

Clarence Cannon Elementary



"To Inspire
Lifelong
Learners and
Leaders."

Student Handbook 2017-2018

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CLARENCE CANNON ELEMENTARY

This student handbook contains information for students, parents, and teachers of the Elsberry R-2 School District. The purpose of this handbook is to help you understand the organization of which you are a part by providing you with the policies and opportunities at Clarence Cannon. This handbook will aid in the orientation of new students and will be a guide for all students. Parents will find this handbook helpful in understanding the policies of the school. Students should become familiar with the contents of this handbook so that they may receive the greatest benefit possible from their years in the schools of Elsberry.

Through the years many young men and women have passed through the doors of Elsberry Schools who have later distinguished themselves in various fields of service. Without a doubt, the most distinguished of our graduates is the late Clarence Cannon. In accordance with its rich tradition, the school continues to believe that it can serve the pupil only to the extent that he is willing to be of service to himself and others.

Please acknowledge that a parent or guardian has received a copy of this handbook by completing the form below and returning it to your child's teacher.

We are looking forward to an exciting and successful school year! Please feel free to call or visit the school at any time if you wish to discuss your child's educational experience.

Sincerely,

Amanda Seeley
Principal

I have received a copy of the 2017-18 Student Handbook, and I understand the rules and regulations that apply to the students of Clarence Cannon Elementary School. Your cooperation is greatly appreciated!

Student's Name

Signature of Parent or Guardian

Date

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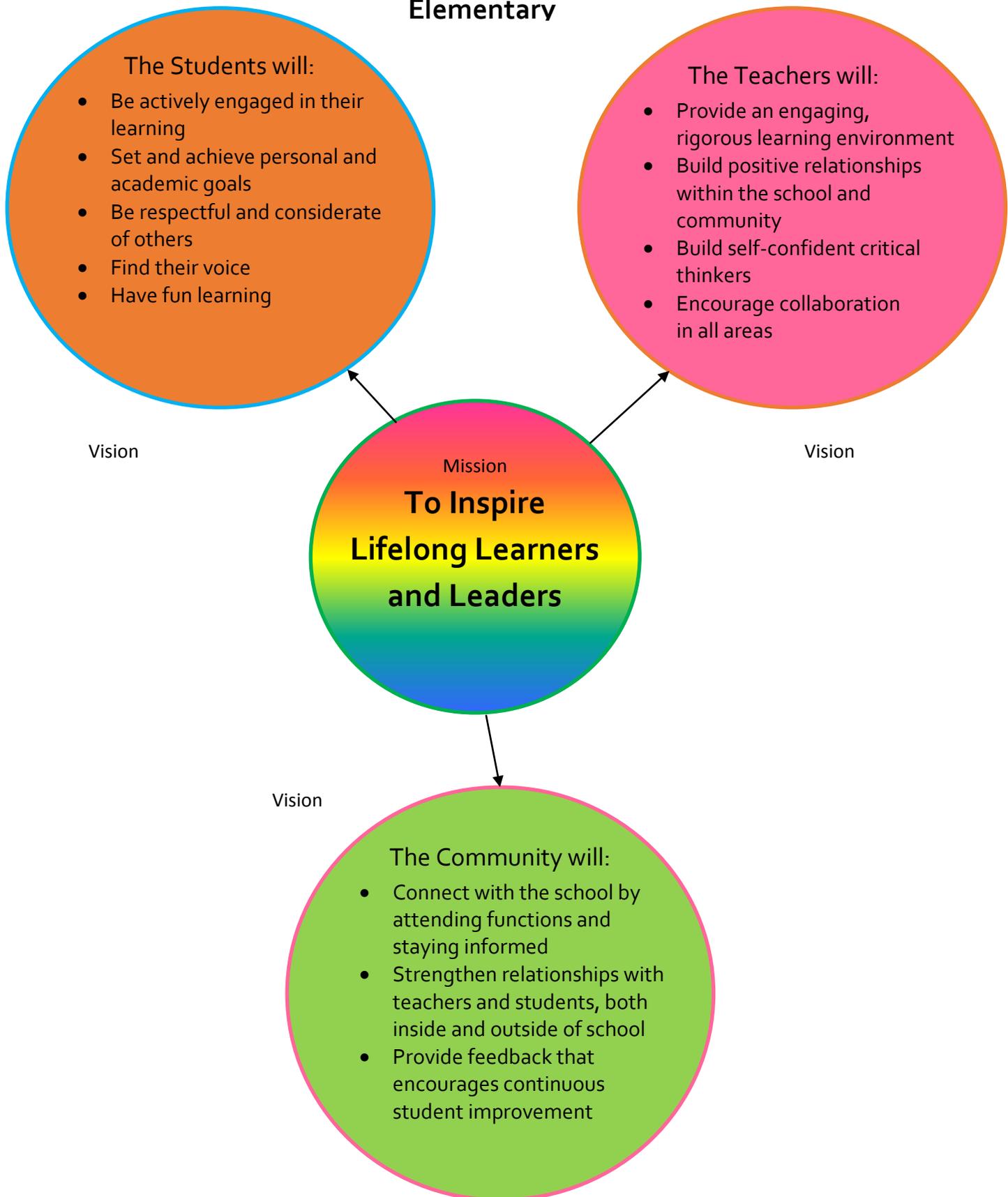
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ELEMENTARY FACULTY AND STAFF

Amanda Seeley	Principal	Jill Koch	SPED
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	Service Staff	Susan Painter	Aide
Deana Zimmermann	P.A.T./Food	Joe Fomera	Aide
	Service	Amanda Holland	Aide
Kaitlynn Lowrie	ECSE	Dawn Bazzell	Aide
Megan Cash	Preschool	Janelle Bange	Aide
Lauren Moore	Kindergarten	Susan Miller	Aide
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Kari Gremaud	Kindergarten	Jennifer Love	Aide
Kelly Hudson	First Grade	Debby Lonsberry	Aide/Cashier
Kelsi Conner	First Grade	Judy Markwardt	Food Service Dir.
Jessica Marshall	First Grade	Thelma Boedeker	Cashier
Jennifer Patton	Second Grade	Sally Herring	Food Service Staff
Holly Duvall	Second Grade	Sheila Long	Food Service Staff
Laura Park	Second Grade	Reagan Skaggs	Food Service Staff
Sherrill Jones	Third Grade	Erica Gladney	Food Service Staff
Amanda Niffen	Third Grade	Kayla Kinion	Food Service Staff
Cristen Tucker	Third Grade	Fay Mayes	Transpor. Director
Ed Martinson	Fourth Grade	Tammie Daly	Bus Driver/Food
Crystal Jordan	Fourth Grade		Service Staff
Jenna Huckstep	Fourth Grade	Khristta Cooper	Bus Driver
Jocelyn Kreuger	ALP/ELL/ Explorer's Club	Mary Baldwin	Bus Driver
		Nancy Mahurin	Bus Driver
Kristen Hagemeyer	Title I Reading	Kelly Phillips	Bus Driver
Ed Martinson	Title I Reading	Phillip Riffle	Bus Driver
Diane Dietrich	Title I Math	Tom Helfer	Bus Driver
Mandy Hartley	Art	Janet Shanahan	Bus Driver
Jenny Lynn Heras	Music	Jennifer Love	Bus Driver
Trudy Bull	P.E.	Amanda Landers	Bus Driver
Chad Twellman	P.E./Athletic Director	Chris Giannakis	Bus Driver
		Paul LaBanca	Mechanic
Melissa Grossner	Computer Lab	Joe Hensley	Maintenance
Julie Wilson	Librarian	Jordan Gladney	Custodian
Dawn Mullins	Special Education	Jennifer Howard	Custodian
Rachael Ward	Special Education	Eugene Markwardt	Custodian
Lynda White	Speech Therapy	Helen McMullen	Custodian

Clarence Cannon Elementary



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WHAT PARENTS CAN DO

Almost every parent we know wants to cooperate with the school. Frequently, parents inquire, “How can I work with the school?” The answer is too long to put down in a school handbook. However, here are some key ways parents can help.

