

## *Mission Statement*

*The Buchanan County R-IV School District will provide a quality education in a safe learning environment.*

## *Vision Statement*

*Students at Buchanan County R-IV will grow as individuals having confidence to find their own purpose and become successful members of society through problem solving and independent thinking. In order to achieve this vision, we are committed as educators, students, the school district, and the community to these values:*

- *Provide a welcome setting where students feel safe, both emotionally and physically*
- *Dedicate ourselves to applying best instructional practices*
- *Encourage, challenge, and empower students*
- *Ensure that all students experience success*
- *Model and promote positive character traits*
- *Create an engaging, learning environment where successes are celebrated*
- *Collaborate as teams to implement our vision*

## NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Buchanan County R-IV School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to treatment, or employment in its programs and activities.

Any person having inquires concerning Buchanan County R-IV School district's compliance with the regulations implementing Title IX or Section 504 is directed to contact Buchanan County R-IV Title IX and Section 504 Coordinator, Mr. Lane Novinger, telephone number 816-685-3160, who has been designated to coordinate Buchanan County R-IV School District's efforts to comply with regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for civil Rights, Department of Education regarding Buchanan County R-IV District's compliance with the regulations implementing Title IX or Section 504.

## AHERA

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires the Buchanan county R-IV School district to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. These management plans are available for review during normal business hours at the district's administrative offices. These management plans have been implemented to meet requirements set forth in the regulation.

## SEXUAL HARASSMENT

*DEFINITION:* Sexual harassment is **unwanted** sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

If you believe that you have been the victim of sexual harassment or if you have questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. The Principal will investigate any report of sexual harassment, and a written record of the investigation will be submitted to the superintendent.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student include:

- Apology
- Parent Conference
- Detention
- Suspension
- Referral to the proper authorities
- Expulsion

Reprisals, threats, or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion.

In all cases, a high degree of confidentiality will be maintained by the school authorities to protect both the student and the alleged offender.

## TITLE I

Parents may request information regarding the professional qualifications of the students classroom teachers.

# Principal's Message

*Dear Parents/Guardians and Students:*

*Welcome you to the 2015-2016 school year. We are excited to begin another year with the children of our community.*

*We are working with our parents and community members to realize our mission and vision. Our staff and students set goals to help us provide our students a quality education. We will continue to work together as a community of learners utilizing best practices in education.*

*Thank you for providing strong parental support. Students cannot reach their potential without you. Please communicate with students and teachers regularly. In addition, feel free to contact me at school anytime. We look forward to a fantastic year!*

*Sincerely,*

*Jennifer Dittmore  
Elementary Principal*

## **Attendance**

It goes without saying that regular attendance is essential for student success in school. The daily classroom experience: presentations of skills and materials, and student/teacher interaction *cannot be made up* with makeup assignments. The learning experience is more than just a passing grade on a final test or paper. Persistent absenteeism creates a genuine hardship on the student and the teacher. Continued absenteeism is regarded as a serious problem. A note explaining the reason for any absence must be sent to school when the student returns, even if you call the office. A doctor's note is required after the 3<sup>rd</sup> consecutive absence.

Students will be eligible to participate in extra-curricular evening activities if they were present at school for at least 3.5 hours on the day of the event.

Buchanan County R-IV has participated in a truancy program in coordination with the Buchanan County Juvenile Department beginning with the 2001-2002 school year. Our goal is to put students in school and reduce the number of unnecessary absences.

Student attendance records from previous years and/or school districts will be reviewed as students begin to accumulate tardies and absences for the 2013-2014 year. If a student misses 5 days (for any reason) during each **semester** a note will be mailed home to the parents. As students accumulate tardies and absences their file will be reviewed and checked for a truancy pattern. If there appears to be a truancy pattern, a submission report will be sent, by the school district, to the Office of Prosecuting Attorney, Dwight K. Scroggins. Cases will be reviewed by the prosecuting attorney and charges may be filed against the child's/children's legal guardian or guardians as deemed necessary.

## **Attendance Awards**

Students are recognized throughout the year and at the conclusion of the school year for attendance honors.

Students who arrive after the 8:06 bell or leave prior to the 3:04 dismissal bell will not be eligible for perfect attendance recognition. Out of school suspension days will count against attendance records.

