

VALLEY R-6 ELEMENTARY

2 Viking Drive
Caledonia, MO 63631

Our Mission for Students: **Learn Today, Lead Tomorrow**



WALLEY
VIKINGS

Office 779-3332
Fax 779-3562



Dear Parents,

Welcome to the 2016-2017 school year! We are excited to begin a new school year with you and your child(ren). Our intentions are to do our very best to educate students through many positive and rewarding experiences. We are a "Leader in Me" school and the staff of Valley R-6 Elementary School will be teaching your child(ren) lifelong skills based on "The 7 Habits of Happy Kids". This process is focused on developing leadership qualities that will prepare your child(ren) for the future.

The following pages in this handbook contain policies, rules, and information specific to Valley R-6 Elementary School. We hope this handbook will serve as a reference for you and your child(ren) during the school year.

We look forward to being your partner in education!

*Mrs. Jennifer Woods
Elementary Principal*

STUDENT/PARENT HANDBOOK 2016-2017

Student Name: _____

Grade: _____ Teacher: _____

The
Leader in Me[™]
great happens here

**Valley R-6 Elementary School
Student/Parent Handbook**

A Message to Parents

Each year there are changes made to the student/parent handbook that you and your child will need to be aware of. Please take the time to read through this handbook we have developed for you and your child. Help your child to understand that rules and policies are necessary in order to achieve a quality education. There are also two forms in the handbook (Parent Response Page and Computer Contract) you and/or your child will need to sign and return to the school at the beginning of the year, preferably by the first day of school. We appreciate your cooperation!

FOR THE SAFETY OF ALL STUDENTS AND STAFF AT VALLEY R-6 ELEMENTARY, ALL VISITORS TO THE BUILDING MUST CHECK IN WITH AND RECEIVE A VISITOR PASS FROM THE OFFICE UPON ENTERING THE BUILDING.

PARENT RESPONSE PAGE

Please check the following items on this page to indicate you agree with the statement and return this page to your child's teacher.

- I have read and discussed the Valley R-6 Student/Parent Handbook with my child.
- I understand the importance of reading and am committed to helping my child become a better reader. I will spend 15 minutes per night reading with/to my child or ensure my child reads for at least 15 minutes each night.
- On occasion, my child's photograph may be published in the newspaper, videotaped, or on our school webpage. I give my permission to allow this to occur.
- I understand the District's policy on attendance and discipline for my child.
- I understand that in order to attend classroom parties and/or field trips, I, and any other adult attending, MUST have a child abuse/neglect and criminal record background check.

Name of Student _____

Teacher _____ Grade _____

Signature of Parent/Guardian _____ Date _____

Printed Name of Parent/Guardian _____

COMPUTER CONTRACT

I agree to follow the Acceptable Use Policy (AUP) in all of my work at school.

I agree to:

- Use computers only when instructed.
- Use computers only when the teacher is in the room.
- Use computers and all other equipment responsibly.
- Use my time effectively at the computer.
- Use the Internet only as instructed.
- Never type in an Internet address unless permission is given by the teacher and the teacher is supervising.
- Never give out personal information (and use my first name only on the Internet).
- Never cyberbully and report any cyberbullying to the teacher or principal.
- Never go to social networking programs.

I am aware that:

- My teacher will check all incoming and outgoing email messages if I am given an email account.
- My teacher will frequently be checking my computer to see the websites I have been using on the Internet.
- There will be consequences if I do not follow these guidelines.
- If I find myself at an inappropriate site, I will turn off the monitor immediately and tell my teacher immediately.

Consequences:

- Limit or loss of computer use (depending on circumstances, could be for a day, a week, a month, or entire school year).
- Letter home to the parent from the student and teacher explaining the error in judgment and consequences (this letter must be signed and returned before a student may use the computer again at the end of the consequence period).
- Additional disciplinary action from the principal, if necessary.

I have discussed all of the above with my parents/guardians. We understand and accept these rules and consequences.

Signature of Student _____

Teacher _____ Grade _____

Signature of Parent/Guardian _____ Date _____

**VALLEY R-VI SCHOOL DISTRICT
SCHOOL CALENDAR
2016-2017**

proposed 4/21/2016

O - Open House
NT - New Teacher Orientation
TW - Teacher Work Days
FD - First Day of School
X - School Not In Session

MAP Testing Window
Q - End of Quarter
SD - Staff Development 1/2 day
TC - Parent/Teacher Conference

M - Make-Up Days
TM - Teacher's Meeting
G - Graduation
LD - Last Day of School
H - Half Days (Dismiss 12:30)

	MON	TUES	WED	THURS	FRI	
AUGUST	1	2	3	4	5	AUGUST
	8	9	10	11	12	
	O TW/15	16	FD 17	18	19	
	22	23	24	25	26	
	29	30	31			
SEPTEMBER	MON	TUES	WED	THURS	FRI	SEPTEMBER
				1	X 2	
	X 5	6	7	8	9	
	HSD 12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
OCTOBER	MON	TUES	WED	THURS	FRI	OCTOBER
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	Q 21	
	24	25	26	TC/H27	X 28	
31						
NOVEMBER	MON	TUES	WED	THURS	FRI	NOVEMBER
		1	2	3	4	
	HSD 7	8	9	10	11	
	14	15	16	17	18	
	21	22	H 23	X 24	X 25	
28	29	30				
DECEMBER	MON	TUES	WED	THURS	FRI	DECEMBER
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	H 20	X 21	X 22	X 23	
	X 26	X 27	X 28	X 29	X 30	

