



**WEST
ELEMENTARY**

STUDENT HANDBOOK

Keith Groom
PRINCIPAL

Cindy Braddy
COUNSELOR

Jean Glore
SECRETARY

Tina Brown
NURSE

Kim Buckley
SCHOOL RESOURCE SPECIALIST

403 Fite Street
Park Hills, Missouri
63601

(573) 431-2616 ext. 2

(573) 431-2562 (Fax)

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

The Central R-III School District does not discriminate on the basis of race, color, and national origin, sex disability, or age in its programs and activities. Inquiries or concerns may be directed to the Title IX Coordinator, 200 High Street, Park Hills, MO 63601; telephone number 573-431-2616 extension 5102

**West Elementary
Student Handbook
2010-2011**

Dear Students:

On behalf of the West Elementary staff, welcome to a new school year. It is our intention to do our very best to educate you through many positive and rewarding experiences.

All of the policies, rules, schedules, and objectives outlined in this handbook are directed toward enabling you to behave as a responsible, considerate, and contributing citizen at every stage of your development. The staff at West is dedicated to providing you with the best education available.

This year will be educational and fun-filled for you. My office is always open for you to stop in. I wish you great success at West!

Mr. Keith Groom
Principal

A MESSAGE TO PARENTS

No one knows your child like you do. We need your input and cooperation to help us meet the specific needs your child may have. Communication is vital. Keep us informed about things that are important to your child's progress and safety. Help your child to understand that rules and policies are necessary in order to achieve a quality education.

**FOR THE SAFETY OF ALL STUDENTS AND STAFF OF WEST
ELEMENTARY, ALL VISITORS TO THE BUILDING MUST CHECK IN WITH
AND RECEIVE A VISITOR PASS FROM THE OFFICE
UPON ENTERING THE BUILDING**

VISION

The Central R-III School District feels that it is important to clarify what it values. These values will be used later in judging whether proposed objectives, strategies, and actions are important and consistent with the district's beliefs.

MISSION

The Central R-III School District strives to involve students, parents, staff, and the community as partners in the education process to develop life-long learners and responsible citizens in an ever-changing society.

ATTENDANCE POLICY

The following rules, regulations and procedures shall apply to student attendance at West Elementary.

1. Attendance is the responsibility of the student and the parent. Students who are absent from school (5) days in a **semester** shall receive written notification from the school.
2. Students are eligible to make up all classwork as long as the absence is excused by a phone call from the parent, and the student complies with the make-up policy. The make-up policy is: **Students will have an amount of time, equal to the length of the excused absence, to make up missed work.**
3. Only the following situations will excuses toward the attendance policy be accepted:
 - a. Hospitalization
 - b. Under doctor's care
 - c. Funerals
 - d. School sponsored activities for which the pupil has been properly pre-excused.
4. A family vacation during the school year will require advanced assignments, completion of those assignments during the vacation time, and the turning in of those assignments upon the pupil's first day in attendance after the vacation. At least 3 days notice must be received by the administrator prior to the vacation so that teachers can be notified and assignments can be prepared. **It should be understood those days taken for family vacations count as part of the 5 absences per semester.** When the vacation exceeds 5 allowed absences, the remaining days are excused only if the prearranged provisions have been met.
5. Parents or guardians of a pupil who is absent 8 times in a semester again will receive a letter notifying them of these absences. Students with excessive absences may be contacted more frequently to help improve attendance. A school resource specialist may be involved in cases of excessive absences. Extensive student absences may result in the parents being referred to the local courts for possible prosecution.
6. In matters related to attendance, parents/guardians of students may appeal principal's decisions in writing to the Asst. Superintendent. Following the procedure, if there is still disagreement, appeal may be made to the Superintendent and ultimately to the Board of Education.
7. It is important that students understand that the (8) days of absence are not to be construed as an approved eight (8) days to skip school, but rather they are to be used only for the following: Personal illness, Professional appointments that can not be scheduled outside the school day, Other serious personal or family problems.

Each year it is suggested that students are too sick to attend school; yet not sick enough to go to a doctor and students should not be penalized in such cases. The eight (8) days are designed for such situations. Students should not use any of the days unless absolutely necessary. If problems should arise later in the semester, enough days will be saved to cover the situation. In most cases where complaints are received about the unfairness of the policy, the student involved has not made wise use of days early in the semester, missing school for frivolous reasons, when he/she could have attended classes.