1. Support the school. Maintain a positive attitude about education, the school, and the teachers. If a problem occurs at school, get the facts, then cooperate with the school to effect a workable solution to the problem.
2. Insist upon regular attendance and punctuality. Most parents go to great lengths to see that their children are in school on time every day except when illness, death in the family, or another type of emergency necessitates their absence. Transportation problems, bad weather, and other involvements often make “getting the kids to school” a difficult task, but the dividends to the child’s education are well worth the effort.
3. Become acquainted with your child’s teacher and cooperate closely with them. You may help tremendously by coming to school for a conference when requested to do so. Make a point of seeing grade reports at each grading period. Attend all meeting for parents. Learn “what is going on at school” so you can discuss school work and activities at home.
4. If at all possible, provide the student with a “private” study area at home – a place where he/she may study without interruption. Check on homework preparation.
5. Read the handbook completely. It answers many questions and provides information that will help you understand the operation of Cannon Elementary School.
6. Attend extra-curricular school functions with your child.

The school welcomes the opportunity to work with parents. Feel free to call the office at any time for consultation. Telephone: 573-898-5554 ext. 215

SCHEDULE

The school day begins at 8:10 a.m. and ends at 3:01 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday the school day begins at 8:10 a.m. and ends at 1:59 p.m. Breakfast will be served from 7:45 until 8:10 a.m. The elementary doors will be locked until 7:45 a.m. Students **not** eating breakfast are to arrive at school between 8:00 a.m. and 8:10am and will wait in the elementary gym. Any student who is not involved in a school extra-curricular activity is requested to go home immediately after they are dismissed from school.

The **Cannon Elementary Library** is open daily from 7:55 a.m. - 3:30 p.m.

OFFICE

The school office is a place to transact school business. Everyone is welcome. Office hours are from 7:45 a.m. until 3:30 p.m. Visitors are asked to check into the office upon entering the school. In order to preserve the confidentiality of our students, we ask that visitors not stay longer than necessary in the office.

EXPLORER’S CLUB

Explorer’s Club is an afterschool program at Elsberry R-2 that was established in 2011 with a 21st Century Community Learning Center grant. Each day, children at the program have snack, recreation, homework assistance, and academic enrichment in reading, math, and/or science. Every child in grades K-5 is eligible to attend the program from 3 p.m. to 6 p.m. daily. Tuition is based on financial need. Bus service and snack are included in tuition. Families with more than one child attending receive a multi child discount. Students can attend full or partial weeks to accommodate working families. If you would like more information about the program please contact Jocelyn Kreuger or Rebecca Lorenson, site coordinators, at 573-898-5554 ext. 267.



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COMMUNICATING WITH STUDENTS/TEACHERS

Good communication is essential to the smooth operation of the school. We ask that parents send notes with their child whenever there is a change in the child's regular routine (i.e.: leaving early, riding a different bus, being picked up by someone different, etc.) Please call the office by 2:00 p.m. at 898-5554 ext. 215 if you are unable to send a note because of a change in plans. The office has a system of getting messages to students and needs to have the information by 2:15 p.m. to ensure there is time to deliver all messages. The office cannot change afternoon transportation plans for students after 2:15 p.m.

Instructional time is important and we do not interrupt teachers and classes unless absolutely necessary. Teachers have a conference time during which they will be glad to make or receive phone calls. If you are delivering something to school for your child, please bring it to the office and we will deliver it to the classroom.

TELEPHONE USE

Students will not be called to the telephone during school hours except in an emergency. Students must obtain permission from the office before using any telephone at the Elementary School.

The Elsberry R-II phone number is 573-898-5554
 Cannon Elementary Office ext. 215
 Nurse's Office ext. 242
 Explorer's Club Office ext. 267
 Middle School Office ext. 217
 High School Office ext. 213
 Superintendent's Office ext. 211
 Explorer's Club ext. 267

VISITORS AT SCHOOL

Visitors must check into the office upon entering the building. Visitors will sign a register in the office and wear a "Visitor Pass" during their stay. When leaving, all visitors must sign out in the office and return the "Visitor Pass." No school age children are allowed to visit anytime during school hours and activities, unless special permission is authorized by the principal. Classroom observations must be approved by the principal in advance.

SCHOOL CANCELLATIONS

School is occasionally cancelled or dismissed early due to inclement weather or other emergencies. In the event of a cancellation or early dismissal, you will be notified by the SchoolMessenger system. Parents are encouraged to listen to local radio or television stations for information about school closings both in the morning and throughout the day when inclement weather threatens. School cancellations will be announced on the following stations:

Television: KSDK – Channel 5; KMOV – Channel 4; KTVI – Channel 2

Remember that the office phones are very busy during these times and your call may not be answered. Please have an early dismissal procedure planned with your child in case the situation arises.

BREAKFAST AND LUNCH PROGRAM

The Elsberry R-2 School District operates a Food Service program serving both breakfast and lunch. Breakfast is available from 7:45 - 8:10 a.m. Applications for participation in the Free and Reduced Meal Program are sent home with all students at the beginning of the year or are given to parents upon registration. They are also available upon request any time throughout the year from the school office.

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All students will be issued bar-coded lunch cards which also contain their account number. All students are expected to memorize their account number in the event of losing their card. Parents should ask their child for their account number to assist them in learning the number. If account numbers are noted on checks and envelopes containing lunch money this speeds up the process of depositing money into the child's account. The meal account can be used for breakfast, lunch, and for items such as extra milk and juice. Because of this, we ask that all students, even those qualifying for Free Meals, keep some money in their account. Students may pay for their meals by the day, week, quarter, or year. Since the lunch card works like a debit card, most students deposit a specific amount in their account (for example \$20.00), and make another deposit when their account runs low. The cashier will let the student know when they need to deposit more money (as the student's card is scanned, the cashier can check the account balance). A parent can check a child's account balance simply by logging in to the online Parent Portal or by calling the school from 9:00-10:30 a.m. and asking to speak to the lunch cashier. We ask that students avoid having a negative balance in their account.

If a lunch card is lost or mutilated, a replacement will be issued for \$1.00. There will be a \$15.00 charge for all checks returned from the bank.

SCHOOL NURSE

Elsberry R-2 School District employs the services of a school nurse. Students who become ill should be sent to the nurse's office with a pass from the teacher. The nurse should be consulted immediately in case of an accident. Any student sent home due to illness or injury would be done so through the nurse's office. Health records are kept in the nurse's office for all children in the district. The cooperation of parents is appreciated in such matters as dental and physical check-ups. The nurse can be contacted by calling her office at 898-5554 ext. 242.