11 20

20 19

20 23

20 18

14 9

	MON	TUES	WED	THURS	FRI	
JANUARY	X 2	3	4	5	6	JANUARY
	9	10	11	12	13	
	X/M 16	17	18	19	20	
	HSD 23	24	25	26	27	
	30	31				
FEBRUARY	MON	TUES	WED	THURS	FRI	FEBRUARY
			1	2	3	
	6	7	8	9	10	
	HSD 13	14	15	16	17	
	X/M 20	21	22	23	24	
27	28					
MARCH	MON	TUES	WED	THURS	FRI	MARCH
			1	2	3	
	6	7	8	9	Q 10	
	H SD 13	14	15	16	17	
	20	21	22	23	24	
27	28	29	30	31		
APRIL	MON	TUES	WED	THURS	FRI	APRIL
	3	4	5	6	7	
	10	11	12	H 13	X 14	
	X 17	18	19	20	21	
	24	25	26	27	28	
MAY	MON	TUES	WED	THURS	FRI	MAY
	1	2	3	4	5	
	8	9	10	QH 11	X/M 12	
	X/M 15	X/M 16	X/M 17	18	19	
	22	23	24	25	26	
29	30	31				

Full Day Hrs 1074.2
Half Day Hours 41
Total Hours 1115.2

1st Semester 85 89 2nd Semester

Full Days 164
Half Days 10
Total Days 174

**VALLEY R-VI SCHOOL DISTRICT
SCHOOL CALENDAR**

2016-2017

<u>EVENT</u>	<u>DAY</u>	<u>DATE</u>
New Teacher Workshop	Thursday	August 11
All Teacher Workshops	Monday	August 15
Open House - HS	Monday	August 15
Meet the Teacher- Elementary	Monday	August 15
School Starts	Wednesday	August 17
Labor Day - NO SCHOOL	Fri. & Mon.	Sept. 2 & 5
Staff Development Day - 1/2 day	Monday	September 12
Parent/Teacher Conferences	Thursday	October 27 (12:30 Dismiss;
NO SCHOOL	Friday	October 28
Staff Development Day - 1/2 day	Monday	November 7
1/2 day	Wednesday	November 23
Thanksgiving Holiday - NO SCHOOL	Thurs. & Fri.	November 24 & 25
Christmas Holidays - NO SCHOOL	Wed. - Mon..	Dec. 21 - Jan. 2
School Resumes	Tuesday	January 3
Staff Development Day-12:30 Dismissal	Monday	January 13
Martin Luther King NO SCHOOL	Monday	January 16 (1st Make-up day)
President's Day - NO SCHOOL	Monday	February 20 (2nd Make-up)
Staff Development Day-12:30 Dismissal	Monday	February 13
Staff Development Day-12:30 Dismissal	Monday	March 13
Spring Break - NO SCHOOL	Friday. - Mon.	April 14-17 (NO SCHOOL)
Last Day - 1/2 DAY	Thursday	May 11 (12:30 Dismissal)
3rd Make-up Day	Friday	May 12 (3rd Make-up)
4th Make-up Day	Monday	May 15 (4th Make-up)
5th Make-up Day	Tuesday	May 16 (5th Make-up)
6th Make-up Day	Wednesday	May 17 (6th Make-up)
Graduation	TBA	

The Calendar includes six (6) days built in for inclement weather.

Martin Luther King Jr. Day, will be used as the first make up day. Other days scheduled as make-up days are as follows: Feb. 16, March 20, May 12, May 15, May 16, and May 17. Additional days may be added at the end of the year as needed.

	<u>DAYS IN QUARTER</u>	<u>DAY</u>	<u>DATE</u>
Quarter Ending Dates and Days:			
1st Quarter	46	Friday	October 21
2nd Quarter	39	Tuesday	December 20
3rd Quarter	47	Friday	March 10
4th Quarter	42	Thursday	May 11
	174		

INTRODUCTION

LEADER IN ME

Valley R-6 Elementary is a “Leader in Me” School. **Great happens here!!** We began implementation of the 7 Habits of Happy Kids throughout our building and classrooms in 2012. We also recognize and support the Behavior Clip Chart of teaching students to practice behaviors that help them to be safe, responsible, and respectful. This common language is heard throughout our school.

Our school uses the Leader in Me activity guides, as an introduction to personal leadership. All students have the capacity to lead in their own lives and affect those around them by making positive choices. The “Leader in Me” concept provides students with activities to help them learn practical character and life skills that will lead to those positive choices. Written to appeal to their age level, students are presented with fun activities designed to get them thinking.

Through the Leader in Me model students will develop an understanding and working knowledge of “The Seven Habits of Happy Kids”.

The 7 Habits taught include:

Independent Skills – Start With You

Habit 1: Be Proactive – “You’re in Charge”

Students learn responsibility, initiative, and positive attitudes as they begin taking ownership for their choices.

Habit 2: Begin with the End in Mind – “Have a Plan”

Students plan ahead and set goals. They do things that have meaning and make a difference. They see themselves as integral members of the school community.

Habit 3: Put First Things First – “Work First, Then Play”

Students spend time on things that are most important. They set priorities and organize.

Student Interdependent Skills – Then Play Well With Others

Habit 4: Think Win-Win – “Everyone Can Win”

Students balance what they want with what others want.

Habit 5: Seek First to Understand, Then to Be Understood – “Listen Before You Talk”

Students learn to listen to understand others’ perspectives, ideas, and feelings and develop confidence in voicing their ideas.

Habit 6: Synergize – “Together Is Better”

Students value the strengths of others and seek out their classmates’ ideas to solve problems. They know that teaming creates better solutions.

Renewal Skills – And Remember To Take Care Of Yourself

Habit 7: Sharpen the Saw – “Balance Feels Best”

Students take care of their bodies by eating right, exercising, and getting sleep. They spend time with family and friends.

VALLEY R-6 ELEMENTARY MISSION STATEMENT

Learn Today, Lead Tomorrow

At Valley R-6 Elementary, we believe by working together each person, staff and students, can make a difference in their own lives and the lives of others. We teach the 7 Habits of Happy Kids and provide opportunities for all students to apply their understanding of the leadership habits in their daily lives. We also recognize and support the Behavior Clip Chart of teaching students to practice behaviors that help them to be safe, responsible, and respectful. This common language is heard throughout our school.