PARK HILLS CITY ORDINANCE 893-10, SECTION 210.040 IS IN EFFECT.

8. Perfect Attendance at West Elementary is “Perfect.”
 - a. Students are in class on time, no tardies.
 - b. Students are in attendance, the full day.
 - c. Students do not leave early

TARDIES

It is important that all students are in their classes and prepared for the day’s activities by **8:00 AM, Monday through Friday.** Reporting to class late can disrupt the progress of the morning lesson. To help the school maintain a smooth routing for learning, please see that your student is prompt and prepared for the day. After the third tardy in any quarter, a letter will be sent home informing the parents of these tardies. **After five tardies, consequences consistent with the school discipline policy will be assigned based on administrative decision. Any student who arrives to school after 8:00AM, no matter the reason, must be signed in by a parent at the office before going to class.**

COUNSELING SERVICES

Counselors visit the classrooms and lead group counseling for specific problems such as student interaction and student approach to schoolwork and responsibilities. West Elementary provides counseling services to all students on campus. Counseling services are delivered to students through four main types of activities:

1. GUIDANCE CURRICULUM—The guidance curriculum consists of structured developmental experiences presented systematically through classroom activities. The guidance curriculum is organized around three areas of learning: (1) Career Planning and Exploration; (2) Knowledge of Self and Others; and (3) Educational and Vocational Development.
2. INDIVIDUAL PLANNING—Individual Planning activities help all students to plan, monitor, and manage their own learning, as well as their person and career development. Individual Planning is implemented through such strategies as Individual Appraisal, Individual Assessment, and Placement.
3. RESPONSIVE SERVICES—Responsive services and activities that meet immediate needs and concerns of students. These needs or concerns may require counseling, consultation, referral or information.
4. SYSTEMS SUPPORT—Systems Support consists of management activities that establish, maintain, and enhance that total guidance program. These activities may take the form of professional development, staff and community relations, and serving on school committees among others.

PARENT INVOLVEMENT

The Central R-III School District has always encouraged and enjoyed parental involvement in the educational process. **However, for the safety of our students, we must now require parents/guardians who would like to volunteer in the classroom, attend class parties, or chaperon field trips to pass a child abuse/neglect and criminal record background check.** No parent will be allowed to serve as a volunteer room parent or trip chaperon without passing the background check. The forms may be obtained in the office. Please remember, this is solely for the safety of all our children.

Also, anytime anyone (including parents/guardians) visits the school, we ask that they sign-in at the office and pick up a visitor's pass.

Again, thank you for your support of our schools. Together, we do make a positive difference.

HEALTH INFORMATION

CONCERNING MEDICATIONS GIVEN AT SCHOOL:

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Over-the-Counter Medication

In some circumstances, students may require over-the-counter medication during the school day to enable them to remain in school and participate in their education. Over-the-counter medications are drugs that do not require a prescription. No oral over-the-counter medication will be given at school until all required forms are completed by the parent or guardian and returned to the school nurse. The selected medication must be provided by the parent or guardian in its original container. Permission forms must be renewed at the beginning of each school year.

CONCERNING COMMUNICABLE DISEASES: If your child has any communicable disease, you should contact the school nurse. Communicable diseases are counted weekly and reported to the County Health Office. (This also includes head lice, dog bite, etc.)

CONCERNING HEAD LICE: If your child is found with head lice please report this to the school nurse. It is very important that you check your children consistently. If your child is found with head lice at school you will be contacted to pick your child or children up and follow procedures to eliminate the problem. Complete the treatment and return the students to school with proof of treatment and removal of all nits (lice eggs) as quickly as possible.

CONCERNING IMMUNIZATIONS: All students are required to follow Missouri State Amendment 19 CSR 20-28.010 to be allowed to stay in school. All students enrolling in our school district must have immunization records with them at the time of enrollment or they will not be permitted to attend school. We will not be able to call or write their former school for these records. This is state law.



Due to the recommendation of the Department of Health and for safe health and hygiene practices, only pre-packaged commercial food will be allowed at school activities.

Sending Food To School

Due to the recommendation of the Department of Health and Safe Health and Hygiene Practices, only pre-packaged commercial food will be allowed at parties and in the classrooms.

Parents, please do not send any food for parties or treats to the classroom that is not pre-packaged.