Perfect Attendance:	Gold Medal	No absences or tardies, no early dismissal
Superior Attendance:	Silver Medal	One day or less
Excellent Attendance:	Bronze Medal	Missing up to two days

## **Daily Time Schedule**

School begins at 8:04 a.m. Students will be considered tardy if they are not at school by 8:04 a.m. School is dismissed at 3:06 p.m. in the afternoon. Buses are loaded as they arrive.

***Being at school on time is very important for all students!  
They do miss early directions for the day and they do disturb  
the class by coming in late.***

## **Arrival**

School will begin at 8:04 a.m. For those students who walk or ride with parents, we ask that they **do not arrive at school before 7:45 a.m.** Teachers will not be on duty before that time.

### **Early Dismissal Requests**

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, please send a note stating the time and who the child is to go with. You must first come to the office to check your child out.

### **Dismissal**

Walkers will be dismissed at 3:00. Students who ride the bus will be dismissed as the buses arrive at 3:06 p.m. Students who ride home in cars are to be picked up at the front desk at the end of the day and not at the classroom door.

This will be most helpful to all staff because of the excitement created by visitors to the classroom. Announcements at the close of the day need all student's attention. Thank you for following these procedures.

### **Transportation Change**

Please notify the school **in advance** by a note to the teacher, or a phone call if there is to be a change in the transporting of your child. If no notification is received, your child **will** follow his/her regular method of getting home.

### **Student Dismissal Precautions**

The school district is responsible for the safety of children during the school day. Therefore, no staff members shall excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or designee. In keeping with these precautions:

1. The building principal or designee **SHALL NOT** excuse a student before the end of the school day without a request for the early dismissal by the student's parents or guardian.
2. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
3. Children of estranged parents will be released only to the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

Additional precautions shall be taken by the school administration for younger students as necessary.

If the custody of a child changes, the school must be notified immediately. Court orders concerning guardianship should be kept on file with the principal.

### **Withdrawal of Students**

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary procedures. Your cooperation is greatly appreciated.

### **Change of Address**

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

### **Illness and Accidents**

If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. It is important that we have the name and phone number for someone that will be able to come for your child if there is sickness or injury. Please remember, we cannot keep seriously ill children or children whose temperature is 100 degrees or more at school.

### **After School Activities**

Siblings **are not** to remain after school with students that are staying for practices. Students practicing cannot watch younger children and pay attention to the instructor. Students and parents will be notified of various activities that might be held after school hours. Such things as sporting events and program practices require extra time. If students choose to take part in an activity, they will be responsible for their own transportation home.

Parents are responsible for all late pick up of students. Please be sure that this is covered the night before. Students should not have to call and make transportation arrangements the day they are to stay late for an activity.

### **SCHOOL CLOSING INFORMATION (Bad Weather Procedure)**

We will be using an electronic notification system (Blackboard Connect) to notify parent(s)/guardian(s) of emergency information or school closings. When your child(ren) enrolls he/she will be given a form to complete containing a request for email addresses and phone numbers and texting numbers for emergency notification. Please provide this information at enrollment and notify us anytime throughout the school year should your contact information change as it is very important that the information reach everyone as quickly as possible! When there is an emergency situation, school is dismissed early or school is closed for some reason you will receive a call, text message and/or email to your phone numbers and email addresses with the information. Additionally the following radio and television stations will announce the information:

**KFEQ-680-AM**  
**KSFT-1550-AM**

**KAIR-1470-AM**  
**KSJQ-92.7-AM**

**KKJO-1050-FM**  
**KQ-2-TV KPNP-26-TV**

In the case of long-term ice or snow dismissals the district may need to run buses on state routes only. Roads included will be lettered or numbered state routes such as: JJ, 116, HH, 59, KK, M, 138, V, and Lewis and Clark Village. Detailed information is located on the school districts web site at [www.bcr4.k12.mo.us](http://www.bcr4.k12.mo.us)

### **Lunch and Breakfast Program**

During the first week of school, all children will receive an application for free or reduced breakfast and lunch. We encourage every parent to apply even if they choose not to receive the benefits. School districts receive federal assistance for all families eligible for free or

reduced lunch and breakfast. The forms need to be returned to school as soon as possible. **If family circumstances change, applications need to be updated.**

Breakfast is \$1.65 for regular priced meals and \$.30 for reduced. School lunches are \$2.50 for full price meals, and \$.40 for reduced. Students may pay daily, weekly, or monthly. Students may purchase a second milk at \$ .55 a carton. This is in addition to the one milk that comes with the lunch. (All prices are subject to change)

**Charging meals is not allowed, therefore it is suggested that enough money be kept in each student's account to cover at least one lunch just in case you forget to send money each day.** The students receive lunch notes **each week** if their lunch balance goes below \$3.00.