VALLEY R-6 ELEMENTARY WIGs (Wildly Important Goals)

Reading WIGs:

Grades K-2: 80% of students will know their quarterly popcorn words each quarter.

Grades 3-6: 80% of students will be on or above reading level each quarter.

Math WIGs:

Grades K-2: 80% of students will pass their addition and subtraction math facts each quarter.

Grades 3-6: 80% of students will pass their multiplication math facts goal each quarter.

DISTRICT
AND
FEDERAL
NOTIFICATIONS

VALLEY R-6 SCHOOL DISTRICT MISSION STATEMENT

Preparing the students today for the challenges of tomorrow

VALLEY R-6 SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

Statement of Purpose

The Valley R-VI School District affirms that the perpetuation of democracy is dependent upon an educated citizenry, the public school is a significant contributor to opportunity among our people, and that education is the greatest constructive force at the disposal of democratic people for the solution of their problems. The Valley R-VI School District affirms that the purpose of education is the development of each individual for the fullest participation in the American democratic society and the recognition of social, civil, economic and vocational competencies as factors beyond academic literacy.

Moral, ethical, and spiritual values have been from the first an indispensable and significant part of the program of the American public schools. The Valley R-VI School District shall continue to employ every means possible to instill high moral principles in our children and youth and join with the home, churches, and all other constructive community agencies for this purpose.

VALLEY R-6 SCHOOL DISTRICT EDUCATIONAL OBJECTIVES

It is the obligation of the Valley R-VI School District to provide the best possible educational opportunities for its children within the limits of financial ability. These educational opportunities should be broad enough whereby each person in school may:

1. Be provided a comprehensive educational program that serves the needs of him/her, embraces current knowledge, and fosters innovations to accompany social change.
2. Help him/her develop a realistic concept of his/her potential.
3. Maintain an instructional program which will provide him/her with the basic skills essential to the maximum development of his/her potential.
4. Cultivate in him/her an enthusiasm for study and achievement and an awareness of the enjoyment that results from learning.
5. Encourage intellectual curiosity and a desire for self-improvement.
6. Stimulate critical thinking and help develop the ability to make informed decisions.
7. Provide opportunities for the development of self-direction compatible with his/her interests, needs, aptitudes, and abilities.
8. Help him/her develop a sense of purpose, a sense of personal responsibility, and a desire to be of service to society.
9. Relate the learning processes to everyday living.
10. Improve the relationship of man to his fellow man by instilling a respect for the dignity and worth of each individual.
11. Promote the understanding of different ethnic and minority cultures in a social order that embraces the world.

VALLEY R-6 SCHOOL DISTRICT NON-DISCRIMINATION NOTIFICATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the district. In addition, every qualified individual has the right to expect fair and equal treatment both as applicants for employment and as employees.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, sex, age, handicapping conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator and ensure that the coordinator's name, business address, and telephone number, as well as the statements of nondiscrimination by the district, are published

for/distributed to patrons, employees, and students on an annual basis.

The Board shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities in the school district.

VALLEY R-6 SCHOOL DISTRICT PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Valley R-6 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Valley R-6 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Valley R-6 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Valley R-6 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday through Friday between the hours of 9:00am and 3:00pm in the office of the superintendent at Valley R-6 School District located at # 1 Viking Drive in Caledonia, Missouri. This notice will be provided in native languages as appropriate.

FERPA EDUCATIONAL RIGHTS ANNUAL NOTIFICATION

Each year the Valley R-VI School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Valley R-VI School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Valley R-VI School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Supt. Office, 1 Viking Drive, Caledonia, MO 63631).

TITLE I GRIEVANCE PROCEDURE

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the **Every Student Succeeds Act (ESSA)** including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII, and Title IX (Part C).

A formal complaint may be filed by parents, member of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

VALLEY R-6 SCHOOL DISTRICT PARENT RESPONSIBILITIES

Education is a joint project of the home, school, and community. Parents must remember that they have an ultimate and legal responsibility for their children's behavior. This responsibility can be summarized in the following:

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child to give proper attention to health, personal cleanliness, and neatness/appropriateness of dress.
3. Provide a place for study and homework. Discourage the interruptions of friends, phone, TV, and be available for help.
4. Encourage your child to take part in extracurricular-class activities that make school experience memorable.
5. Insist that your child bring home promptly and share any communications from school. Read and discuss them with your child as indicated. Your child's Daily Folder/Leadership Notebook should be sent back to school every day as they are used daily in the classroom.
6. Support teachers, principals, schools, and the education they're trying to provide. Please be supportive of school rules when your child is listening. If you think changes are needed, take your suggestions to school authorities as appropriate.
7. Attend the informal and voluntary conferences set up by a teacher or principal dealing with your child's progress and with activities which will affect the students.
8. Take part in parent-teacher organizations; respond to called meetings of the board of education; make your presence and your influence felt in the school life of your child.
9. Should your child become involved in an infraction of the rules, help him/her to face the problem and resolve it in an orderly manner.

- 10. FOR THE SAFETY OF OUR STUDENTS, PARENTS/GUARDIANS WHO PLAN TO ATTEND A FIELD TRIP/CLASS PARTY/PLAY DAY MUST PASS A CHILD ABUSE/NEGLECT AND CRIMINAL BACKGROUND CHECK. THIS INFORMATION MUST BE ON FILE IN THE OFFICE. NO PARENT/GUARDIAN WILL BE ALLOWED TO ATTEND A FIELD TRIP/CLASS PARTY/PLAY DAY WITHOUT PASSING A BACKGROUND CHECK. The forms may be obtained in the office.**
11. When visiting the school for any occasion and/or attending field trips/class parties/play day, follow the school rules and be an exemplary model for the students.

KINDERGARTEN

Welcome to Kindergarten!