MEDICATION

All prescription medication will be given under the direction of the school nurse. Medication must be in the appropriate prescription bottle. Also, a signed note from the parent/guardian is required. In order to conform to state guidelines, a medical order with the physician and parent's signatures is required for any and all medication given at school. This includes non-prescription medications such as Tylenol, cough/cold medicine, etc. All medication must be delivered to school by an adult 18 years or older in the properly labeled medicine bottles. Safety for your child cannot be assured when medicine arrives at school in an envelope or a sandwich bag. No medicine will be given without following these guidelines. The school does not stock over the counter medications. Students are not to take medications without going through the nurse's office.

GUIDELINES FOR CONTROL AND PREVENTION OF CONTAGIOUS, INFECTIOUS, AND COMMUNICABLE DISEASES

The Elsberry R-II School District follows the recommendations of the Department of Health and Senior Services guidelines for the control and prevention of communicable diseases and reserves the right to request a physician's note for any student to be readmitted to school.

A student will need to be sent home from school for the following signs/symptoms:

- Fever greater than 100.0 F – Student can return after fever free without medication for 24 hours.
- Difficulty breathing or wheezing without proper treatment or failure to respond to treatment – Student can return after proper treatment from physician.
- Diarrhea – Student can return after diarrhea free for 24 hours or a physician's note stating that is not due to a communicable disease.
- Vomiting – (two or more episodes) Student can return after 24 hours unless determined to be caused by a non-communicable condition.

- Rash with fever or behavior change – Student can return after medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
- Eye drainage – Student can return when free of symptoms or a medical exam indicates student can return.
- Unusual color of skin, eyes, stool, or urine– Student can return after a medical exam indicates the child does not have hepatitis A.
- Lice – Student can return after proper treatment. Parents will be notified and the various treatment options will be explained. Student should not return until effective treatment is given. Student should be brought to school by an adult and will be checked by the school nurse. Student will need to be monitored closely for early detection and prevention of re-infestation. The student will need to be nit and/or live lice free before returning to class.

IMMUNIZATIONS

Up to date immunizations are required of every child before attending a public school by the State of Missouri. Therefore, all students who enroll in the Elsberry R-2 School System, Kindergarten through grade 12, will be required to have completed all state immunization requirements or have a signed exemption form BEFORE ATTENDING SCHOOL. An updated immunization record including month, day and year of immunizations and booster doses of DPT, Polio, Measles, Rubella, Mumps and Varicella will provide the documentation needed to attend school.

ITEMS NOT ALLOWED AT SCHOOL

According to state guidelines, possession of firearms and other weapons is strictly prohibited on school property. Please make sure your child knows not to bring even a small pocket knife to school, especially if they are used to carrying one around in their pocket at home.

We ask that students not bring toys, games, collectors/trading cards, radios or other items of value to school unless the teacher requests it for a special project. Cell phones, digital cameras, and other electronic devices are not to be used during school hours. These items often get broken or stolen by other students and cause disruption to the school day. Items brought to school will be retained by the classroom teacher or will be held in the office. Pets are allowed at school only with special permission from the classroom teacher.

Students riding bikes to school must park them in designated areas. Bikes are not to be ridden once the child reaches school and after school they must be walked to the edge of the parking lot. Skateboards are not to be ridden on school property. Shoes with wheels (Wheelies) are not to be worn to school.

STUDENT APPEARANCE

The attire that a student displays reveals much about the person's character. Cannon Elementary School has the responsibility of helping each student build and develop a character that will assist them in being successful in their chosen field. Therefore, when deciding upon clothes to be worn at school, certainly cleanliness, economy and appropriateness will be factors, along with the following guidelines:

1. All clothing should be clean.
2. Clothing, pins, or buttons with tobacco, alcohol, drugs, or sex words will not be acceptable at school.
3. Tube tops, halters, and midriffs will not be permitted. Shirts and blouses must reach the waist.
4. Bike tights may be worn only if shorts are worn over them.
5. Students will be asked to remove any jewelry which is deemed distracting to the learning environment.
6. Students are not permitted to wear caps, hats, or bandannas in the school building unless given prior permission for special events.
7. Sunglasses shall be worn at school only when prescribed by a physician.
8. Students are not permitted to wear gang related apparel or insignia at school or to school functions.

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The school reserves the right to restrict any student from attending school activities when such student dresses in a manner unbecoming to him/herself or the student body; or when his/her dress or general appearance creates a disturbing atmosphere within the jurisdiction of school officials.

BUILDING TRAFFIC AND CONDUCT

Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

CURRICULUM

Reading and Mathematics receive the majority of time and emphasis in the elementary grades. Other skills taught are Writing, English, Spelling, Science, Health, and Social Studies. Besides the academic skills, we strive to provide guidance in the skills needed for everyday living.

There will be age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades.

Gifted Education: Students in grades K-4 are screened yearly for possible placement in the state-assisted gifted program known as the Advanced Learning Program (A.L.P). The testing process consists of achievement and IQ tests, creativity assessments and teacher/parent creativity rating scales. Students who meet qualifications are placed in the program as space becomes available. While in the gifted education program, students will acquire and demonstrate critical thinking skills, creative thinking skills, affective growth, research skills and communication skills commensurate with their abilities.

LEADER IN ME

The Leader In Me is a schoolwide leadership-development process for both our students and staff members. It integrates timeless leadership principles into our school curriculum and culture to better prepare our students to meet the future challenges of our ever-changing world. The common language used is built around proven principle-based leadership skills found in Dr. Stephen R. Covey's *The 7 Habits of Highly Effective People*. The 7 habits are:

Habit 1: **Be Proactive** • You're in Charge

Habit 2: **Begin with the End in Mind** • Have a Plan

Habit 3: **Put First Things First** • Work First, Then Play

Habit 4: **Think Win-Win** • Everyone Can Win

Habit 5: **Seek First to Understand, Then to Be Understood** • Listen Before You Talk

Habit 6: **Synergize** • Together is Better

Habit 7: **Sharpen the Saw** • Balance Feels Best

GRADING SYSTEM

The 3rd and 4th grade grading system consists of 6 steps or marks: A=Excellent, B=Superior, C=Medium, D=Inferior, F=Failure, and Cr=Credit. Parents and teachers should encourage students to earn the highest marks possible in each subject. Report cards will be given out every 9 weeks.

100-95.....A

94-90.....A-

89-87.....B+

86-83.....B

82-80.....B-

79-77.....C+

76-73.....C

72-70.....C-

69-67.....D+

66-63.....D

62-60.....D-

59-Below...F

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HOMEWORK

Homework serves as a review or practice that complements classroom learning and should be differentiated, engaging, and purposeful. In grades Kindergarten through 2nd, approximately 10 to 20 minutes should be set aside for homework. In grades 3 and 4, approximately 30 to 45 minutes should be set aside for homework.

Parents should provide the proper atmosphere for home study by allowing children to have a quiet place with proper lighting and few interruptions. Students should have a schedule for studying and stick to it. Try to study during the same time each day. Study a little each day and do not put studying off until the last minute.

PERMANENT RECORDS

An accumulative record folder for every student in school is on file in the office. This record is also called a student's permanent record. This record consists of a scholarship section which indicates the courses taken, grades received, and class rank. The permanent record also contains information on attendance, tardiness, test records, extra-curricular activities and honor awards.