The school cafeteria should be considered a restaurant where students go to eat. Good manners should apply as with any restaurant, so everyone may enjoy their lunch and visit with the people sitting near them at their table. Studies have shown a proper diet enhances student achievement. We strongly encourage you to supervise the packing of your child's lunch. State regulations forbid soda pop to be drank during school lunch. If your child brings a cold lunch please send a nutritious meal and an appropriate drink, or they may purchase milk through the kitchen.

### **Lunch Schedule**

There are three lunch periods at Rushville Elementary:

Pre K, K & 1H	11:00 - 11:25
1A, 2 <sup>nd</sup> , 3 <sup>rd</sup>	11:30 – 11:55
4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup>	12:00 – 12:25

Parents are welcome to eat lunch with their child. We do ask that you notify the school no later than 9:00 A.M. so your meal is included in our lunch count. If a parent is eating lunch, the lunch money should be sent with their student in the morning. The price for an adult lunch is \$2.90 and adult lunch is \$1.90. (These prices are subject to change)

### **Severe Allergies**

The district has student(s) with severe, potentially life threatening, allergies to peanut products and soy products. Please consider this anytime you send lunches or treats with your child/children.

### **Medication**

The school furnishes certain medications for minor discomforts, but only with parent/guardian permission. The medications furnished on a limited basis are: Tylenol or generic equivalent, Motrin or ibuprofen, sore throat spray, Benadryl or generic equivalent, Mucinex for cough or minor congestion, cough drops, antacid, antibiotic ointment for scrapes, calamine lotion or equivalent for rashes or bug bites, and first aid spray for minor burns, generic eye drops for eye irritations, lip balm for chapped lips, Orajel or generic equivalent for canker sores or mouth irritations. If your child requires/requests Tylenol on a regular basis (i.e. more than 1 or 2 times weekly), you will be asked to send medication from home.

If your child uses any over the counter medications not on the list, you will need to furnish the medication in its original container and send written directions for usage.

If your child takes prescription medication during school time or on a regular basis, the medication must be in the original prescription container with the name of medication and the

exact directions for giving (your pharmacist will furnish an extra container upon request). A physician's signature is required for long-term medication to be given at school. The forms to be completed by the physician are available on request. A physician's signature is also required for inhalers. The physician may use a long term medication form or an asthma action plan. We ask no more than a four (4) week supply is brought at any one time. The medication should be brought by an adult or responsible older child. If medication is to be given only once daily, please give it at home unless your doctor prescribes it otherwise.

If your child is temporarily taking a prescription medication, the same criteria apply, i.e.; original prescription bottle with name of medication and directions for giving.

### **Medication Form**

Each student must have a medical history form completed by a parent or guardian on file with the school nurse. This form will also give the nurse permission to give some common medications for minor discomforts as described above.

### **Medication Given at School**

The school nurse will be responsible for giving the medication when she is in the building. If she is not there, the principal, secretary or designated person will give the medication.

### **Head Lice**

Head lice checks will be done at random for each student at Rushville Elementary. Any student found with nits or live lice will NOT be allowed to remain at school. The students will be rechecked by the school nurse before being readmitted to class. This is in compliance with our "**no nits**" policy.

Excessive student absences due to head lice are not excused. These will be reported through the attendance policy if necessary. Personal hygiene and the general well-being of each child is a parent responsibility.

### **Contagious Illness**

If a student is present with signs and symptoms of CONJUNCTIVITIS, (red, itching eyes with or without purulent drainage) IMPETIGO (skin lesions resembling raised pimples filled with fluids or pus and crusted areas) or other contagious illnesses, parents will be contacted and advised to seek medical attention. Preferably the child should not attend school until examined by a physician and approved for re-admission. Otherwise the child should not attend school during the acute stage of infection. If a student has a temperature of 100 degrees F or higher, he/she will be sent home. If a student experiences three (3) or more loose stools (Diarrhea) during school hours, he/she will be sent home. We ask that students **NOT** return to school until they have been fever free (less than 100 degrees F) for at least 24 hours WITHOUT medication and/or free from vomiting for at least 24 hours.