On behalf of the faculty and staff we would like to welcome you and your child to Valley R-6 Elementary School! Starting school is a big step in the life of a child. Sometimes this educational journey can be a big adjustment for both parents and child. By being partners in education, we can make school a positive experience for each child and start them out on the right foot on their learning adventure.

The faculty, staff, and administration are committed to making your school the best it can be for our children. We ask that you take an active role in your child's school life by becoming involved in whatever way you can.

The future leaders of our community are in our classroom today. We want to do all we can to prepare them for the future!

**Valley R-6 Elementary
Faculty and Staff**

ENTRANCE AGE FOR KINDERGARTEN

In accordance with the entrance age policy of this school district, a child cannot be admitted to kindergarten unless the child meets the state entrance age requirement. The current age requirement is the child must be 5 years old on or before July 31.

A birth certificate or other evidence of birth date must be brought at the time of registration, or prior to the first day of school.

Students who are entering Kindergarten are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.

KINDERGARTEN SUGGESTIONS FOR PARENTS

When you wish to convey a message to the teacher, please do so in writing. This will do much to insure it's received in original form. It is only natural for five year olds to frequently become confused.

It is helpful if children know their address, name, and phone number before the start of school.

When your child enters school, your child should be able to tie their own shoes and capable of managing their clothing alone. Please buy shoes large enough for the child to put them on without help.

Do not allow your child to bring toys to school unless you receive some form of written permission from the teacher.

If at any time, you have questions concerning Kindergarten, or your child, do not hesitate to talk to your child's teacher.

The EPAT (Elementary Parents and Teachers) Organization invites and needs your cooperation. They will appreciate your attendance at scheduled meetings.

VALLEY R-VI ELEMENTARY PERSONNEL

Board of Education

Ronald Pierce	President
Blake Yount	Vice President
Teresa Campbell	Secretary
Sheldon Marler	Treasurer
Patricia Masson	Member
Chris Warden	Member
Mitch Tedder	Member

Administration

Brad Crocker	Superintendent
Michael Silvy	Jr./Sr. High Principal
Jennifer Woods	Elementary Principal

Teachers

Cathy Heisel	Kindergarten
Kelly Sadler	Kindergarten
Diane Counts	First Grade
Sarah Estes	First Grade
Melinda Radford	Second Grade
Leah Snow	Second Grade
Amelia Clyburn	Third Grade
Trenton Hartley	Fourth Grade
Alexandra Nash	Fourth Grade
Jackie Dodd	Fifth Grade
Joe Jackson	Fifth Grade
Lila Brinley	Sixth Grade
Sarah Myers	Sixth Grade
Ashley Jones	Resource (Grades K-4)
Chris Byers	Resource (Grades 5-6)
Connie Yount	Library/At-Risk
Kathy Grajek	Art
Kayla Price	Music
Caleb Tiefenauer	Physical Education/Health
Jan Woods	SPED Process Coordinator
Shirley Pitts	Speech/Assistant Process Coordinator
Amanda Wagganer	Computer Lab
Caley Cooper	Title I Reading/Communication Arts
Amy McFarland	Title I Math

Support Staff

Alisia Wright	Secretary
Shelly Province	Nurse
Rita Dotson	Instructional Aide
Tara Boyer	Parents as Teachers
Vikkie Neier	Custodian
Sandy Tedder	Custodian
Lindsey Yount	Custodian
Patty Jones	Cook
Kathy Weeks	Cook

Bus Drivers

Steve Akers
Judy Bequette
Glenda Brakefield
Barb Lucas
Kay McCarty
Jackie Reinhart
Fern Schalk

Part I: Academics

STUDENT REGISTRATION

The Valley R-VI School District requires presentation of all residency, academic, age, immunization, health, safety and other eligibility prerequisites as established by Board policies, rules and regulations, and by law. Students entering the District will be required to present a birth certificate or some other acceptable proof of age along with proof of residency in the District, or a request for a waiver of the residency requirements unless the student is exempt from the residency requirements as set forth in District policies, rules and regulations and/or law. Enrollment forms shall be obtained and completed at the elementary office. All paperwork must be on file before students will be enrolled in the school system. This includes the student's birth certificate, social security card, immunization records, and all records from the previous school, including a discipline report, attendance record, and IEP records, if applicable. Parents of new students must answer a health inventory given by the school nurse and new students must undergo a health check before being admitted to school.

Any enrollment of a student prior to receipt of the student's previous discipline records will remain conditional until receipt of such records. A student will be allowed to attend school during conditional enrollment so long as the student does not violate the District's code of conduct or pose a threat of harm to students or employees of the District.

A child must be 5 years old before August 1st in order to be admitted to Kindergarten.

A child must be 6 years old before August 1st in order to be admitted to 1st grade.

A birth certificate must be furnished before entrance into kindergarten or first grade.

Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.

ADMISSION OF RESIDENT STUDENTS

Resident students of the Valley R-VI School District five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian. Where due to military stationing or deployment out-of-state of one or both of a child's parent(s), the child, a resident of Missouri, relocates to live with other family members that live in the District or lives in a military support community located in the District, the child may attend District schools. If the parents' active duty orders expire during the school year, the student will be permitted to finish the current school year at the District.

In addition, the District will provide tuition-free special education services to resident students who qualify for special education services between the ages of 3 and 21 as required by law.

STUDENTS ENTITLED TO ENROLL WITHOUT PROOF OF RESIDENCY

The residency provisions of this policy are not applicable to homeless students, inter-District court-ordered desegregation students, wards of the state placed in residential care facilities, students placed in a residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, students with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program, students attending regional or cooperative alternative education programs, students attending an alternative education program on a contractual basis, or students attending a school pursuant to R.S.Mo. 167.151 (2) or (4). The exemptions to the residency requirement are expressly established by state law and entitle such students to tuition-free school attendance. Additionally, a student may be partially exempt from the payment of tuition as set forth in Policy and Regulation 2240 and state law. For purposes of IDEA special education evaluation and provision of special education services a student attending a private school located within the District will be evaluated as a resident student.