Accumulative records are to be protected and kept confidential. A student's record can be observed by the parent only in the presence of the administration. It is to this record that colleges, prospective employers and technical schools look for information concerning you. It is important that you do your very best to build a favorable record for yourself from the very beginning of your school years.

PHYSICAL EDUCATION EXCUSES

A doctor's statement is required to excuse a student from physical education participation for more than 3 consecutive days. Decisions on short term requests for not participating will be made by the PE Teacher.

READING

The role that parents play in helping their children become good readers cannot be overemphasized. While the local school still has the major responsibility for the actual teaching of formal reading, its program can accomplish little without the strong support of the home. Any experienced elementary teacher can tell you how easy it is to identify those children who have been exposed to a family situation that has encouraged a love for reading. These students more often than not, are the ones who excel in all of their schoolwork.

Parents who want to help their children become better readers should be aware of certain principles which will determine the eventual success or failure of their efforts. The following points should be kept in mind when reading activities take place in the home.

1. The most important goal of any reading program should be the development of a love for reading.
2. Successful reading is not just saying all the words correctly, but also understanding what is read.
3. There can be no better reading example for a child to follow than a parent who frequently reads in the home.

SCHOOLWIDE TITLE I SCHOOL-PARENT COMPACT

The Cannon Elementary Staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the State's student academic achievement standards as follows –
 1. Retain highly qualified principals and teachers.

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2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate.
- Hold fall and spring parent-teacher conferences to
 1. Discuss the child's progress/grades during the first quarter and third quarter,
 2. Discuss the compact as it relates to the child's achievement, and
 3. Examine the child's achievement and any pending options at the end of the third quarter.
 - Provide parents with frequent reports on their child's progress as follows –
 1. Weekly packet and newsletter from the classroom teacher
 2. Monthly suggestions from the classroom teacher
 3. Mid-quarter report sent from the school, and
 4. Quarterly report cards/reports sent home by the school.
 - Be accessible to parents through –
 1. Phone calls or person-to-person meetings,
 2. Scheduled consultation before, during, or after school, and
 3. Scheduled school visits
 - Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
 1. Listen to children read
 2. Help with classroom decorations, art projects, etc.
 3. Present a program on your culture, a different country, etc. and
 4. Assist with holiday programs or parties, educational trips, etc.
 5. Be a WATCH D.O.G.S. volunteer for a day

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television/media exposure.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extra-curricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will –

1. Attend school every day possible.
2. Be respectful toward others.
3. Do my homework every day outside of school time.
4. Give all notes and information from my school to my parent/guardian daily, and
5. Give my best effort on all tests, including state and standardized tests.

READING CIRCLE CERTIFICATES

Reading for pleasure is encouraged from kindergarten all the way through school. The State of Missouri sets standards for children to meet in order to receive a Reading Circle Certificate at the end of the year. In order for you to help and encourage your child at home, the standards of each grade are listed below:

Kindergarten	10 books
1 st grade	12 books
2 nd grade	14 books
3 rd grade	11 fiction, 5 non-fiction
4 th grade	12 fiction, 6 non-fiction
5 th grade	13 fiction, 7 non-fiction
6 th grade	14 fiction, 8 non-fiction

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READING ASSESSMENT

Enacted in 2001, Senate Bill 319 clarified reading assessment as defined in Missouri Revised Statute § 167.645. Senate Bill 319 calls for the early assessment of students' reading skills and requires school districts to intervene with students who are reading below grade level. The law requires:

- Elimination of the “retest” requirement for students scoring at “Step 1” on the MAP exams.
- Limiting the use, for accreditation purposes, of MAP scores from students with limited English proficiency.
- Assessment of students in grades 3-6 (with some exceptions) to determine their reading level.
- Individualized “Reading Improvement Plans” for students in grades 4-6 who are substantially below grade level in reading.
- Additional reading instruction for students with Reading Improvement Plans.
- Retention of students in grade 4 if they are reading below the third-grade level. (Several exceptions to this requirement are specified in the law).

Some students may be exempted from the assessment, remediation and retention requirements of § 167.645, RSMo. Specifically, these provisions do not apply to: “[1] students receiving special education services under an individualized education plan pursuant to § 162.670 to § 162.999, RSMo, [2] to students receiving services pursuant to Section 504 of the Rehabilitation Act of 1973 whose services plan includes an element addressing reading, [3] or to students determined to have limited English proficiency [4] or to students who have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirement set out in this section, [§ 167.645, RSMo], provided that districts shall provide reading improvement plans for students determined to have such insufficient cognitive ability.”

PROMOTION AND RETENTION

Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives. Excessive absences may result in retention. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:

- A. The teacher, principal and counselor will meet to review the student’s academic record, current test scores and work samples.
- B. A meeting with the parents will be scheduled. Parents will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student’s work.
- C. A follow-up conference for the parents will be scheduled to review the student’s progress. The decision regarding the student’s retention will be shared in this conference.

In recommending promotion or retention, these factors will be considered:

- A. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples.
- B. Chronological age.
- C. Study habits.
- D. Attendance.
- E. Social and emotional maturity.

The decision for retention will be made by the principal and the classroom teacher and written notification of retention will be sent to the parent(s).

EARLY DISMISSAL/LATE ARRIVAL

As a safety measure, no student is permitted to leave the school grounds once he has arrived. For permission to leave school early, the student will bring a note from a parent stating the time and reason for leaving. If no note has been sent, we ask that the parents call the school so the teacher may be notified of the time the student should be dismissed and who will be picking him up.

We ask all visitors and parents to work through the office when they need to communicate with their children. Please check your child out of school through the elementary office. The secretary or principal will have a sign-out sheet and will call for the child to come to the office.

Children arriving to school after 8:10 a.m. should report to the office **with their parents**. The secretary or principal will have a sign-in sheet which must be signed for students arriving late to school.

DISMISSAL PROCEDURES

Students will be dismissed at 3:01 p.m. daily with the exception of Wednesdays when we will dismiss at 1:59 p.m. Bus riders will go directly to the bus, walkers will go directly to the front entry of the elementary doors and wait to be dismissed to walk home, Explorer's Club students will report directly to the elementary gym. Pick-up students will wait at the front entry of the elementary doors until they are matched with their pick-up car. Please remain in your vehicle and wait for a staff member to bring your student to you.

The pickup line should form in the back row, with the first car facing Welch St. Once buses pull away the pickup line will curve around to follow the direction that the buses go out. Student car riders will be assigned a number at the beginning of the year and parents will receive a card with the corresponding number to be visible in their front windows. The monitor at the pickup line will call for the students based on the number as the car pulls up to the elementary doors.

Much thought has gone into several different proposals for dismissal procedures considering the safety of the children as our number one priority. Expedience is being sacrificed for the safety of our students. This becomes a smooth process after a few days of practice and the following suggestions help ease this transition:

1. If you are one of the first drivers to arrive, please pull your car up and stop at the designated line, facing Welch Street.
2. If you have school business to conduct and are also picking up your child, please park and come in after the buses have pulled away.
3. We will have staff on duty to unite child and parent as quickly as possible.
4. If an adult is picking up a student who does not have a number card for their car, the office will need to be notified of that change in advance and that adult will need to be on the pickup list and show photo ID when they come to the school.
5. On the rare occasion you need to pick up your child before the buses leave, you will need to come in and sign your child out from the office.
6. A student must have a note if there is any change in the way he/she is to go home. If a child does not have a note, the child will be sent home the way he/she normally goes home. If the parent forgets to send a note, they should contact the elementary school office no later than **2:15 p.m.** and a note will be written for the child. Transportation plans cannot be changed after **2:15 p.m.** as we cannot ensure that we will be able to contact all involved parties to make the necessary change.