Due to the Wellness Program, the state is encouraging schools to promote healthy snacks for parties.

Please keep this in mind when sending treats to school.

Please talk to your child's teacher about any food allergies that may need special attention when bringing in food for the classroom.

ACADEMIC ACTIVITIES AND ORGANIZATIONS

Several academic activities are available to students at West Elementary. Some of these are in the form of contests, such as the Science Fair, Spelling Bee, and Math Contest. Others are in the form of learning games and projects such as Wild West Math Festival and the Living Museum of Famous Missourians. Another offering to the students is the organization of academic clubs, such as W.E. Write, Math Club, Science Club, Rebel Readers, West Tech Ambassadors, and others that meet outside of school hours. Different campus grade levels also offer a variety of evening activities for both students and parents. All activities are sponsored and supervised by teachers from West Elementary. Please encourage your child to take an active part in any club or organization in which he/she has an interest. Watch for announcement notes to come home with your child.

STUDENT COUNCIL

Student Council is an elected body of two (2) students from each classroom in grades 3-5. Elections are held at the beginning of each school year and students serve on the council for one (1) year. The council elects new officers each year. A group of campus teachers serve as advisors and sponsors to the group. The Student Council meets before or after school 2-3 times a month to plan and implement campus activities. The Student Council focuses on organizational and leadership skills and sponsors Homecoming activities, Thanksgiving food drive, and Christmas toy collection for West Elementary. The council also takes an active part in "Random Acts of Kindness Day" in Park Hills and visits senior citizens both in and out of nursing homes, as well as participating in other opportunities to serve which may become available throughout the year.

The Student Council meets with the building principal on a regular basis in order to be of help in the smooth operations of the school.

Student Council members are asked to sign a contract stating that they will observe and follow the academic, attitude, and attendance requirements of Student Council and will serve responsibly as representatives of our school.

It is both an honor and a responsibility to serve on the West Elementary Student Council. Students are encouraged to be leaders with compassion for others and pride in their school.

PRINCIPAL'S LIST and HONOR ROLL

Improving academic performance and helping each child achieve their individual best is our purpose. To that end, we will recognize those students who distinguish themselves academically through the Principal's List and Honor Roll. To qualify for the Principal's List, a student must have no grade lower than an A- in all of the core subjects for that grading period (quarter or semester) To qualify for the Honor Roll, a student must have a "B" average with no grade lower than a "C" in all core subjects for that grading period (quarter or semester).

ART, MUSIC, AND PE STUDENT OF THE QUARTER

Each quarter, the Art, Music, and PE teachers will choose a Student of the Quarter from each of the grade levels. These students will be recognized at the same time as the Principal's List and Honor Roll.

REPORTING SYSTEM

Parent-teacher conferences will be held after the first quarter and at any other time during the year when it may be deemed necessary by the teacher, principal or parent. Conferences will be held at the end of the third quarter with parents whose children we are concerned about. Parents will be kept informed of their children's progress through report cards issued each quarter. Progress reports will also be sent home.

VOLUNTEER HELP

West Elementary welcomes the opportunity to utilize the abilities of community patrons willing to volunteer their time and talents in the interest of improving the learning process and learning opportunities. Such a resource of volunteers can prove to be an asset to the total educational program of the school, if operated in a controlled, orderly fashion. The program at West Elementary is under the direction and control of the building principal. He/she will establish ground rules and daily procedures as may be required. Please see background check requirement given in the Parent involvement section of this handbook. This is a requirement for anyone who will have contact with the students.

TEXTBOOKS

Textbooks issued to the students are the property of the Central R-3 School District. They should be used with care and returned in good condition. Students are responsible for textbooks and fines may be assessed for books which are lost, stolen, or damaged beyond use.

PAGERS OR CELL PHONES

These items are not permitted on school property during the regular school day. These items may be confiscated by a teacher or administrator and will only be returned to a parent or guardian.

RADIOS, MP3, TOYS OR C.D. PLAYERS

Students who bring Radios, MP3, Toys, C.D. Players, etc., do so at their own risk. If these items are being used at inappropriate times, the teacher or administration may confiscate them. If confiscated, the items may be held until the end of the school year.

PLAYING CARDS OR ELECTRONIC GAMES

No playing cards of any kind or electronic games are permitted at school. A teacher or administrator may confiscate these items.