REQUESTS FOR WAIVER OF PROOF OF RESIDENCY REQUIREMENTS

Those students who are unable to satisfy the proof of residency requirements and who are not entitled to enroll as provided in the previous section of this Policy and state law may request a waiver of the proof of residency requirements. Upon filing a Request for Waiver of Proof of Residency (Form 2230.1) and satisfaction of all other enrollment requirements, the student will be conditionally enrolled and allowed to attend school pending a Board of Education hearing on the student's request unless there is reason to suspect that the admission of the pupil will create an immediate danger to the safety of other students or employees of the District. If there is reason to suspect that the student poses an immediate danger, the Superintendent/Designee may convene a hearing within five working days of the request to register and determine whether or not the pupil may register.

ADMISSION OF NON-RESIDENT STUDENTS

A non-resident student shall be defined as a student who does not meet the requirements to be a resident student of the Valley R-VI School District as defined in Board policies, rules, and regulations. Non-resident students may be permitted to attend Valley R-VI upon payment of tuition as established by the Board. Tuition rates shall be determined annually on the basis of per-pupil cost for the preceding year and for the operations, maintenance, and debt service of the school, as prescribed by state law. The following provisions indicate those non-resident students exempt from complete or partial tuition charges:

1. Teachers of the Valley R-VI School District whose residence is outside the district.
2. Orphaned children, as defined by the courts, who have a permanent or temporary home within the school district.
3. Children with only one parent living and who has a permanent or temporary home within the school district.
4. Children whose parents do not contribute anything to their support and who are unable to pay tuition and have a permanent or temporary home within the school district.
5. An American Field Service student or any similar exchange student.

Children whose parents or guardians pay school taxes on property in the school district but do not live in the district may attend school in the district on a tuition/tax credit basis. School taxes paid to the school district by the parents or guardians of non-resident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent with the calendar year in which the taxes are paid. The tax credit will be prorated among the number of students per family attending the district's schools. A tax statement must be submitted to the appropriate administrator before a student can be admitted.

Any person who owns real estate of which eighty acres or more are used for agricultural purposes, and upon which his residence is situated, may send his children to any school in which a part of such real estate, contiguous to that upon which his residence is situated, lies. This person shall not be charged tuition so long as thirty-five percent of the real estate is located in the school district of choice. The school district of choice shall count the children as eligible pupils for the purpose of distribution of state aid through the foundation formula. Any owner of agricultural land shall send written notice to all school districts involved, specifying to which school district his children will attend, by June 30th in which such a school year begins. If notification is not received, such children shall attend the school in which the majority of his property lies. Such person shall not send any of his children to the public schools of any district other than the one to which he has sent notice pursuant to the subsection in that school year or in which the majority of his property lays without paying tuition to such school district.

GRADE REPORTS AND PROGRESS REPORTS

Report cards are distributed at the end of each quarter—usually a nine-week period. Progress reports for all students are distributed by the teachers every three weeks.

GRADING SCALE

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance.

Students in Grades K-2 will be receiving grades using the following guidelines:

- S Secure: The student shows independence with concepts and consistently applies knowledge.
- D Developing: The student shows some evidence of this skill, strategy, or behavior and gradually

- increases proficiency and use.
- N Not Yet: The student’s work does not show evidence of this skill, strategy, or behavior at this time.
- NA Not Assessed: This outcome was not introduced or assessed during this marking period.

Students in Grades 3-6 will be graded on a traditional A-F grading scale. The designated percentages for obtaining the letter grade follow:

A	96-100
A-	90-95
B+	86-89
B	83-85
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	0-59

All students in Grades K-6 will be given a mark in the area of conduct using the following guidelines:

- + Satisfactory
- Unsatisfactory

Grades will be reported to parents/guardians and students on a nine-week basis. Grade reports will be sent home every three weeks. Semester grades will be entered in permanent office records.

ADJUSTED GRADING SCALE

A student whose education is guided by an I.E.P. and who is mainstreamed into the regular classroom will be graded by an adjusted grading scale if the following criteria are met:

1. The student’s I.E.P./504 states his/her grade will be determined by the adjusted grading scale.
2. The student will do the work of which he/she is capable, as determined by his/her I.E.P./504 team.
3. The student will complete homework assignments and tests that are given to all other students in the regular classroom. Some modifications may be written into the I.E.P.
4. The I.E.P. team members (the student, a parent, teacher(s), special education teacher, special education coordinator) must agree that use of the adjusted grading scale is justified.

HONOR ROLL (Grades 3-6)

The purpose of the Valley R-VI Honor Roll is to recognize those students in Grades 3-6 with high academic achievement. The student will be honored by recognition on the “Superintendents-A” Honor Roll of “Principals-B” Honor Roll.

To attain the “Superintendents-A” Honor Roll, the student will have all A’s with one grade no less than a B-.

To attain the “Principals-B” Honor Roll, the student will have all A’s and B’s with one grade permitted no lower than a C-.

Grade point average does not determine student honor roll status. Honor roll is based on quarter grades.

STUDENT-LED CONFERENCES

A day is set aside in the fall for student-led conferences when school is not in session. All parents and students are urged to attend. Teachers or parents may request a conference any time problems arise. Parents who wish to visit with a teacher and/or principal are requested to call the office and arrange a time convenient to both them and the teacher. Simply showing up at school unannounced may mean having to wait for the teacher and/or principal to have a free period. VISITORS MUST ALWAYS CHECK IN AT THE OFFICE.

