



## **WEST ELEMENTARY STUDENT HANDBOOK**

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## **West Elementary Student Handbook**

Dear Students:

On behalf of the West Elementary staff, I'd like to welcome you to the 2019-20 school year! We are excited about beginning a new school year with you.

It is our goal to make your educational experiences at West Elementary positive and rewarding. We believe in each and every one of our students and we, as a staff, are here to educate, guide and support you.

We are looking forward to a wonderful year!

Laurie Huff,  
Principal

### **A MESSAGE TO PARENTS**

Parents and teachers working together can make every child's experience a positive one. Please know that the staff at West Elementary is eager to work with you to ensure your child has a positive educational experience. We value our parents and our community. Please let us know if we can be of any assistance to you.

**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**

**A YEARLY BACKGROUND CHECK  
MUST BE DONE TO ATTEND  
FIELD TRIPS OR HELP WITH  
CLASS EVENTS**

## ***VISION***

The Central R-III School District believes 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***

Where Every Student Thrives

## **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 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 excuse toward the attendance policy be accepted:  
Hospitalization  
Under doctor's care  
Funerals  
School sponsored activities for which the pupil has been properly pre-excused.  
Court appearances
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 day's 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 cannot 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.

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

#### **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 fifth 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 8:00 AM, no matter the reason, must be signed in by a parent at the office before going to class.**

#### **COUNSELING SERVICES**

Counselors will schedule whole class lessons

and lead group counseling for specific 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 education 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 an ANNUAL 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.)

**STUDENT INSURANCE LINK:**

<http://markel.sevcorners.com> by

calling 877-444-5014

**Over-the-Counter Medication**

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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 classroom. Parents, please do not send any food for parties or treats 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 and the Spelling Bee. Others opportunities are in the form of learning games and projects such as Wild West Math Festival or West Tech Ambassadors. 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 they will observe and follow 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

### **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 Honor Roll and High Honor Roll. To qualify for High Honor Roll, a student must have all "A's" in all of the core subjects for that grading period (quarter or semester). To qualify for the Honor Roll, a student must have all "A's" and "B's" in all core subjects for that grading period (quarter or semester).

### **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

### **CHROMEBOOKS**

When Chromebooks go home/ failure to bring it

to class or to school, failure to have it charged; Students will be allowed to check out a loaner Chromebook from the library 3 times during the school year.

\*Consequences-The 3<sup>rd</sup> offense will result in a warning during a principal conference. A 4th offense will result in before/after school detention. A 5th offense will result in a day of ISS. Offenses after that will result in more severe punishment.

### **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.

### **CELL PHONES**

Students are not to have cell phones out during the instructional day. This includes sending or receiving calls, text messages, games, or using camera capabilities, etc. It is a top priority to maintain the integrity of the learning environment. Cell phones may jeopardize this environment. During instructional time cell phones must be turned off and shall cause no disruption. The school district will not be responsible for loss, damage, or theft. Should a student use a cell phone during the instructional day, discipline action may be taken. The abuse of this policy may result in a loss of the privilege of bringing a cell phone, confiscation, etc.

### **RADIOS, MP3, TOYS, CARDS, ELECTRONICS, OR C.D. PLAYERS**

Students who bring any of the above, 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.

### **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**

Grades 3-5 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.

## **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 after school 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 Veterans'

Day Luncheon, Central R-III Retired Teachers' Banquet, Leaddington 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. They are not permitted on the bus.

## **DAILY SCHEDULE**

### **School Begins at 8:00 AM**

	<b>Lunch</b>	<b>Recess</b>
<b>3<sup>rd</sup> Grade</b>	<b>10:45-</b>	<b>11:10-</b>
	<b>11:10</b>	<b>11:35</b>
<b>4<sup>th</sup> Grade</b>	<b>11:20-</b>	<b>11:45-</b>
	<b>11:45</b>	<b>12:10</b>
<b>5<sup>th</sup> Grade</b>	<b>11:50-</b>	<b>12:15-</b>
	<b>12:15</b>	<b>12:40</b>

**Dismissal at 3:10 PM**

## **MEAL PRICES**

<b><u>Student Breakfast</u></b>	.00
<b><u>Adult Breakfast</u></b>	1.45
<b><u>StudentLunch</u></b>	
Full Price	1.80
Reduced	.40
Extra Milk	.40
<b><u>Adult Lunch</u></b>	2.75

## **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 10<sup>th</sup> charge, parents will be notified. 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.

## **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. Flip-flop shoes, bare midriffs, bare backs, bare shoulders, low necklines, short shorts or short skirts, and exposed undergarments are discouraged. 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  $\frac{1}{4}$  inch in diameter are not permitted and will be confiscated. Face painting is not permitted. Students who come to school with face painting 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.

**Bullying/Cyberbullying** – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**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, vapes, jules, 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).

## 6. In-School Suspension

### **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. Alternative Seating
3. Noon Detention
4. Parent Conference
5. After/Before School Detention
7. Out of School Suspension
8. Corporal Punishment
9. Juvenile Referral/Police
10. Restriction from School Activities
11. Restitution
12. Bus Suspension
13. Expulsion

### **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 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.

### **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 the 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**

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

#### **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 (10) ten 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 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 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 student to whom the document refers. Therefore, Central R-3 Schools requests



The Central R-III District Informational Packet for the 2019-2020 School Year is provided as an electronic copy by visiting [www.centralr3.org](http://www.centralr3.org). Students and parents are responsible for all information contained. A paper copy is available and may be requested in the main office.

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

2019-2020 Student Handbook is available here:

<http://www.centralr3.org/rebel1/images/we/westudenthandbook1920.pdf>

**I acknowledge that I have read and understand the 2019-2020 Student Handbook.**

**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

If you are unable to access this handbook online, you may pick up a printed copy in the office.

**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.

**Please return this page signed and  
dated to your child's teacher.**