### **Internet Confidentiality**

You are welcome to take pictures and videos of special events at school and school sponsored events, however, we ask that you respect the privacy of our students and staff. Should you choose to make these pictures and/or video's public via social networking sites, email, websites, etc., we ask that you only use pictures of your own child where other students are



not identifiable. In addition, please do not post information regarding other students via social media. If you have a concern contact the elementary office immediately. We appreciate your help in maintaining the confidentiality of our student population.

### **Classroom Parties**

There will be 3 classroom parties each year. Halloween, Christmas and Valentine's Day will be celebrated. Chaperones, supplies and activities are coordinated through the P.T.O. These parties will be limited to parents and guardians only.

Halloween - Oct. 30 @ 2:20

Valentine's Day - Feb. 12 @ 2:20

Christmas - Dec. 18 @ 11:50

In addition, parents or guardians may assist with field day activities which has tentatively been scheduled for May 6th.

Students are allowed to bring only pre-packaged treats to celebrate their birthdays. Students may pass out personal party invitations at school **ONLY** if each child in the class is invited to the party. Otherwise, these invitations should be mailed from home.

Due to distraction caused in the classroom and safety issues on the buses we ask that you not deliver birthday gifts, balloons or flowers to the school.

### **Field Trips**

Field trips are scheduled by the classroom teachers. These trips are designed to add to and expand the classroom curriculum. Parents will always be notified of any field trip plans. One parent chaperon will be provided for every five students attending. Depending on the trip, more chaperons may be required. This is done at the discretion of the planning teacher. When permitted by the organization, one adult may accompany each child on a trip. Parents will indicate the person attending the trip on the field trip permission form. Younger or school-aged siblings will not be allowed to attend. Adults need to abide by the rules set by the classroom teachers. Adults are **not allowed** to use tobacco products on school sponsored field trips. A field trip is a privilege to attend depending on proper class behavior, completed assignments, and teacher recommendations. **All school balances/fees must be paid to date for students to attend any field trips.** Sometimes students will be asked to bring an amount of money to help pay for the cost of the event.

\*Other educational trips may be scheduled throughout the school year.

These fees are due prior to the trip date. This money will be collected at the front desk and a receipt will be issued.

### **Visitors**

**For the safety of all students and staff, all exterior doors at Rushville Elementary will remain locked at all times.**

*Visitors are required to approach the front entrance, push the button to be identified by the front desk, and report to the office according to school board policy! Visitors should enter the building through the front entrance only and sign in at the front desk.*

We have a **mandatory sign-in/out policy** for visitors and students arriving or departing outside normal school hours. **Parents will be responsible** to sign the student in/out at the front desk. Visitors will be given a badge to wear identifying them. This ensures to all

employees that the visitor has checked in at the office and has permission to be in the building. We feel this is a necessary precaution in providing a safe environment for all.

There are special situations that make classroom visitors an addition to instruction. There are also a few times that someone may need to visit a class to observe a specific student or activity. These visits are to be kept to a minimum and short in length. Parents who feel like they need to observe their child in a classroom must make arrangements in advance with the teacher. This visit should usually not be more than 45 minutes. Friends or other relatives may not attend classes.

It is not our intent to discourage visitors in school, but it is our purpose to protect our students and their instructional time.

### **Telephone System**

Each classroom is equipped with a telephone to facilitate parent/teacher communication.

Students may use the school telephones for emergency situations determined by school authorities. Students should not use the telephones to retrieve homework assignments. These should be done in advance.

The front office will answer the phone between the hours of 7:45 a.m. and 3:45 p.m. The automated system will receive calls at all other times

### **Parental Information**

Parents are encouraged to utilize the parent portal to Lumen. This is your way to get on the internet and check your child(ren)'s attendance, grades, and lunch account information. If for some reason you do not have a logon just contact the elementary office.

### **Communication Services**

Students are not allowed to use or carry pagers or cell phones during school hours. These should be turned off and kept inside backpacks on the bus and at school. IPODS, iPads, Nintendo DS, etc. are also not permitted in classrooms during the school day.

