillance for security purposes

Facts for Parents About One Room School House

DATES

School Year:

Begins: July 23, 2018

Ends: May 9, 2019

Summer School and Day Camp:

Begins: May 13, 2019

Ends: May 31, 2019

One Room observes all the breaks, holidays and teacher workdays on the School Board calendar.

UNIFORMS

• Uniform shirt, PE appropriate bottoms (mid thigh), closed shoes, and a zip up three ring binder.

• Students out of uniform will be issued a used loaner uniform for the day and will have to be picked up INSIDE the building at dismissal.

- NO BACK PACKS ALLOWED ~ NO NON-SCHOOL ITEMS ~ CELL PHONES OFF AND PACKED
- Except for restroom visits, Purses must be carried in the zip up binder or they will be confiscated.

COMMUNICATION

- If a parent is called, texted, or emailed to come to the school for an emergency or a student discipline problem, they must do so within an hour or the student will be suspended the next school day.
- One Room encourages all parents to stay in touch with teachers and staff.
- All Parents must sign up for a secure link to the school's student portal (**SCHULER**). The portal will contain all your student's information including report cards and permission slips for activities.
- Parents must keep the school informed of all changes to contact information. If the school cannot contact a parent, or a parent fails to come to the school for a necessary meeting, their students will not be eligible for any nonacademic activities, including: special events, field trips, special tutoring programs, the After School Program, Day Camp or Summer School.
- PLEASE MONITOR THE SCHOOL'S WEBSITE FOR CURRENT INFORMATION: www.orsh.net

SCHOOL WORK

- As all parents agree to in One Room's Parent Compact, ALL student work must be completed.
- Big school Students must have their AR Book in their binder at all times.
- In order to get a passing grade on report cards, students must complete ALL school work.
- Beginning in 2nd Grade, each student must read and an Accelerated Reader book each week as homework and pass the book test. Students must complete and Accelerated MATH packet as well.
- Students will use available time outside of academic classes to finish any incomplete school work.
- Students with incomplete work are not eligible for any special events or activities, field trips, special tutoring programs, the After School Program, or Day Camp.

Facts for Parents About One Room School House

STUDENT DISCIPLINE

- The only acceptable student behavior in classrooms is concentration on learning activities.
- Parents will be contacted EVERY time a student is disruptive in class or inappropriate in school.
- Students who exhibit defiant, physically inappropriate, bullying, or continuingly disruptive behavior
 will be suspended and will not be eligible for any special events or activities, field trips, special
 tutoring programs, the After School Program, Day Camp or Summer School.

SCHOOL MEALS

- All meals are free to students
- Breakfast is served from 7:30 until 7:55
- Tardy Students (Until 9:00 am) may ask for a 5 minute breakfast which will be a bowl of cereal and milk
- Late lunches from home must be dropped off at office.
- If you would like to eat lunch with your student, call the office for permission.

SCHOOL SAFETY PLAN

The new state law on SAFE SCHOOLS requires a state approved plan which includes:

- If parents bring children into the building in the morning, they must exit the building by 8:00 am or immediately **RETURN TO THE OFFICE FOR A VISITORS PASS**.
- ALL Visitors including PARENTS, must show ID at the front door
- ALL Visitors including PARENTS, must check in at office and be shown into building
- In order to prepare for a safe dismissal No entry into building 15 minutes prior to dismissal. Parents must wait outside to retrieve students early. This will NOT be something the school can do quickly at this time.
- We MUST do Alice Method drills each 9 weeks.
- If you would like to eat lunch with your student, call the office for permission.
- PARENTS MAY NEVER OPEN THE FRONT DOOR TO LET A VISITOR IN.

AFTER SCHOOL PROGRAM

- The After School Program is open from the end of the school day until 6:00 p.m.
- You may download an application and policies from the website in the PARENT area.
- The After School Program is open only to students in good standing with the school.

~Title 1 Home-School Compact ~ ~One Room School House ~ 2018-2019~

ORSH and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

We agree to the following philosophy, conditions, and responsibilities that govern enrollment and attendance at One Room:

School Responsibilities

- One Room is dedicated to creating a safe and productive place to be educated where we will strive to increase grade level proficiency in reading and math
- Teachers will maintain a productive learning environment, respecting their students, teaching all appropriate material, and reporting unacceptable student behaviors to school administrators and to parents.
- One Room will provide high-quality curriculum and instruction through the use of research based curriculum delivered by highly-qualified and state certified teachers in a learning environment made supportive and effective by small school and class size.
- We will hold parent-teacher conferences at any time before, during, or after school which is convenient for the parents at which this compact will be discussed as it relates to the individual child's achievement.
- One Room will monitor student progress and provide frequent reports through Schuler.