BUILDINGS AND EQUIPMENT

Care of Buildings and Equipment

Since the elementary buildings are the oldest educational buildings in use by our district, it is imperative that we treat them with “tender loving care”. Leave the building in good condition so that the students after you will have a nice clean building.

It is essential that we have clean restrooms. In order to have clean restrooms, all students must cooperate. Please keep toilets flushed and place all used hand towels in the waste can.

Destruction of School Property

To destroy or disfigure the equipment or property of the school is a public law violation. Anyone violating this law will be held responsible for such acts and must replace or pay for damage done.

Use of School Facilities

All school groups needing to use the building after school hours must make arrangements in the principal’s office. All activities must be entered on the school calendar. School activities will be put on the calendar only at the request of a sponsor and scheduled at least one week in advance.

Textbooks

All students are asked to take very good care of their books. If books are damaged or lost, the student will be required to pay a fine. If you plan to move, make sure all books are turned in or paid for prior to leaving the community.

Book Fines:

The fine for the loss of a book or workbook is the replacement cost of the book.

The fine for a book damaged beyond use is the replacement cost of the book.

The fine for misuse of, or minor damage to a book shall be assessed by the teacher or principal.

Fines will be paid to the teacher or principal and turned over to the superintendent’s office. A receipt will be given at the time of payment. All fines must be paid to receive a grade card.

LOST AND FOUND

Articles found in and around school should be turned in to the office where the owner may claim their property by identifying it. Please clearly mark all belongings with the student’s name, especially jackets and coats. We have a large number of unclaimed items in the lost and found, many of which are of good quality.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, cameras, expensive toys, or jewelry to school. These items can easily be broken and sometimes stolen while at school. Students wearing glasses or watches need to keep track of them at all times. Students, not the school, are responsible for their personal property.

INSURANCE

Student insurance is made available to all students at the beginning of the school year. Information about student insurance is provided by the office.

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RULES, REGULATIONS AND PROCEDURES

ATTENDANCE

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian is requested on the first day of the student's return to school. The office keeps an attendance file on each student with parent contact information.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be made up according to policy located in the student handbook.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
4. When a student is absent, the school will attempt to notify the parents/guardian by phone.

Excessive Absences

A student shall be allowed 8 absences per semester. On the ninth (9) absence the student may be referred to the Juvenile Office in accordance with the Educational Neglect and Truancy Policy located in this handbook.

Excessive absences have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

EDUCATIONAL NEGLECT & TRUANCY POLICY

In order to ensure proper and regular attendance by the students of Elsberry R-II school district and of the 45th Judicial Circuit, the school district has entered into agreement with the Juvenile Office and the 45th Circuit Juvenile Court regarding truancy and educational neglect:

1. Parents have a duty to ensure regular attendance by their child(ren) when enrolled in school.
2. When a child and/or person legally responsible for that child violates the school's attendance policy, the school district possesses a duty to address the violation.
3. All absences will be documented including a record of attendance and whether an absence is excused or unexcused and the reason(s) thereof. The school district and in particular, the records custodian must be prepared to appear in court when summoned to testify regarding the child's absences.
4. On a student's ninth (9) absence for the semester, a referral to the Juvenile Office shall be made. This referral will reflect the child's absences and the measures thus far taken by the school district, verification of attendance letters, and a copy of the student handbook signature page which contains the policy regarding truancy and/or educational neglect. Students may be referred to the Juvenile Court for having three (3) unexcused absences in a semester also.
5. Upon receipt of a referral from the school district to the Juvenile Office, the Juvenile Office will file an appropriate petition alleging truancy and/or educational neglect. The child and the parent(s) or guardian(s) shall be summoned to Juvenile Court. If the Juvenile Court assumes jurisdiction in an educational neglect case, either by stipulation or after hearing, the Juvenile Court shall order the parent(s) or guardian(s) to personally deliver the child to the school principal or his/her designee each school morning and to retrieve

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their child at the conclusion of the school day in like manner for three (3) to five (5) consecutive days. The Juvenile Court shall retain jurisdiction for the balance of the school year in order to monitor progress. When a parent, guardian, or custodian is ordered to transport the child, such person(s) must personally notify a school representative to verify personal compliance with the court's order.

6. Upon the receipt of a second referral of educational neglect involving the same parent (s) or guardian(s) by the Juvenile Office, a supplemental petition alleging educational neglect shall be filed. The child and the parent(s) or guardian(s) shall again be summoned to Juvenile Court. If the Juvenile Court assumes jurisdiction either by stipulation or after hearing, the Juvenile Court shall order the parent(s) or guardian(s) to personally deliver and attend school with their child for three(s) to five (5) consecutive days. The Juvenile Court shall retain jurisdiction for the balance of the school year in order to monitor progress. A second referral can occur any time that the child is subject to the compulsory education law. A second referral is not limited to the academic school year. When a parent, guardian, or custodian is ordered to attend school with the child, he/she will attend all classes and activities scheduled for the day, whatever or wherever they may be.

7. When the Juvenile Court orders a parent, guardian, or custodian to transport and/or attend class, the court shall inform such person(s) that full cooperation with school officials is required and that any disruption or noncompliance shall be reported to the Juvenile court. If a parent, guardian, or custodian fails to comply with a court order, a show cause hearing shall then be held to determine if that person(s) should be held in contempt. If there is a finding of contempt, that person(s) may be subject to confinement within the county jail facility by the Juvenile Court for a period of time set by the court.

8. Nothing in this agreement precludes a hotline call to the local office of the Division of Family Services seeking intervention and/or the informal intervention of the Juvenile Office.

INTERNET POLICY

The computer and network resources of the Elsberry R-II School District are provided as an educational tool for students. Their use is a privilege, not a right, and access can and will be denied to any student violating the terms of the policy. Terms and Conditions: a) students may not download copyrighted material. This includes, but is not limited to music, videos, and computer software. Such activities can result in criminal penalties and substantial fines. b) Students may not use email, chat, instant messaging, or any other means of communicating with individuals outside the Elsberry R-II district. Exceptions will be made only when such communication is for classroom purposes. In those cases, the Network administrator will assign the student a temporary email address to be used only for classroom purposes. c) Students may not use district resources for the purpose of financial gain. d) Students may not install software, or change system settings on district computers. e) Students may not use district resources to attempt unauthorized access to any other user account, computer, or network inside or outside of the Elsberry R-II district. Such activity can carry severe criminal penalties. f) Students may not use district resources to access material deemed inappropriate by the school board, administration, classroom teacher, or lab attendant. g) Each user is responsible for all activity that occurs through the use of his or her user account. This includes selection and confidence of an appropriate password, and properly logging out when the user leaves the computer. Students who do not follow these guidelines may have their accounts disabled without warning. h) Personal files should be stored to the student's network drive (Drive J:) or a jump drive. Personal files stored on the hard drives of classroom or lab computers may be deleted at any time without warning.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Board of Education to provide a free and appropriate education for handicapped students. Handicapped students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Handicapped students will be identified on the basis of physical, health sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of handicap.