STUDENT RECORDS

The Valley R-VI School District adheres to the provisions of P.L. 90-247 (Privacy Rights of Parents and Students) in maintaining records. For the purposes of this policy, the Valley R-VI School District uses the following terms:

1. Student: Any person who attends or has attended a school in the Valley R-VI School District.
2. Eligible Student: A student or former student who has reached the age of eighteen or is attending a post-secondary school.
3. Parent: Either natural parent or guardian of a student or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
4. Education Records: Any record maintained by the Valley R-VI School District or an agent of the district which is directly related to a student, except:
 - a. A personal record kept by a school staff member, if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - b. An employment record that is used only in relation to a student's employment by the Valley R-VI School District.
 - c. Alumni records which contain information about a student after he/she is no longer in attendance in the district and which do not relate to the person as a student.
5. Annual notifications: Parents will be notified of the FERPA rights annually by publication in the Student/Parent Handbook.

Parents of students or eligible students may inspect and review the student's education record upon request. Requests should be submitted in writing to the building principal and clearly identify the records to be inspected. Upon receipt of the request, access will be given as promptly as possible within forty-five days of the request. Parents or eligible students may not inspect and review portions of their files that contain information pertaining to other students.

The Valley R-VI School District will not provide a parent of eligible students a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records. If the record involves standardized test information, the district will not provide a copy. Fees for copies of records are fifteen cents per page.

You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request. For more information, interested parties should contact the Superintendent for a copy of the Board policies, rules, and regulations pertaining to this subject.

STUDENT RETENTION

In any instance where a student is having considerable difficulty in class work and it appears retention may be in order, the RtI (Response to Intervention) team will make a careful review of the social, emotional, physical, mental and academic development of the child. If, in the opinion of the RtI Team, the student may benefit from the repetition of the grade, a conference will be held with the parents and an effort made to secure their support and

backing. In all cases of retention, the school will make the final decision based upon classroom performance, attendance, and objective tests and other pertinent data.

TRANSFERRING OR WITHDRAWING FROM SCHOOL

If a student is to be withdrawn from school during the school year, the parents should contact the principal's office by note, phone call, or in person a few days in advance.

Building principals/Designee will respond within five (5) business days to requests by other schools for the records of students transferring from District schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.

Part II: Student/Parent Resource Information

ARRIVAL AT SCHOOL/SCHOOL HOURS

The instructional day is from 8:00 A.M. until 3:05 P.M. The Morning Message begins at 8:00 a.m. Students should not arrive at school until 7:30 A.M. unless accompanied by a staff member. **SCHOOL WILL BEGIN AT 8:00 A.M. STUDENTS SHOULD BE IN THEIR CLASSROOMS BY 8 A.M. READY TO START CLASS. Any child who arrives in class after 8:00 A.M. will be counted tardy. When arriving late to school, the student must be escorted into school and signed in by a parent/adult.** We encourage parents to make every effort to have their child(ren) at school on time. Students should be dropped off no later than 7:55 A.M. to ensure they have plenty of time to get to class. **For the safety of the students, please have your child/ren exit the vehicle on the passenger side when dropping off at school in the morning.**

Students who will need to eat the school-provided breakfast should arrive at school no later than 7:45 A.M. as breakfast is dismissed at 7:55 A.M.

AFTER SCHOOL DISMISSAL

Students whose parents are picking them up will be dismissed through the back doors (bridge entrance). **Parents should not get out of their vehicles for any reason when picking up their child/ren in the pick-up line. This is for the safety of everyone.** Students riding the buses will be dismissed through the main entrance.

Students must walk to and from the buses and in the halls for the safety of everyone involved.

DISMISSAL-3:05 P.M./EARLY DISMISSAL-12:25 P.M.

Students are dismissed through the front doors. **When parents come to pick up their child/ren in the pickup line, they should wait in their cars.** Any student who is to be excused from school during the school day must be picked up at the school by the parent or other authorized person. Students need to be “signed-out” in the office by parents if they are picked up early. Going to the room to ask for a child causes disruption in the normal dismissal procedure for the teacher. **ALL VISITORS, INCLUDING PARENTS, MUST GO TO THE OFFICE FIRST.** Parents must send a note informing the teacher when to expect the student to be picked up and who will be picking up the student if not the parent or guardian.

Students are not permitted to leave the school grounds, before, during, or after school unless excused to do so by the school personnel.

ATTENDANCE POLICY PHILOSOPHY

The Valley R-VI School District cannot stress too greatly the importance of your child being in school every day and being on time if he/she is to achieve the greatest success in his/her work. Regular attendance is expected of all students. It is impossible to completely makeup everything that is missed. A typical school day is filled with learning that is not limited to books, such as group projects, discussions, etc. Paperwork can be made up, but the valuable learning opportunities cannot. However, when children are truly sick, they should stay home from school. If your child will be absent or tardy, please call the school between 7:45-8:30 A.M.

Therefore, the Valley R-VI School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life. Regular attendance is an integral part of success in school. In view of that, the following guidelines will be followed during the coming school year:

1. Students who are suspended from attending school AND students who are absent for more than half of the school day for reasons other than school business on the day of a sports activity, music program, or other school sponsored program may not participate in, or attend that activity during the day or evening unless prior arrangements have been made with the principal.
2. Accumulated tardies are counted as hours against attendance.
3. When a child accumulates 5 days or equivalent of unexcused absences in a semester, the parent will be notified by letter and again provided the opportunity to note which absences should be excused. If parents do not respond to this opportunity or fail to provide adequate reasons for the absences, the Washington County Juvenile Office will be notified of the absence record.
4. When a child accumulates 8 days or equivalent of unexcused absences in a semester, the parent will be notified by letter and again be provided the opportunity to note which absences should be excused. If