TELEPHONES

School offices are extremely busy places. Students should ask to use the telephone only in case of an emergency. Arrangements for after school activities should be made before coming to school.

It is extremely important for us to have a telephone number on the registration cards so that we can reach you in case of emergency. If you do not have a telephone, please use a close friend, relative, or neighbor.

P.T.C.

The parent/teacher organization of Central Elementary Schools, (P.T.C.) sponsors activities throughout the school year involving students, parents, and teachers from both elementary campuses (K-2, and 3-5). The P.T.C. provides the funding for many academic and social activities for the students. Announcements of date and location of monthly meetings will be sent home with your child.

PARTIES

Throughout the school year in grades 3-5, we celebrate Christmas and Valentine's Day with class parties.

NOTE: DUE TO PROBLEMS THAT HAVE ARISEN IN THE PAST, WE PREFER AND APPRECIATE INVITATIONS TO OUTSIDE PARTIES NOT BEING PASSED OUT AT SCHOOL. CHILDREN'S FEELINGS ARE DELICATE AND SOMETIMES INADVERTENTLY HURT.

FINE ARTS, PHYSICAL EDUCATION, LIBRARY

During each school day, the students go to one or more special classes such as Music, Art, Physical Education, or Library. Your child may need special supplies for some of these classes. Please check the list below and make sure your child is prepared for these classes.

Music—Students are to bring 2 pencils and a box of tissues to be left in the music room. These are needed when special projects are being done.

Art—Students are to bring an old shirt to be left at school for painting and other special project days.

P.E.—Students are to wear tennis shoes on designated days.

Library—Students are to have all library books at school on library days. These should be ready to turn in or re-check in order to eliminate having overdue books.

Be sure to watch for special projects to come home. The students do lots of creative learning activities in these classes. They are extremely important to the overall being of the well-rounded student.

Rebel Clef Honor Choir

Rebel Clef Honor Choir is a select, audition-only, group open to fourth and fifth grade students who enjoy and have a strong interest in music, and who are leaders both in and outside the music classroom. Honor choir auditions are held at the beginning of the school year, during the first weeks of school. Once selected for the group, membership requires students to attend a one-hour afterschool rehearsal once a week. Attendance at rehearsals is required to maintain choir membership. Members are also required to maintain passing grades in their classrooms, as well as obtain no discipline referrals throughout the school year. Failure to meet any of these stipulations will result in dismissal from the group.

The Rebel Clef Honor Choir performs at many school and community events during the school year. Performances include (but are not limited to) appearances at the West Elementary Veteran's Day Luncheon, Central R-III Retired Teachers' Banquet, Leadington Tree Lighting and Christmas Parade, local nursing homes, as well as West Elementary music programs and assemblies.

Rebel Clef Honor Choir members are asked to sign a contract stating they will observe and follow the academic, attitude, and rehearsal requirements of Rebel Clef Honor Choir, and will also be a positive representation of our school and district.

It is both an honor and privilege to obtain membership in the Rebel Clef Honor Choir.

COMMUNICATIONS

It is important for you to keep us informed of many things but especially the following:

1. Moves – Please send new addresses or phone numbers as soon as possible.
2. Bus changes – For your child to ride a different bus or the same bus to another location, we must have a note or phone call no later than 2:00 PM. Only in extreme emergencies can changes be made after that time.
3. Medication – NO medicine can be administered at school without a doctor's written permission slip, including over the counter drugs.
4. Health Alert – Please notify the school nurse and your child's teacher of any special health problems (i.e. allergies and/or allergic reactions, asthma, seizures).
5. Parents must pick up gifts of flowers and balloons sent to students at school. These items will no longer be transported on buses due to safety reasons.

MEAL PRICES

<u>Breakfast</u>	<u>Student</u>	.00	<u>Adult Breakfast</u>	.75
<u>Lunch</u>	<u>Student</u>		<u>Adult Lunch</u>	2.05
	Full Price	1.30		
	Reduced	.40		

CHARGING MEALS

Over the past few years the Central School District has experienced a significant increase in the number of students charging lunch. While charging on occasion is expected, collecting on charges is becoming increasingly difficult, resulting in a food service program that is not fiscally sound.

As of May 1, 2006 the Central R-III School District will only allow a student to charge up to a total of 10 lunches. After the 10th charge, the child will be given a sandwich, fruit and a milk for lunch. This will be done until the child's account is paid up.