The District's programs and services available to meet the needs of these students will be in accordance with P.L. 94-142, the Education of All Handicapped Students Act of 1975, P.L. 93-112, the Rehabilitation Act of 1973, Section 504, and SS 162.670-995 RSMo., Missouri Special Education Services. In addition,

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the identification of handicapped students and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of the Education of the Handicapped Act, as amended by the P.L. 94-142.

SEXUAL HARASSMENT OR INDECENT CONDUCT

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of Cannon Elementary School to maintain a learning and working environment that is free from sexual harassment. Examples of harassment may include, but are not limited to the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling clothes, students "making out" on school premises;
2. Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal or the Title IX Compliance Coordinator. If neither the student's building principal nor the Title IX Compliance Coordinator are of the same sex as the student, or the student for any reason would prefer to report the concern to another administrator within the school district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Consequences will be determined on a case by case basis. It is the policy of Cannon Elementary School that sexual harassment and the indecent conduct will not be tolerated and will be dealt with severely.

**TITLE IX/SECTION 504
GRIEVANCE FORM**

Date _____

Your name _____

Your school and/or position _____

Place where you may be reached _____

Address _____

Phone number _____

Name of your grievance. (Please describe the policy or action you believe may be in violation of Title IX/Section 504 or other civil rights statute: Please identify any person(s) you believe may be responsible.)

If other are affected by the possible violation, please give their names and/or positions:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature

Date

Location

Signature of Person Receiving Grievance

CANNON ELEMENTARY DISCIPLINE POLICY – B.I.S.T.

Cannon Elementary will be following the principles of the B.I.S.T. (Behavior Intervention Support Team) system to build a community where virtues, communication, and structure help nurture a safe learning environment for all students. B.I.S.T. is a behavioral program designed to place the ownership of the behavior on the student who performed the undesired behavior. Through ownership, the student then truly learns more appropriate behaviors. Although there are still times when an immediate trip to the office is needed, this system works very hard to keep the student in the learning environment (the classroom).

B.I.S.T. Steps:

1. If a student is disruptive in class, the student will be asked to go to the safe seat. The safe seat is a place for the student to get away from the undesired behavior and process later with the teacher.
2. If the student continues to be a disruption while in the safe seat, the student will then go to the buddy room, which will be at the same grade level whenever possible. The intention is that they will receive similar instruction but in a different environment.
3. If the student is still a disruption, then a call to the office will be made, and the student will be escorted to the recovery room. The recovery room is the last stop before the office.
4. If the student is still a disruption or failing to process, then a call is made to the office, and the student is escorted to the office. There will be a consequence which may involve a phone call home, loss of privileges, detentions, suspension, etc.

A think sheet will accompany the student through the B.I.S.T. process, allowing the student time to put their thoughts down on paper. This will be looked over by the teacher while he or she processes with the student. Once a student processes with their teacher and owns their behavior, including conversations for how to handle the situation better in the future, the student returns to their normal classroom seat. If the student has moved to a Buddy Room or Recovery Room, following appropriate processing with the teacher, he/she will follow the steps backward to each of the former placements and eventually leading them back to their classroom seat.

B.I.S.T focuses on three main life goals:

1. I can take good care of myself even if I am mad.
2. I can be productive and follow directions even if I don't want to.
3. I can be ok even when others are not ok.

STUDENT PROBLEM AREAS

Students are subject to discipline for conduct while traveling to and from school, attending sponsored events, and while off-campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

TARDINESS TO CLASS

Arriving late to class.

DEFIANCE OF AUTHORITY

Refusal to follow the reasonable requests of school personnel.

DISORDERLY OR DISRUPTIVE CONDUCT

Language, behavior, improper display of affection or dress which is disruptive to the orderly procedure of school.

DISPARAGING OR DEMEANING LANGUAGE

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

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FORGERY, LYING AND PLAGIARIZING

Writing or giving false or misleading information to school officials.

THEFT

Taking, giving, selling or receiving property not belonging to you.

TOBACCO

Possession or use of any tobacco products on school grounds, bus or at any school activity.

MISCHIEF

Tampering or interfering with the property of another with the intent to cause substantial inconvenience.

VANDALISM

Intentionally damaging, defacing or destroying property belonging to the school, school officials or others.

DRUGS/ALCOHOL (POSSESSION/UNDER THE INFLUENCE)

Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

DRUGS/ALCOHOL (SALE, PURCHASE OR DISTRIBUTION)

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

EXTORTION

Threatening or intimidating any student for the purpose of obtaining money or anything else.

RECKLESS ENDANGERMENT

Reckless conduct which creates substantial risk of physical harm or injury.

SEXUAL HARASSMENT (VERBAL, WRITTEN OR SYMBOLIC)

Use of verbal, written or symbolic language that is sexually harassing.

SEXUAL HARASSMENT (PHYSICAL)

Physical contact that is sexually harassing.

ASSAULT

Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

TRUANCY

Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

WEAPON

Possession or use of any instrument or device, other than those defined in 18 U.S. C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

FIREARM

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.

EXPLOSIVE DEVICES/FIREWORKS

The possession, sale, use or threat of use of explosive devices and/or fireworks.

CELL PHONES /ELECTRONIC DEVICES

Use of cell phones, digital cameras or similar electronic devices during the school day.

BULLYING

Bullying is prohibited in any school-related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and may threat of retaliation for reporting acts of bullying. See policy for further specifics on bullying and cyberbullying.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior shall be subject to disciplinary action. Depending upon the seriousness of the behavior problem, one or more of the following appropriate actions will be taken by school officials.

TEACHER/ADMINISTRATOR ACTIONS**INFORMAL TALK**

A school official will talk to the student and try to reach an agreement regarding how the student should conduct his/her self.

CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.

LOSS OF PARTICIPATION

May include temporary removal from playground, loss of class participation points and/or other school activities.

PARENTAL PARTICIPATION

Parent or guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, the parent/guardian, appropriate school officials and other individuals involved.

AFTER SCHOOL DETENTION

Detention typically held after school from 3:00-4:00 p.m. The student will study or perform duties during this time. The parent/guardian is responsible for transportation home from school. The parent/guardian will be notified of the after school detention in writing.

ADMINISTRATOR ACTIONS

PROBATIONARY CONTRACT

A formal, written arrangement between the student and an administrator. The contract includes the violation rules, consequences for failing to change the behavior and the length of probation. Parents/guardians will be notified of the action.

DISCIPLINARY REASSIGNMENT

A reassignment of a misbehaving student to a separate supervised environment away from the usual activities within the school. This may include a referral for counseling, a schedule change, an optional work assignment, or in-school suspension (ISS). During ISS, the student must report to the principal's office when arriving at school. Daily assignments will be provided and may be completed for full credit. Students must remain in the designated area unless given permission to leave. Students will not converse or otherwise interact with other students. Parent/guardian will be notified of the action.