Student Responsibilities

- Students will work diligently, to the best of their ability during the entire school day and let my teacher and family know if I need help. They will complete all assignments and work they miss due to absence, tardiness, or suspension from class.
- Students, at the direction of staff, will contribute to the upkeep, cleanliness and maintenance of the campus.
- As a student I will follow all school rules and respect all teachers and staff.

Parent Responsibilities

- Parents are primarily responsible for assuring that students; value learning, respect the rights of others, attend school regularly, and follow all school rules and regulations.
- As a parent, I agree to work cooperatively with school personnel to make sure my student completes all assignments, understands the school's goals, rules, and regulations, and understands that any discipline problems that arise at school will be handled immediately by parents or guardians.
- As a parent, I will be held responsible for my child's health and welfare.

As a student, I understand that a failure on my part to take care of the responsibilities I have agreed to herein may result in my permanent dismissal from the School.

As a parent, I understand that a failure on my part to take care of the responsibilities I have agreed to herein may result in the permanent dismissal of my child from the School.

By our signatures below, we signify that we have read this agreement and we agree to abide by the conditions and responsibilities outlined above:

Student Signature / Date		Parent Signature / Date
_	Principal - Sarah Sonberg	

Student Attendance Policy

Definitions:

Tardy:

A student who has not entered the front door of the school by 8:00 AM according to the office clock is

considered tardy.

Absent:

A student who has not arrived at school before lunch time is considered absent.

Early Check Out:

A student who is checked out before the end of the academic day is an early check out.

Excused Tardy:

A tardy may be excused by the Principal with:

- Documentation from a Health Care Professional delivered to the office at the time of the student's arrival at school.
- Documentation from a Governmental Agency delivered to the office at the time of the student's arrival at school.
- Pre-approval from the principal
- A written note from the parent delivered at the time of the student's arrival at school (see MAXIMUM below)

Excused Absence:

An absence may be excused by the Principal with:

- Documentation from a Health Care Professional delivered to the office at the time of the student's return to school.
- Documentation from a Governmental Agency delivered to the office at the time of the student's return to school.
- Pre-approval from the principal
- A written note from the parent delivered at the time of the student's return to school (see MAXIMUM below)

Excused Early Checkout: An early checkout may be excused by the Principal with:

- Documentation from a Health Care Professional delivered to the office at the time of the student's return to school.
- Documentation from a Governmental Agency delivered to the office at the time of the student's return to school.
- Pre-approval from the principal
- A written note from the parent delivered at the time of the student's return to school (see MAXIMUM below)

MAXIMUM:

The maximum number of Parent Notes used to excuse an absence, tardy, or early check out is three per grading period.

Computation:

3 Tardy = 1 Absence,

3- Early Checkout = 1 Absence

POLICY:

- If a 2nd through 6th grade student has more than 5 unexcused absences in a nine week period, the student will make up missing school time and work during non-core classes and during the After School Program.
- If a 2nd through 6th grade student has more than 5 unexcused absences in the school year, that student must complete summer school in order to be promoted.
- If any student has more than 5 unexcused absences in a nine week period, the student will not be eligible to attend extracurricular activities, including field trips.

Grading, Promotion and Retention Policy ~ One Room School House

1. The following criteria will be used to determine report card grades for students each 9 weeks:

Criteria Grad	e(l-2)	CriteriaGrade	? (3 - 6)	
90 - 100 %	E	90 - 100 %	A	
80 - 89 %	S	80 - 89 %	В	
70 - 79 %	N	0 - 79 %	C	
60 - 69 %	N-	60 - 69 %	D	

0 - 59%

F

2. The following grading elements may be used to determine report card grades and Promotion:

0 - 59%

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SubjectText Book TestsGrade Level TestingAccelerated ReaderMathXXLanguageXX2ND OnlyScienceXXSocial StudiesXXPhysical EducationX		n through 2 nd		A I 4 cul The autom
Language X X X 2 ND Only Science X X Social Studies X X	<u>Subject</u>	Text Book Tests	Grade Level Lesting	Accelerated Reader
Science X X Social Studies X X	Math	X	X	
Social Studies X X	Language	X	X	2 ND Only
300.00	Science	X	X	
Physical Education X	Social Studies	X	X	
	Physical Educa	tion	X	