- 1<sup>st</sup> offense      taken for the day
- 2<sup>nd</sup> offense      the parent will be asked to pick up.

### **Library**

To enable all students to have good access to the library materials, the following rules are used.

Each student will have the opportunity to check out two books per week. Students must renew materials by bringing the book back to the library. Students may also check out for extended time if the book is not on hold for another student.

Third through sixth grade students may under the supervision of their teacher check out additional items based on need for classroom projects.

Overdue notices will be given to students weekly. **Please note that all student library accounts can be accessed through the Lumen Parent Portal. If a book is not returned or paid for by the end of the year students will not be allowed to participate in field day.**

Damaged materials returned to the library will be issued an immediate bill for replacement. Damaged materials are those returned with food/drink stains, foreign marking, torn pages, missing pages, etc.

### **Textbooks**

All textbooks are furnished free of charge to students who attend the Rushville Elementary School. However, students are expected to exercise reasonable and proper care in the use of district owned texts. Students will be responsible for lost or damaged books.

### **Student Communicators**

Student communicators will be provided for students in grades one through three. The purpose of the communicator is to provide a daily line of communication between home and school.

### **Student Planners**

Student planners will be provided for students in grades four through six. The purpose of the planner is to provide a daily line of communication between students, parents, and teachers regarding homework, academic progress, and behavior. The students will be responsible for writing all homework assignments given in their planner; and for bringing it to and from school each day. Through the planners, teachers may inform parents of homework and test scores for each subject as necessary. Behavior concerns may also be addressed. It is the parent's responsibility to check planners each day for communication from teachers.

If a planner is lost, the student will be required to replace it immediately through the office. The cost is \$7.00

### **Special Services**

Rushville Elementary is fortunate to have specially trained instructors who can help students who have met the state criteria for special needs.

There is a teacher to give assistance to students who are classified learning disabled or educationally mentally handicapped, also gifted education is offered to those who qualify. Rushville Elementary also has the services of a certified speech therapist and an elementary guidance counselor, and Title I Reading and Math.

### **Student Dress Code**

Student's dress and grooming will be the responsibility of the individual and the parent. Student dress can have significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. The following have been found to be a distraction to the learning process and therefore are unacceptable for wearing in an elementary school.

1. Halter or strapless tops, spaghetti strapped (1 inch or less wide) dresses or tops, tube tops, swimsuit-type tops, bare midriffs, mid-cut shirts or tops, and see-through shirts are not allowed.
2. Shorts, dresses, and skirts must be of an appropriate length. The bottom of the garment must at least touch the child's fingertips.
3. Clothing that advertises such substances as alcohol, drugs, and cigarettes are prohibited.

4. Clothing that utilizes double play on words, obscenities, profanity or is suggestive in anyway is prohibited. In addition, clothing portraying pictures of ammunition or guns is not allowed.
5. **Hats or caps are not to be worn in the building during school hours. This does include any type of headdress i.e. dew rags, etc. All boys and girls must adhere to the same rules**

For health and safety, appropriate footwear must be worn at all times – bare feet or Heelys are not acceptable.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications.

### **Citizenship**

Citizenship is defined by the National Association of Elementary School Principals as students who:

- Are always prepared for class
- Have assignments completed on time
- Volunteer when needed
- Are ready to help others
- Always play fair
- Treat everyone with respect

In addition, students are always expected to do their personal best. As parents and teachers we believe these are behaviors we want to see in all children.

### **School Pledge**

Rushville Elementary begins each day by saying the Pledge of Allegiance and the School Pledge. We feel this is a good way to remind students of the daily routine and expectations.

#### ***Rushville Elementary School Pledge***

*I pledge today to do my best in reading, math, and all the rest.*

*I promise to obey the rules in my class and in the school.*

*I'll respect myself and others, too.*

*I'll expect the best in all I do.*

*I am here to learn all I can, to try my best and be all I am.*

### **Discipline**

It is a must that children learn to develop self-discipline. We ask that you discuss with your children the importance of and need for good manners and a good attitude. We feel that this is something all parents want of their children and should expect of them. Appropriate behavior will be demanded at all times at Rushville Elementary. In addition, students are to treat all school materials and facilities with respect.