SUSPENSION

Absence from school required by the school authorities as disciplinary action for inappropriate behavior. No credit shall be assigned for work completed while serving out-of-school suspension (OSS). Students will not be excluded from final examinations or prevented from submitting previously assigned long-range assignments for full credit. Students will not be allowed on campus during the time of suspension, including extra-curricular activities. The principal may suspend students for a period not to exceed ten (10) school days. (Ref. RSMo. 167.161) The superintendent may suspend students for a period not to exceed ninety (90) school days. (Ref. RSMo. 167.171) Parent/guardian will be notified of the action. There are three levels of OSS:

1. **SHORT-TERM SUSPENSION** – The student is excluded from school and related activities for a specific period of one to three school days.
2. **LONG-TERM SUSPENSION** – The student is excluded from school and all related activities for a period of four to ten school days.
3. **EXTENDED SUSPENSION** – The student is excluded from school and all related activities for a period of 11-90 school days. A recommendation for expulsion may be made.

EXPULSION – The Board of Education may expel a student. The length of time is determined by the Board. The student is excluded from school, from school activities and related school functions. The student and parent/guardian will be notified of the expulsion and informed about the right to due process.

RELATION BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION

The information on these pages illustrate the disciplinary actions which will be taken for each infraction. Minimum and maximum disciplinary actions are listed for first and subsequent problem areas.

A student's discipline record may be considered when disciplinary action is taken. If a student's negative behavior is directly related to an identified handicap, officials will take such conditions into account.

In the case of several violations of rules, the disciplinary actions taken may extend beyond these guidelines.

PROBLEM AREA	ACTION TO BE TAKEN		
	OCCURRENCE	MINIMUM	MAXIMUM
Tardiness to Class	First Subsequent	Informal Talk Conference	Parental Involvement Short Suspension
Defiance of Authority	First Subsequent	Informal Talk Parental Involvement	Short Suspension Expulsion

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Disorderly or Disruptive Conduct	First Subsequent	Informal Talk Loss of Participation	Short Suspension Long Suspension
Disparaging or Demeaning Language	First Subsequent	Informal Talk Loss of Participation	Short Suspension Long Suspension
Forgery, Lying and Plagiarizing	First Subsequent	Informal Talk Conference	Short Suspension Long Suspension
Theft	First Subsequent	Parental Involvement ISS	Long Suspension Expulsion
Cell Phone/Electronic Device Usage	First Subsequent	Conference Parental Involvement	Long Suspension Long Suspension
Tobacco	First Subsequent	Parental Involvement ISS	ISS Long Suspension
Mischief	First Subsequent	Informal Talk Parental Involvement	Long Suspension Expulsion
Vandalism	First Subsequent	Informal Talk Parental Involvement	Long Suspension Expulsion
Alcohol* Possession, UI	First Subsequent	Long Suspension Extended Suspension	Extended Suspension Expulsion
Drugs* Possession, UI	First Subsequent	Extended Suspension Extended Suspension with referral for expulsion	
Extortion	First Subsequent	Conference Parental Participation	Long Suspension Expulsion
Reckless Endangerment	First Subsequent	Informal Talk Parental Involvement	Extended Suspension Expulsion
Sexual Harassment Verbal	First Subsequent	Conference ISS	Extended Suspension Expulsion
Sexual Harassment Physical	First Subsequent	ISS Extended Suspension	Extended Suspension Expulsion
Assault *	First Subsequent	Short Suspension Long Suspension	Extended Suspension Expulsion
Fighting	First Subsequent	Conference Parental Involvement	Long Suspension Expulsion
Truancy	First Subsequent	Conference Parental Participation	ISS ISS
Weapon	First Subsequent	ISS Extended Suspension	Expulsion Expulsion

Firearm *	First	One Year Suspension	Expulsion
Explosive Device	First	Conference	Expulsion
	Subsequent	Short Suspension	Expulsion

* Indicates that Law Enforcement Officials will be notified.

BUS REGULATIONS

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students.

When buses are being loaded, pupils are to form separate lines for each bus. No student may board the bus except as directed by the driver. Students desiring to ride a bus other than their assigned bus must bring a note from home and have it signed by the Building Principal or classroom teacher if students are in grades one-four. Students requesting to be let off of the bus at a location other than their regular bus stop must also bring a note from home and have it signed by the Building Principal or classroom teacher for students in grades one-four. Failure to follow bus rules may result in withdrawal of the privilege of riding the bus.

The following additional regulations must be observed by students at all times:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those tardy. Students must board their bus immediately after school is dismissed at the end of the school day.
3. Students should never stand in the roadway while waiting for the bus.
4. No smoking is allowed on the bus or on school grounds.
5. Unnecessary conversation with the driver is not allowed.
6. Classroom conduct is to be observed by pupils while riding the bus, except for ordinary conversation. No "horseplay" or yelling is permitted. Eating and drinking of food items (including soda) is not permitted on school buses.
7. Students must not get on or off the bus or move about within the bus while it is in motion.
8. Students must not extend arms or heads out of the bus windows at any time.
9. Students must observe instructions from the driver when leaving the bus.
10. Any damage to a bus must be reported to the driver. Students causing damage to school property will be required to pay for the damages.
11. Profanity and vulgar language will not be tolerated.
12. Riding the bus is a privilege that may be forfeited.
13. Students are to walk around the bus student safety arm extending from the front of the school bus and are not to go under the arm or push it in any way.

BUS DISCIPLINE PROCEDURE

School bus conduct is extremely important for the safe operation of the school bus. Students causing problems create a very dangerous situation by causing the driver not to be able to focus his or her complete attention on driving. The following four step procedure will be followed in dealing with students. Behavior deemed severe enough by the Building Principal or Transportation Director can result in the skipping of steps one, two and three. Bus drivers or teachers may refer students who misbehave on the bus or at the bus stops to the Director of Transportation for further action.

Step 1 – The transportation director or building principal will talk to the student who has been referred to him by either the bus driver or a teacher and explain that the behavior is not appropriate and must be modified. Parents or guardians will be contacted either by phone or by mail to request that they discuss with the student proper behavior associated with riding the bus.

Step 2 – Should a student be referred a second time to the Director of Transportation for misbehaving, the student will be suspended from riding the school bus for a period of three days. The parents or guardian will again be contacted either by phone or by mail by the Director of Transportation to request their help in modifying the student’s behavior and to explain what disciplinary action has been taken.

Step 3 – Should a student be referred a third time to the Director of Transportation for misbehaving, the student will be suspended from riding the school bus for a period of ten days. The parents or guardian will again be contacted either by phone or by mail by the Director of Transportation to request help in modifying the student’s behavior and to explain what disciplinary action has been taken.

Step 4 – Should a student be referred a fourth time to the Director of Transportation for misbehaving, the student will be suspended from riding the school bus for a period of 20 days. The parents or guardians will again be contacted either by phone or by mail by the Director of Transportation.

The student who continues to misbehave will be suspended from riding the bus permanently if the above four steps fail to modify his or her conduct.

Any student suspended from riding a school bus may ride an activity bus only if he or she rides in the front seat under the close supervision of the sponsor.

GENERAL CONDUCT

The faculty is proud of the way our students conduct themselves at school. One of the school’s goals is to help students become responsible, concerned citizens. It is imperative then, that students learn to respect the rights of others while setting a high standard of conduct for themselves.

Because safety for all students is a prime concern, horseplay or misconduct which endangers the well being of others will not be tolerated. Any behavior that disrupts the ability of the teachers to instruct and other students to learn will also be dealt with according to school policy. Students are expected to exhibit honesty and courtesy in dealing with teachers and fellow students.