Subject	Text Book Tests	Grade Level Testing	Accelerated Reader	FSA Testing
Math	X	X		
Language	X	X	X	
Science	X.	X		5 TH Only
Social Studies	X	X		
Physical Educa	tion	X		

3. The following criteria will be used to determine promotion and retention:

- a. A Language Arts Report Card Grade of F is earned if a student fails to complete Accelerated Reader requirement.
- b. A Math Report Card Grade of F is earned if a student fails to complete Accelerated Math requirement.
- c. A student with an F average in Language Arts or Math for the year will be retained.
- d. Student who achieve a Level 1 in Language Arts on the FSA exam will be retained.
- e. Student who achieve a Level 1 in Math and a Level 2 in Language Arts on the FSA exam will be retained.
- f. Students with a diagnosed learning disability will be individually evaluated regarding d and e above based on IEP expectations and determinations.

ACCELERATED MATH

Dear Parents:

This year we are starting our ACCELERATED MATH program. Each week, a four page pack of simple math problems will be sent home on Monday. These are practice problems that students should already know how to do. They are meant to sharpen their arithmetic skills so that, at school, they can learn the more difficult math standards more quickly.

Help them if they need it. Give them some extra drilling to do if they require help.

The packet must be turned in to teachers by Friday morning. If the work is not complete, or is not correct, we will give students time in school and after school to complete it. But this is not desirable because students will be missing other activities that they enjoy. So please make sure they complete this assignment at home

Thank you.

Accelerated MATH and READER Policy

Accelerated MATH Policy

Beginning on the week of Monday, August 6th 2018, the following policies and procedures will go into effect:

- On Monday of each week every student in 2nd through 6th grade will be given a packet of practice arithmetic and math work pages to be completed at home and handed in on Friday morning.
- If they do not complete these packets correctly, they will be given the opportunity to catch up during non-core academic classes.
- Students who are behind in Accelerated MATH are **NOT** eligible for any special school activities including Field Trips.
- Students who are behind in Accelerated MATH and who attend our After School program will spend the majority of time in the After School Program in a quiet space completing their work.
- Students who are behind in the Accelerated MATH Program at the end of the Grading Period will receive a grade of F in MATH on their report Card.
- Students who are behind in Accelerated MATH at the end of the regular school year will be required to attend Summer School to be promoted to the next grade.
- Students who are behind in Accelerated MATH at the end of Summer School will be **Retained** if they stay at the One Room School House.

Accelerated Reader Policy

Beginning on the week of Monday, August 6th 2018, the following policies and procedures will go into effect:

- By Wednesday of each week every student in 3rd through 6th grade must take a computerized test on the AR book they have chosen.
- If students do not pass the test, they will be given the opportunity to catch up during non-core academic classes.
- Students who are behind in Accelerated Reader are **NOT** eligible for any special school activities including Field Trips.
- Students who are behind in Accelerated Reader and who attend our After School program will spend the majority of time in the After School Program in a quiet space reading their AR book.
- Students who are behind in the Accelerated Reader Program at the end of the Grading Period will receive a grade of F in Language Arts on their report Card.
- Students who are behind in Accelerated Reader at the end of the regular school year will be required to attend Summer School to be promoted to the next grade.
- Students who are behind in Accelerated Reader at the end of Summer School will be **Retained** if they stay at the One Room School House.

Wednesday is Testing Day in 2nd through 8th grades.

Immediately after passing the test, the student shall select another appropriate book for the following week.

Immediately after failing the test, the teacher will notify the parent on Schuler. The school will check the Schuler ACCOUNTS on Thursday morning and publish a list of students who are on Reading detention until the following Thursday.

The school will keep a running account of the number and dates of failed accelerated reader tests.

Students in 3rd through 6th grade with unsatisfied accelerated reader test failures at the end of the grading period will receive a grade of F in reading for that grading period.

Accelerated MATH PROCEDURES

On Monday of each week every student in 2nd through 6th grade will be given a packet of practice arithmetic and math work pages to be completed at home and handed in on Friday morning.

If the completed and correct Accelerated Math Packet is not handed in on Friday, the school will notify the parent on Schuler and publish a list of students who are on MATH detention until the following Friday.

The school will keep a running account of the number and dates of failed Accelerated MATH work.