- parents do not respond to this opportunity or fail to provide adequate reasons for the absences, the Washington County Juvenile Office will be notified of the absence record.
5. When a child accumulates 10 days or equivalent of unexcused absences in a semester, the parent will be required to meet via phone call or meeting with the principal and/or RTI Team. If parents do not respond to this opportunity or fail to provide adequate reasons for the absences, the Washington County Juvenile Office will be notified of the absence record.
 6. If your child was under the care of a doctor, please send the doctor's statement when your child returns to school. A doctor's excuse must be received within 5 days to be excused. Excuses will be kept on file in the office.
 7. Students must make up all work missed during absences whether excused or unexcused.
 8. A student will have one (1) day for each day missed to complete missed assignments. Grades for assignments not completed during that period will be recorded as zero (0) in the grade book. Extenuating circumstances may be considered in applying this policy at the discretion of the teacher or principal.
 9. If the school sends a student home sick, that day will be excused.
 10. Absences due to an illness which affects the general population, like chicken pox, will be excused.
 11. The school understands that children do not need to see a doctor every time they are ill. For our record keeping purposes, however, absences other than those that have a doctor's note, medication receipt, a funeral, or absence considered excused, at the discretion of the administration, will be considered to be unexcused.
 12. After 20 days of unexcused absences, Department of Youth Services and the Washington County Juvenile Office will be contacted for educational neglect.

TARDIES

It is important that all students are in their classes and prepared for the day's activities by 8:00 A.M. Monday through Friday. Reporting to class late can disrupt the progress of the morning lesson. To help the school maintain a smooth routine for learning, please make every attempt to have your child at school on time. **STUDENTS WHO ARE NOT IN CLASS BY 8:00 A.M. ARE TARDY. THIS MEANS YOUR CHILD SHOULD BE IN THEIR CLASSROOM BEFORE THAT TIME—NOT JUST ENTERING THE BUILDING.** The school days are scheduled and when a child is late, something is missed.

After the third tardy in any quarter, a letter will be sent home informing the parents of these tardies. **Any student who arrives late to school, no matter the reason, must be escorted into school and signed in by a parent/adult before going to class.**

Each absence/tardy is recorded. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

PERFECT/EXCELLENT ATTENDANCE

Students having perfect attendance in any quarter will receive a special reward. Students with perfect attendance for the year, no absences, no sign-ins, or sign-outs, will receive a special reward as well as an **awards assembly at the end of the school year.** There will be two attendance drawings: one for students with perfect attendance and one for students with excellent attendance. Students with perfect attendance will be entered for a drawing to win a prize. Students with excellent attendance (missing no more than three days or equivalent during the school year) will have their names entered for a drawing to win a prize. Absences for funerals of immediate family will not count against perfect attendance provided absence is required and not excessive. Students eligible for Perfect Attendance and the drawings must have attended Valley R-6 Elementary for the entire year.

BUS TRANSPORTATION/BUS CHANGES/OTHER TRANSPORTATION

The school operates a busing system to transport students to and from school. All buses to school-sponsored activities are under the direction of a faculty member. Students will ride the bus to and from all activities unless released to leave with a parent, provided the parent has obtained approval of a sponsor/principal. The bus driver has the authority to enact and enforce any rules to insure the protection of all students riding the bus. Such rules may include but are not limited to:

1. The driver is in charge of the students and bus. Students must obey the driver promptly and respectfully.

2. Students must be on time. The bus driver follows a schedule and cannot be expected to wait for tardy students.
3. Students must wait until the bus comes to a complete stop and all traffic has stopped in both directions before crossing a road to board the bus. When crossing a road, students are to walk at least ten feet from the front of the bus to insure visibility of all boarding and departing students by the driver.
4. Students are not to get off the bus except at their final destination.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by students while riding the bus.
7. Students must not extend arms, head, or legs out of the bus windows or throw objects out of the windows.
8. Any damage to the bus must be immediately reported to the driver.
9. When leaving the bus, students must observe the directions of the driver.
10. The driver has the right to assign seats.
11. Students should board the bus in a single-file line. Pushing and shoving will not be allowed.
12. Students may not bring articles on the bus that are of an injurious or objectionable nature.
13. Food and drinks are not to be brought on the bus without permission of the driver.

Valley-R-VI Elementary may not accept phone calls for bus changes or pick-ups. We must receive written notification stating student's first and last name and parent/guardian signature for all transportation changes. Please include the date and classroom teacher's name on all notes. **ALL TRANSPORTATION CHANGES NEED TO BE MADE BEFORE 2:30 P.M.**

When a student plans to visit his/her classmate after school, **BOTH STUDENTS MUST BRING A NOTE FROM HOME GIVING PERMISSION TO VISIT.** This prevents confusion and misunderstandings at school and in the homes involved. If the school cannot verify the wishes of both parents through notes, the students may be required to go home. Phone calls from school cannot be made. **ALL TRANSPORTATION CHANGES NEED TO BE MADE BEFORE 2:30 P.M.**

IN REGARDS TO ATHLETICS (ELEMENTARY AND JR. HIGH/HIGH SCHOOL), STUDENTS NOT INVOLVED IN A SPORT MAY NOT STAY AFTER SCHOOL WITHOUT A PARENT.

CAFETERIA RULES AND REGULATIONS

1. Students are expected to use the cafeteria in a responsible and respectful manner. This includes maintaining a spirit of proper conduct and cleaning up the area around where the student sits.
2. Students may not leave the cafeteria without first having received permission from a supervising teacher.
3. Students are not to take any sodas or food outside during lunch.

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 written note from the parent. Valley-R-VI Elementary may not accept phone calls for bus changes or pick-ups. We must receive written notification and parent/guardian signature for all transportation changes.
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 (allergies and/or allergic reactions, asthma, seizures, etc.)
5. Students receiving large bouquets, vases of flowers, and/or balloons will not be allowed to take them home on the bus due to safety reasons. Parents must pick up gifts of flowers and balloons sent to students at school.

EPAT (ELEMENTARY PARENTS AND TEACHERS) ORGANIZATION

The parent/teacher organization of Valley R-6 Elementary Schools (EPAT) sponsors activities throughout the school year involving students, parents, and teachers. EPAT 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.