Students enrolled in this school should take pride in high standards of conduct. Every student must feel obligated to maintain these standards. Every student should feel relaxed and comfortable while in the buildings, but should refrain from loud and boisterous conduct. All students are expected to arrive promptly. Good personal habits of speech and common courtesies will be stressed and emphasized on all occasions.

STUDENTS RIGHTS AND RESPONSIBILITY

The board of education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following.

The right to attend free public school; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school. The right to a quality education; the responsibility to put forth the best efforts during the educational process. Civil rights-including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights. The right to privacy, which includes privacy in respect to the student’s school records.

It is the Board’s belief that, as part of the educational process, students should be made aware of their legal rights and the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

“To Inspire Lifelong Learners and Leaders”

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Elsberry R-II Board of Education to create an environment in which each student's right to learn is protected. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the students. This statement is in accordance with P.L. 90-247, title IV, Primary Rights of Parents and Students.

When a student's conduct becomes disruptive to the point that it is infringing on the educational rights of other students, other means of providing that student with an appropriate education will be sought. This placement may include instruction after normal school hours or home bound instruction as well as other types of appropriate placements.

STUDENT DUE PROCESS

(Legal Authority of School District to Suspend or Expel)

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

- a. The student shall be given oral or written notice of the charges against him/her; and
- b. If the student denies the charges, he/she be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- c. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
- d. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the administrator's action, and the reasons for such action.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed ninety school days, provided such action is in accordance with due process and state statutes. A suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent.

In case of a suspension of a student by the superintendent for a period of more than ten days, the student, his/her parents/guardians or others having custodial care, may appeal the decision of the superintendent to the board or to a committee of the Board appointed by the president of the Board, which shall have full authority to act in lieu of the full board.

Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the pupil and his/her parents/guardians or others having his/her custodial care and the pupil shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend for more than a period of ten days, the superintendent shall promptly transmit a written report to the board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board upon request shall grant a hearing to the appealing party. Legal Refs: SS 167.161-.171 RSMo.

Procedures for Special Education - Special Education students should be as much as possible disciplined in the same manner as other students in the school district. Refer to Resource Guide on Special Education, Administrative Procedures, volume 1A, 1981, for additional guidelines concerning discipline of handicapped students.

COMPLAINT RESOLUTION PROCEDURE

The complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with Lincoln County R-II School District Policy 1480 Public Complaints. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

STUDENTS WITH DISABILITIES

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services are provided for students learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders(voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other impaired, multiple disabilities, deaf/blind, autism, early childhood special education and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All Public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the

U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours or days schools is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian reside in the district. This census is compiled as of May 1 of each year. Information to be collected includes: name/street address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic and Vietnamese or any other language as may be necessary.

RIGHT TO KNOW INFORMATION

Our district is required to inform parents of certain information that they, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts, must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NON-DISCRIMINATION

It is the policy of the Lincoln County R-II (Elsberry) School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments 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.

Any persons having inquiries concerning the Lincoln County R-II (Elsberry) School District's compliance with the regulations regarding the non-discrimination policies and inquiries or concerns regarding civil rights compliance by the school district should be directed to contact the District's Title IX and Section 504 Coordinator:

Dr. Tim Reller
Lincoln County R-2 School District
P.O. Box 106
Elsberry, MO 63343
573-898-5554

Any persons having inquiries and complaints may also contact the Office for Civil Rights, U.S. Department of Education, Kansas City Office, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114,; telephone: 816-268-0550; FAX: 816-283-1404; TDD: 877-521-2172, or call 1-800-421-3481.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Elsberry R-II School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Elsberry R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Elsberry R-II School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Elsberry R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing. Please use the bottom portion of this form. The Elsberry R-II School District has designated the following information as directory information:

- | | |
|---------------------------|--|
| ▪ Student's name | ▪ Grade Level |
| ▪ Address | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing | ▪ Weight and height of members of athletic teams |
| ▪ Photograph | ▪ Degrees, honors and awards received |
| ▪ Date and place of birth | |
| ▪ Dates of attendance | |

I do not wish to have my son/daughter's directory information released by the Elsberry R-II School District.

Student Name: _____

Parent Signature: _____

Date: _____

2017-18 Calendar

Summary of Calendar

Days in classroom:
 First Semester 82
 Second Semester 94
TOTAL CALENDAR DAYS 176

CALENDAR LEGEND

Start	
Teacher Day(No Students)	
Quarter	
Holidays	
Vacation Days	

HOLIDAYS:

- Labor Day (9/4)
- Thanksgiving Day (11/23)
- Christmas Day (12/25)
- New Year's Day (1/1)
- Martin Luther King Jr. Day (1/15)
- President's Day (2/19)
- Easter Sunday (4/1)
- Memorial Day (5/28)

Snow Make Up Days, in order of use:

- Jan. 15 if snow day before 1/5
- Feb. 19 if snow day before 2/9
- 2 Built in days
- May 24
- May 25
- March 26
- March 27

August					Student Days	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25		5
28	29	30	31			4
September						
				01		1
04	05	06	07	08		4
11	12	13	14	15		5
18	19	20	21	22		5
25	26	27	28	29		5
October						
02	03	04	05	06		5
09	10	11	12	13		5
16	17	18	19	20		5
23	24	25	26	27		4
30	31					1
November						
		01	02	03		3
06	07	08	09	10		5
13	14	15	16	17		5
20	21	22	23	24		2
27	28	29	30			4
December						
				01		1
04	05	06	07	08		5
11	12	13	14	15		5
18	19	20	21	22		3
25	26	27	28	29		
January						
01	02	03	04	05		3
08	09	10	11	12		5
15	16	17	18	19		4
22	23	24	25	26		5
29	30	31				3
February						
			01	02		2
05	06	07	08	09		5
12	13	14	15	16		5
19	20	21	22	23		4
26	27	28				3
March						
			01	02		2
05	06	07	08	09		5
12	13	14	15	16		5
19	20	21	22	23		5
26	27	28	29	30		
April						
02	03	04	05	06		5
09	10	11	12	13		5
16	17	18	19	20		5
23	24	25	26	27		5
30						1
May						
	01	02	03	04		4
07	08	09	10	11		5

14	15	16	17	18	5
21	22	23	24	25	3

176 Day Calendar

Date	Events
Aug 15	New Teacher Workday
Aug 16-17	Teacher Workday
Aug 21	First Day of School 11:30 Dismissal
Sept 4	Labor Day (No School)
Oct. 6	Fall Festival – 1:00 Dismissal
Oct 20	End of 1 st Quarter (44 days)
Oct. 25-26	Parent Teacher Conferences
Oct. 27	No School
Oct. 30	No School – Teacher PD Day
Nov 22-24	Thanksgiving Holiday (No School)
Dec 20	End 2 nd Quarter (38 Days) 11:30 Dismissal
Dec 21	Christmas Break (No School)
Jan 1	New Year's Day (No School)
Jan 2	Teacher Workday (No School)
Jan 3	Start 2 nd Semester
Jan 15	Martin Luther King Day (No School)
Feb 19	President's Day (No School)
Mar 9	End 3 rd Quarter (46 days)
Mar 26-30	Spring Break
May 23	End 4 th Quarter (48 days) 11:30 Dismissal
May 24	Teacher Workday