Students in 3rd through 6th grade with unsatisfied Accelerated MATH packets at the end of the grading period will receive a grade of F in MATH for that grading period.

Perfect Student Field trip Policy

- All field trips will be transported by bus.
- All field trips must occur on designated days in school calendar.
- No students or classes will leave the campus at any other time without an approved plan.
- All field trips must be paid for by donations from parents. Sponsor must handle and be responsible for monies collected and payments made.
- Sponsors: A teacher or administrator will be selected by the attending teachers to be the sponsor for the trip.
- Eligible Students: Students should not be prohibited from attending field trips unless one or more of the following conditions exist:
 - 1. More than 3 unexcused absences in Current 9 weeks
 - 2. More than 3 unexcused tardy days in current 9 weeks
 - 3. School work Missing on date of Trip
 - 4. Student has been suspended during current nine weeks.
 - 5. Student has been seen by an administrator for not following directions more than once in current 9 weeks
 - 6. Student does not have a fully completed and signed permission slip.
 - 7. Student has not paid any related field trip fees.
 - 8. Student owes After School, Lunch, Accelerated Reader or other fees to the school.
- Transportation: Field Trip sponsor is responsible for collecting money to pay for all transportation and Fees.
- Buses shall be procured from SBAC or other licensed and insured company.
- Field Trips may only occur during school hours.
- Chaperones: Sponsors shall determine the number and identity of chaperones.

 Chaperones must be parents of students who are on trip.

 Chaperones must pay for all costs they incur on trip.
- Plan: Sponsors shall fill out a field trip plan and have it approved by Principal, Board Representative and Business Manager by the date specified in school calendar.
- Permission slip:
 - Sponsor shall determine that no ineligible student shall be issued a permission slip.
 - Sponsors shall use on line Shuler permission slips for field trips.
 - Permission slips must be collected and approved no later than 10 school days before the field trip.

Rationale: Students have no control over when they arrive at school or if they have been fed when they arrive. Therefore, it is the policy of The One Room School House that, regardless of District, State or Federal rules, our school will be responsible for giving a nutritious portion of food if a student arrives at school before lunch is served.

Procedure: The school will maintain a supply of cereal and milk to be offered to students who arrive late and unfed before 10:00 AM.

Students may be fed in the school office or other available area when they arrive and ask for food and then be sent immediately to their class.

Uniform Policy:

- 1. Student uniforms must be worn at all times on campus. Students who come to school without a uniform will be issued a used uniform from the office. They must return this uniform cleaned the following day and exchange it for their original shirt.
 - The uniform shall consist of a school issued shirt worn over any other tops. Students must wear appropriate shorts or pants and rubber soled, closed toed sneakers. No outer clothing may be worn over the uniform. Sweaters and Jackets may be worn outside the building when weather conditions make them appropriate.
- 2. Any exceptions to the uniform policy must be approved, in writing, by the Principal and the representative of the board of directors.

Visitors/Volunteers

- 1. All visitors and volunteers must check in at the school office before entering the school. They must sign-in and, upon leaving, sign out. The school may require visitors and volunteers to go through a background check.
- 2. Volunteers will work with students by assignment from the principal. Before beginning any student services, volunteers must interview and receive an assignment from the principal.

General Parental Permission Slip

for Students of

The One Room School House Project, Inc. ~ 2018 – 2019

Parents must sign this General Parental Permission Slip in order to make their student eligible for Field Trips, the After School Program, other after school activities, special events at the school, and special events off campus:

I give my student permission to attend school activities outside of the regular school academic schedule. I give the school permission to invite my students to any such activities for which my student is eligible. I understand that all future parental permission slips will be available only through my personal One Room School House on-line portal account through SCHULER. I give permission for the school to record audio and visual records of classroom activities and school sponsored events on and off campus for educational purposes.

I understand that my student must, at all times, display appropriate school behavior and complete all school work to be eligible to attend school activities outside of the regular school academic schedule.

Because I want my student to be eligible for all school activities and programs, I give my student permission to be assigned to and to attend any opportunities to finish missing school work or to improve on needed behavioral skills during available times outside of core academic classes (Language Arts, Mathematics, Social Studies, and Science).

This General Permission Slip may be followed up with individual event permission slips for which my student is eligible. These must be signed on my personal account on the School's Parental Portal through SCHULER.

ONE ROOM SCHOOL HOUSE 2018-19 CALENDAR

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