### **Suspension**

In-school suspension and out of school suspension are possible consequences for not following school rules. Students will not participate in any activities or classes during this time. Students serving an out of school suspension will receive **no credit** for any lessons assigned during that time. All work will be made available to the students. We strongly advise it be completed so the student gains the information presented and does not fall behind.

## **Weapons in School**

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

### **BOARD POLICY 1432      Prohibition Against Firearms and Weapons**

*The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase school premises include all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.*

*Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 – Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.*

*Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.*

The district takes every precaution in providing a safe learning environment. Parents should be aware of any items their children bring to school. Toy guns or weapons of any kind should **NEVER** be brought to school. Anything perceived as a weapon will be treated as such. Violators will be punished to the fullest extent.

### **Student Conduct on School Buses**

Safe transportation to and from school is essential to the successful operation of the school district. Drivers will give verbal warnings to students and assign seats as necessary. Any student whose conduct on a school bus is improper and jeopardizes the safety of others may have the privilege of school bus transportation suspended for a period of time. We consider the safety of each child to be very important. Any passenger refusing to behave on a school bus is endangering the lives of the other children. Misbehavior cannot be permitted and will be treated through a Bus Conduct Notice System.

### **BUCHANAN COUNTY R-IV BUS RULES**

1. Promptly follow the driver's instructions
2. Stay seated and face the front of the bus
3. Show respect for everyone on the bus
4. Improper language or gestures will not be tolerated

5. Keep hands, feet and belongings to yourself and inside the bus at all times
6. Eating, drinking and tobacco products are **not allowed** on the bus
7. Fighting, property damage, or disobeying the driver are cause for suspension from bus riding privileges

Conduct Notices will be handed out as follows:

1. Conduct Notice sent to parent.
2. Mandatory, parent, student and transportation director conference – Conduct Notice sent to parent.
3. Student suspended from the bus – Conduct Notice sent to parent
4. Same as # 3

Students may immediately be suspended from bus privileges for behavior considered to be hazardous to the health of others or for actions considered to be of a serious nature.

If you have questions or concerns regarding transportation issues please contact Linda McDowell, transportation director for Randy Small Transportation. (816-678-4540)

### **Fire, Tornado, and Safety Drills**

Fire, tornado, and safety drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the posted instructions in each classroom indicating proper procedures.
2. Walk, no talking. Move quickly and quietly to designated area.

### **Recess Policies**

We believe exercise and fresh air are an important part of each child's day. However, students that misbehave in the classroom or on the playground may lose the privilege of being on the playground. Please encourage your child/children to follow rules and procedures.

If the wind chill, according to [www.weather.com](http://www.weather.com) for Rushville, MO, "feels like" 20° or below, there will be no outdoor recess. If the wind chill or temperature is 20°-24° students will have a 15 minute recess. Students should always dress for outside recess including hats, gloves scarves, and boots. If temperature permits students will be allowed to go outside in the snow. Also, if the heat index is 95 degrees or above, there will be no outside time.

All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

### **Lost and Found**

Items found at school are to be brought to the school office when the owner isn't known. Parents are asked to put the student's name on all items brought to school. School supplies, lunch boxes, jackets, gloves, and other items are easy to return when they are marked.

Students should not bring items of great value to school. Parents, please supervise what students bring to class.

## **Parent Conferences**

Parent/Teacher Conferences will be held after the first and third quarters. Parents will also pick up grade cards at this time. Staff members are concerned about the progress of students at Rushville Elementary and are always willing to discuss the student's education. Conferences may also be scheduled during the year if necessary.

## **Honor Roll**

Fifth and sixth grade students are eligible for an honor roll membership at Rushville Elementary School. The criteria will be as follows:

Superintendent's Principal's	Student receiving all <b>A's</b> – 4.0 grade average Students whose grade point average falls between 3.5 and 3.99 on a 4.0 scale. Students may have only one <b>C</b> and no grade below <b>C</b>
Black and Gold	Students whose grade point average falls between 3.0 and 3.49 on a 4.0 scale. Students may have only one <b>C</b> , and no grade below <b>C</b> .

## **Grade Scale**

The following grading scale is used at Rushville Elementary.

A	100-95
A-	94-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D-	63-60
F	59-0

## **Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed each day.

If students utilize their time at school they should not have excessive homework. Work assigned is meant to be done at school for the most part. If a student has large amounts of homework please contact the teacher to discuss the situation.