If you would like to have your income re-evaluated in order to see if your child qualifies for free or reduced lunch and breakfast, please contact the office of the school that your child attends so that a lunch form can be sent home to you.

DAILY SCHEDULE

School Begins at 8:00 AM

	Lunch	Recess
3rd Grade	11:00-11:25	11:25-11:50
4th Grade	11:25-11:50	11:50-12:15
5th Grade	11:50-12:15	12:15-12:40

Dismissal at 2:50 PM

STUDENTS' DRESS

Students are to dress in a manner that is acceptable to the elementary school and established School Board regulations. **Students should be neat and clean.** A portion of each day is spent outdoors if weather allows. It is important that students dress in accordance with the day's weather. On cold days, heads and hands should be covered, and warm coats worn. For safety reasons, high-heeled shoes should not be worn to school. Students are prohibited from dressing in a manner deemed to be inappropriate for the school setting and, thereby disruptive to the learning environment. Bare midriffs, bare backs, bare shoulders, low necklines, short shorts or short skirts, and exposed undergarments are prohibited. Clothing or accessory items with suggestive slogans, words, or symbols, which are judged to be in bad taste or depict gang affiliation, are not to be worn. No items with beer, liquor, or cigarette logos are to be brought or worn at school. If unacceptable clothing is worn, parents may be contacted to bring more appropriate clothing to school for their child to wear or the child may be asked to turn clothing inside out. Chains over six inches in length and/or ¼ inch in diameter are not permitted and will be confiscated. Face painting or unnatural hair color is not permitted. Students who come to school with face painting or unnatural hair color may be asked to wash it off or be sent home. Teachers have the right and responsibility to enforce the rules in the teacher's class, at school activities, elsewhere on campus or on trips.

Regulation 2610

Discipline **Behavioral Expectations**

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Intervention team members should notify the office when a student becomes verbally/physically aggressive. The local police department will be notified if required to restore order. Faculty members trained in passive restraint should be utilized if at all possible.

Reporting to Law Enforcement

It is the policy of the Central R-III School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Copies of additional Board Policies regarding student discipline to include, but not limited to; Corporal Punishment, Discipline of Students with Disabilities, and Reporting of Violent Behavior will be furnished upon request.

Documentation in Student's Discipline Record

Professional judgment will be used by administrators to determine the processing of specific incidents. Most types of school discipline issues are listed in this handbook. However, it is impossible to list every problem which might interfere with the smooth operations of the school. Administrators have the responsibility and authority to deal with all issues even though the specific problems might not be listed in the guide. Parents will usually receive written notice of disciplinary actions. This district reserves the right to contact the police and file a report whenever it is deemed appropriate: Note: All requirements and procedures will be followed for students who have Individual Educational Plans (IEP) under IDEA or 504.

The discipline policies apply at all times while students are on school premises, on school transportation, or at any activity under the supervision of the school, even though the activity may be at another location such as a school trip.

All school personnel have the responsibility to instruct, guide, and supervise students during school and school sponsored activities with the objectives of promoting learning experiences and responding effectively to unacceptable student behavior.

STUDENT DISCIPLINE AT WEST ELEMENTARY

Our campus uses a system of cooperative discipline, utilizing a standard Code of Conduct and office referrals, which result in positive corrections and meaningful conflict resolution.

West Elementary Code of Conduct

1. I will make and keep a safe school environment for myself and others.
2. I will act responsibly, accept consequences, and learn from my actions.
3. I will be courteous and respectful toward others.
4. I will come to school prepared to learn and honor time given.
5. I will respect school and personal property.

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. The code will be enforced for all activities that take place, regardless of the time of day. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

Intervention team members should notify the office when a student becomes verbally/physically aggressive. The local police department will be notified if required to restore order. Faculty members trained in passive restraint should be utilized if at all possible. The use of physical force by a faculty member may be used against a student(s) without approval of the principal when, due to unusual circumstances, immediate action is required for self-defense or for the protection of others. In any case such staff member(s) shall make a timely report to the principal describing the incident and the outcome.

SCHOOL RULES AND DISCIPLINE

To ensure that the learning atmosphere is safe and orderly, the following school rules are necessary and required of all students:

SHOW COMMON COURTESY
BE ON TIME
COMPLETE YOUR WORK
SHOW PRIDE IN YOUR SCHOOL
PRACTICE SAFETY
RESPECT PROPERTY

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe and orderly learning environment.

GENERAL STUDENT REGULATIONS

The use or possession of tobacco, alcohol, or drugs is forbidden.

Fighting in school is not acceptable.

As a safety measure, these items are not allowed at school: guns (including toy guns), firecrackers, matches, lighters, knives, chains, weapons, skateboards, or glass containers.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for property that is lost or damaged.

PERSONAL STUDENT PROPERTY

All items brought to school should be labeled with the student's name (coats, book bags, lunch boxes, class supplies).

COMPOSITION AND RANGE OF DISCIPLINARY ACTIONS:

(These actions are often necessary in order to maintain a safe orderly environment in school.)

1. Conference with the principal
2. Private Dining
3. Noon Detention
4. Parent Conference
5. After/Before School Detention
6. In-School Detention
7. Out of School Detention
8. Corporal Punishment
9. Custodial
10. Bus Suspension

Bus Rules

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. It may be necessary or convenient in loading and unloading for the driver to assign pupils to certain seats or areas in which to sit.
2. Pupils should never stand in the roadway while awaiting the arrival of the bus. Do not trespass on private property or create a nuisance at business places.
3. When the bus approaches a loading zone, pupils should remain back three (3) or four (4) feet. Pupils should wait for the bus to stop and the driver to open the door before approaching the bus.
4. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
5. Pupils must not try at any time to extend arms or head out of the bus windows.
6. Keep the aisles clear. If it is necessary for pupils to stand, hold on to the back of a seat frame.
7. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
8. If you have to cross the roadway when leaving the bus, ALWAYS CROSS IN FRONT, ten (10) feet in front of the bus so the driver can see you. Go straight across the roadway.
9. No eating, drinking or smoking is permitted on the bus at any time. Please help keep the bus neat and clean.

10. Failure to obey rules and regulations will result in referral to the office. Serious infractions could result in a pupil's loss of privilege to ride the bus.
11. Students who await the arrival of the afternoon bus in our gym as well as students who transfer busses at Central Elementary and are found to be guilty of misconduct will be considered to be in violation of bus rules and punished according to the penalty for bus misconduct.

Homework/Late Work Policy

- Homework is an integral part of the learning/educational program for two specific reasons
 - Students need to practice the skills they learn at school often and continually.
 - Students need to learn the discipline of accomplishing assigned work and be responsible for its completion.
- There are basically five (5) types of Homework
 1. Reinforcement/revision/review of work done in class.
 2. Extension, enrichment, or completion of work started in class.
 3. Encouragement of independent learning.
 4. Creative (students developing their own ideas related to a class topic)
 5. Preparation for future classes.
- Homework is defined as assignments that require time outside the classroom to reinforce and/or enhance classroom instruction. Homework may be, but is not limited to, individual or group projects, research papers or projects, or other daily assignments requiring time outside of class to complete.
- Homework should...
 - Be well planned and aligned to the curriculum requirements.
 - Be clearly related to ongoing class work.
 - Have immediate feedback and evaluated for quality and accuracy.
 - Be meaningful and challenging.
 - Be completed as assigned and have clear procedures and expectations for accomplishment and due dates.
 - Serve to provide good independent study habits.
 - Serve to draw home and school closer together.
 - Be manageable. Overburdening students with homework often proves to be counter-productive.
- Homework should not...
 - Introduce initial learning of complex skills or concepts.
 - Require extensive teacher or parent direction for help.
 - Be given as busy work.
 - Be given as punishment.
- Homework should be completed successfully, and punctually by all students. However, not all students are as responsible as others' and not all homework assignments are turned in on time. Therefore, the following practice will be followed in the handling of late homework from students.
 - Students will be allowed to turn in a late homework assignment the day after it was due for 70% of the total points possible. i.e. If the assignment is due on a Monday, it may be turned in on Tuesday for a maximum of 70%.
The formula for figuring the percentage is RAW SCORE X .70

- Students will still be allowed to turn in late homework assignments on the 2nd day past the due date until the testing of that chapter or unit for 50% of the total points possible. i.e. If the assignment is due on a Monday it may be turned in on Wednesday or until the unit/chapter test is given for a maximum of 50% of the total points possible. **The formula for figuring the percentage is RAW SCORE X .50**
- Students will be limited to turning in a maximum of five (5) late homework assignments per quarter for partial credit. All late homework assignments after the first five late homework assignments of the quarter may result in disciplinary action of the student.
- Some teachers may, at their discretion, allow students to redo homework assignments for improving their grade on a particular homework assignment.