An incomplete assignment may be completed for 75% credit of the original value of the assignment if turned in at 8:05 a.m. the following day.

### **Make-up Work**

Make-up work is provided for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. A parent may call the school office and request the student's homework early in the day. Please allow the teacher enough time to compile the work. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

The number of days absent will equal the number of days allowed to make up the work. (Example: If a student misses 2 days of school, he/she will have 2 days upon their return to school to turn in the work missed. This work will be due upon arrival the 3<sup>rd</sup> day.) If a student misses the day of a test they will be required to take the test upon returning to school.

### **Two-Week Grade Checks**

Students in grades 4-6 will receive two-week grade checks throughout the school year. This will give parents regular notification of their child's academic progress. Parents should expect students to bring home grade checks on the dates included at the back of the handbook. Parents, please contact the teacher if you do not receive a grade check. Also, you may view student progress through the district website. The schedule for grade checks is at the end of the handbook.

### **Extended Learning**

We believe that students cannot learn to their potential if they do not attempt assignments, projects, reports, etc. assigned by their teachers. It is impossible to evaluate their academic status and capabilities as a student if assigned work is not attempted. In addition, students earning a D or F on a two-week grade check have not mastered course objectives and need further time and assistance.

Extended Learning will be assigned to any fourth through sixth grade student that has a D or F as a grade on their two-week grade check.

Extended Learning will be held Tuesdays and Thursdays the week following two-week grade check, from 3:00-4:00.

If a student fails to report to Extended Learning prior to the completion of any missing assignment(s) they will be assigned a Saturday School from 8:00AM until noon and be given a third and final opportunity to complete the work.

Failure to report to Saturday School will result in In-School Suspension until work is complete.

### **Tiger Time**

Students will participate in Tiger Time from 8:10-8:30. This will provide students opportunities for additional instruction and study time within the school day.



## **Awards**

These awards will be presented during awards assemblies as well as throughout the year. Sixth grade awards will be given at Promotion.

Available to:	All Students	Attendance, Book-It!, Reading Circle, Citizenship
	Grades 3-6	Missouri Assessment Program Awards
	Grades 5 & 6	Honor Roll, Academic Team, Spelling Bee
	Grade 6	President's Education Awards, Valedictorian, Salutatorian

Tiger Pride: Students in grades K-6 set individual quarterly goals for themselves. Students accomplishing their goals are recognized in an assembly and are able to select from a list of incentives.

Field trips or special activities are planned for students earning honors in MAP, Honor Roll, and Title I Math and Reading. Various classroom celebrations are held each month in honor of student successes.

## **Promotion and Retention**

The philosophy of the board is that students need to meet minimum requirements for promotion to a higher grade level. A conference with parents and the building principal (by phone or in person) must be held to inform parents if a student has not been promoted to their next grade level. A student failing two or more subjects will most likely be retained.

## **2015-16 GRADE CHECK SCHEDULE**

August 28, 2015  
September 11, 2015  
September 25, 2015  
October 23, 2015  
November 6, 2015  
November 20, 2015  
December 4, 2015  
January 15, 2016  
January 29, 2016  
February 12, 2016  
February 26, 2016  
April 1, 2016  
April 15, 2015  
April 29, 2016

If school is cancelled on any of the grade check dates grades will be tabulated and sent home the next day school is in session.

All other 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester Grade Checks to be announced pending changes in school calendar due to inclement weather.

Extended Learning for any student earning a 69% or below will be held each Tuesday and Thursday following the Friday grade check. Students will need to be picked up at 4:00.

### **2015-2016 QUARTER/SEMESTER CALENDAR**

First Quarter/Semester Begins	Wednesday, August 12, 2015
First Quarter Ends	Friday, October 9, 2015
Second Quarter Begins	Monday, October 12, 2015
Second Quarter/First Semester Ends	Friday, December 18, 2015
Second Semester/Third Quarter Begins	Monday, January 4, 2016
Third Quarter Ends	Friday, March 11, 2016
Fourth Quarter Begins	Monday, March 14, 2016
Fourth Quarter/Second Semester Ends	Thursday, May 12, 2016

\*Last day of each semester may vary pending changes to calendar due to unforeseen circumstances.

## Missouri Department of Elementary & Secondary Education NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days **Rev.**

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Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

## Appeals

### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal. **Rev. 9/6/07 Page 3**

## Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, 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.