The maximum points possible will be reflective of the punctuality of the assignment.

NOTE: Late work is defined as assigned work that is not submitted on the day and at the time specified by the classroom teacher.

MAKE-UP WORK POLICY

Students are expected to make up any work missed due to absences. If possible, please make arrangements for make-up work while the student is absent. If this is not possible, the student will be given a number of days equal to the number of days missed to make up this work when he/she returns to school. If more time is needed due to extreme circumstances, please notify the teacher.

GRADING SCALE

A 100-95	C 76-73
A- 94-90	C- 72-70
B+ 89-87	D+ 69-67
B 86-83	D 66-63
B- 82-80	D- 62-60
C+ 79-77	F 59 and below

How Hard Are You Thinking? DEPTH OF KNOWLEDGE (DOK)

LEVEL 3: STRATEGIC REASONING

Focus is on need for reasoning and planning in order to respond (e.g., write an essay, apply in new/novel situation); complex and abstract thinking is required; often need to provide support for reasoning or conclusions drawn; more than one “correct” response or approach is often possible

LEVEL 1: RECALL

Focus is on specific facts, definitions, details, or using routine procedures (measure, divide, follow recipe, etc.); explaining “that”...; can be “difficult” without requiring “deep” content knowledge to respond to item (memorize a complex theory without being able to explain its meaning or apply it to a real work situation); a combination of level ones do not = level 2; one right answer



LEVEL 4: EXTENDED REASONING

Requires complex reasoning, planning, and thinking generally over extended periods of time for the investigation or to complete the multiple steps of the assessment item. Students may be asked to relate concepts within the content area and among other content areas or to real-world applications in new situations.

LEVEL 2: SKILL/CONCEPTUAL UNDERSTANDING

Focus is on applying skills (in a familiar/typical situation) and concepts, relationships (compare, cause-effect), main ideas – requires deeper knowledge than definition; explaining how or why; making decisions – estimating, interpreting in order to respond; one right answer.

The Show-Me Performance Standards

Goal 1

Students in Missouri public schools will acquire the knowledge and skills to gather, analyze, and apply information and ideas.
Students will demonstrate within and integrate across all content areas the ability to

1. develop questions and ideas to initiate and refine research.
2. conduct research to answer questions and evaluate information and ideas.
3. design and conduct field and laboratory investigations to study nature and society.
4. use technological tools and resources to locate, select and organize information.
5. comprehend and evaluate written, visual and oral presentations and works.
6. discover and evaluate patterns and relationships in information, ideas and structures.
7. evaluate the accuracy of information and the reliability of its sources.
8. organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentations.
9. identify, analyze and compare the instructions, traditions and art forms of past and present societies.
10. apply acquired information, ideas and skills to different contexts as students,

Goal 2

Students in Missouri public schools will acquire the knowledge and skills to communicate effectively within and beyond the classroom.
Student will demonstrate within and integrate across all content areas the ability to

1. plan and make written, oral and visual presentations for a variety of purposes and audiences.
2. review and revise communications to improve accuracy and clarity.
3. exchange information, questions and ideas while recognizing the perspective of others.
4. present perceptions and ideas regarding works of arts, humanities and sciences.
5. perform or produce works in fine and practical arts.
6. apply communication techniques to the job search and to the workplace.
7. use technological tools to exchange information and ideas.

Goal 4

Students in Missouri public school will acquire the knowledge and skills to make decisions and act as responsible members of society.
Students will demonstrate within and integrate across all content areas the ability to

1. explain reasoning and identify information and used to support decisions.
2. understand and apply the rights and responsibilities of citizenship in Missouri and the United States.
3. analyze the duties and responsibilities of individuals in societies.
4. recognize and practice honesty and integrity in academic work and in the workplace.
5. develop, monitor and revise plans of action to meet deadlines and accomplish goals.
6. identify tasks that require a coordinated effort and work with others to complete those tasks.
7. identify and apply practices that preserve and enhance the safety and health of self and others.
8. explore, prepare for and seek educational and job opportunities.

Goal 3

Students in Missouri public school will acquire the knowledge and skills to recognize and solve problems.
Students will demonstrate within and integrate across all content areas the ability to

1. identify problems and define their scope and elements.
2. develop and apply strategies based on ways others have prevented or solved problems.
3. develop and apply strategies based on one's own experience in preventing or solving problems.
4. evaluate the processes used in recognizing and solving problems.
5. reason inductively from a set of specific facts and deductively from general premises.
6. examine problems and proposed solutions from multiple perspectives.
7. evaluate the extent to which a strategy addresses the problem.
8. assess costs, benefits and other consequences of proposed solutions.

The Show-Me Knowledge Standards

Communication Arts *In Communication Arts, students in Missouri public schools will acquire a solid foundation which includes knowledge of and proficiency in*

1. speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)
 2. reading and evaluating fiction, poetry and drama
 3. reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)
 4. writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)
 5. comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)
 6. participating in formal and informal presentations and discussions of issues and ideas
 7. identifying and evaluating relationships between language and culture
-

Mathematics

In Mathematics, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations
 2. geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes
 3. data analysis, probability and statistics
 4. patterns and relationships within and among functions and algebraic, geometric and trigonometric concepts
 5. mathematical systems (including real numbers, whole numbers, integers, fractions), geometry, and number theory (including primes, factors, multiples)
 6. discrete mathematics (such as graph theory, counting techniques, matrices)
-

Science

In Science, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. properties and principles of matter and energy
2. properties and principles of force and motion
3. characteristics and interactions of living organisms
4. changes in ecosystems and interactions of organisms with their environments
5. processes (such as plate movement, water cycle, air flow) and interactions of earth's biosphere, atmosphere, lithosphere and hydrosphere
6. composition and structure of the universe and the motions of the objects within it
7. processes of scientific inquiry (such as formulating and testing hypotheses)
8. impact of science, technology and human activity on resources and the environment

Social Studies

In Social Studies, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. principles expressed in the documents shaping constitutional democracy in the United States
2. continuity and change in the history of Missouri, the United States and the world
3. principles and processes of governance systems
4. economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)
5. the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment
6. relationships of the individual and groups to institutions and cultural traditions
7. the use of tools of social science inquiry (such as surveys, statistics, maps, documents)

Fine Arts

In Fine Arts, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. process and techniques for the production, exhibition or performance of one or more of the visual or performed arts
2. the principles and elements of different art forms
3. the vocabulary to explain perceptions about and evaluations of works in dance, music, theater and visual arts
4. interrelationships of visual and performing arts and the relationships of the arts to other disciplines
5. visual and performing arts in historical and cultural contexts

Health/Physical Education

In Health/Physical Education, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. structures of, functions of, and relationships among human body systems
2. principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)
3. diseases and methods for prevention, treatment and control
4. principles of movement and physical fitness
5. methods used to assess health, reduce risk factors, and avoid high risk behaviors (such as violence, tobacco, alcohol and other drug use)
6. consumer health issues (such as the effects of mass media and technologies on safety and health)
7. responses to emergency situations

NOTIFICATION OF RIGHTS TO PARENTS/GUARDIANS AND STUDENTS

Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. The school district designates the following items as Directory Information: student's name, parent's name, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc...), weight and height of members of athletic teams, degrees and awards received and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. **Parents or eligible students will have ten (10) school days after the annual public notice to view the student's Directory Information and to provide notice in writing to the school district that they choose to not have this information released.** Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as Directory Information without prior written consent.

Central R-3 Schools has the authority and legal obligation to ensure that school documents appropriately represent the students to whom the document refers. Therefore, Central R-3 Schools requests voluntary disclosure of a student's social security number for student identification on school records.

**Central R-III School District
Receipt of Student and Parent Handbook Form
2010-2011 School Year**

Students: Please sign and acknowledge that you will abide by the rules and guidelines described in the Student and Parent Handbook.

Parents/Guardians: Please sign to acknowledge that you have reviewed the rules and guidelines described in the Student and Parent Handbook with your child.

Signature of Student	Date
----------------------	------

Student's Name - Printed

Signature of Parent	Date
---------------------	------

Parent's Name - Printed

Note: Central R-3 Schools reserves the right to amend, delete, or add to the policies, rules, and guidelines included in the Student and Parent Handbook. Central R-3 Schools will notify parents and students of such changes and additions.