FIELD TRIPS

FOR THE SAFETY OF OUR STUDENTS, PARENTS/GUARDIANS WHO PLAN TO ATTEND A FIELD TRIP MUST PASS A CHILD ABUSE/NEGLECT AND CRIMINAL BACKGROUND CHECK. THIS INFORMATION MUST BE ON FILE IN THE OFFICE. NO PARENT/GUARDIAN WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT PASSING A BACKGROUND CHECK. The forms may be obtained in the office. Parents need to list the names of those attending the trip on the permission slip. The teachers will be given Visitor Pass labels to provide to the adults attending.

The Valley R-VI School District allows elementary school children to participate in annual educational field trips as long as funds remain available. In order to ensure the safety of the students while providing for the enjoyment of both them and the other adults attending, *chronic offenders may not be allowed to attend field trips*. All parents will receive a form prior to the field trip asking if they are interested in accompanying their child on the field trip. Field trips and activities are scheduled to be an extension of the school curriculum. **ALL STUDENTS MUST RIDE THE SCHOOL BUS TO AND FROM THE TRIP.** Parents/guardians who have passed a child abuse/neglect and criminal background check are allowed to attend the field trips, but may not ride the school bus. Parents or adults who attend are expected to follow the direction of the teacher and follow all school rules. All adults are to be an exemplary model for the students. All adults must stay with their assigned group and no one is allowed to curse, smoke, or drink alcohol on the field trip.

All students **MUST** have a signed permission slip from a parent/guardian prior to the date of the field trip. Students may not take part in field trips without written permission. **NO** phone calls may be made granting permission if slips are not returned by students or parents/guardians. **FIELD TRIPS ARE ONLY FOR STUDENTS CURRENTLY ENROLLED IN VALLEY R-VI ELEMENTARY. NO OTHER INFANTS, PRESCHOOLERS, OR OTHER STUDENTS SHOULD ACCOMPANY ADULTS ON FIELD TRIPS.**

PARENTS

- 1. PARENTS/GUARDIANS MUST PASS A CHILD ABUSE/NEGLECT AND CRIMINAL BACKGROUND CHECK. THIS INFORMATION MUST BE ON FILE IN THE OFFICE. NO PARENT/GUARDIAN WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT PASSING A BACKGROUND CHECK. The forms may be obtained in the office.**
2. Parents are welcome to follow the bus and observe the guidelines.
3. Parents are welcome to join the group their child is in and accompany them while at an attraction. Children may not be removed from the supervision of the teacher(s).
4. Children may not ride with their parents in the cars following the bus for any portion of the trip with the exception of emergencies/medical reasons. Students who leave a field trip with their parents due to an emergency/medical reason will be counted absent if leaving during school hours. **ANY PARENT NEEDING TO LEAVE A FIELD TRIP WITH THEIR CHILD DUE TO AN EMERGENCY, MUST MAKE ARRANGEMENTS WITH THE PRINCIPAL PRIOR TO THE DATE OF THE FIELD TRIP; OTHERWISE STUDENTS ARE EXPECTED TO RIDE THE BUS TO AND FROM THE TRIP.**
5. It is the parent's responsibility to follow the itinerary of the field trip.
6. Parents following the bus should be aware that reservations are made and tickets are purchased, when applicable, in advance of the actual field trip date. Numbers used in these transactions do not account for anyone who might be following the bus.
7. Preschool children and infants should not accompany parents on field trips.

FOOD SERVICE

The school cafeterias serve a type "A" nutritious lunch every day. All students are urged to participate in the lunch program. Students may purchase a hot lunch including milk for \$1.75 a day or \$8.75 if paid for by the week. Extra milk may be purchased for .25 cents. Breakfast is served for \$1.00 per day or \$5.00 if paid weekly.

Reduced lunch is .40 cents per day and reduced breakfast is .30 cents per day.

Sack lunches are permitted and milk may be purchased. Soda/drinks may only be brought to school in a non-breakable SEALED container as part of a sack lunch and can only be consumed during lunch. Non-breakable thermos bottles are acceptable. **NO POWER DRINKS WILL BE ALLOWED AT SCHOOL!**

Parents may eat lunch with your child for a birthday celebration. It is necessary to let the school know in advance of the date if you plan to join us for lunch so an accurate lunch count may be made. An adult lunch is \$2.25.

After \$20 of meal charges, parents/guardians will be notified. Charges will not be allowed to exceed \$20 unless special arrangements have been made with the principal.

FUNDRAISING

The Smart Snacks in School standards published by the USDA (United States Department of Agriculture) prohibit at school the sale of foods and beverages that do not meet their nutrition requirements. This means that fundraisers selling food products that can immediately be consumed can no longer be sold at school during school hours. This includes the sale of items such as candy, soda, beef jerky, etc. The standards do not apply during non-school hours, on weekends, and at off-campus fundraising events. Fundraisers that sell pre-packaged items that must be prepared later, such as pizzas, are still permitted to be sold at school.

HALL PASSES

When it is absolutely necessary for a student to be out of class, the student must carry a hall pass unless he/she is with a teacher.

INOCULATIONS OF STUDENTS (Policy 2850)

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exception. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

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. In order to protect instructional time, school personnel will check all students for lice as necessity dictates. 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 as quickly as possible as students cannot return to school until they are treated with medicated shampoo and **all nits are removed**. Students must be brought back to school by their parent before returning on bus to be rechecked. **THEY MAY NOT RIDE THE BUS**. The school will make every effort to keep information on a "need to know" basis only.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Articles will be turned in and placed in the Lost and Found box in the office. During events which parents will be attending, the Lost and Found items will be placed in the main hallway. Please examine/inquire if you are missing items. All accumulated items will be discarded at the end of each school year.

MEDICATIONS GIVEN AT SCHOOL

No prescriptions or over-the-counter medications will be given at school without the consent of the physician. There are no exceptions to this rule. Medication to be given twice or three times daily can be given at home before school, after school, and at bedtime.

ADMINISTERING MEDICATIONS TO STUDENTS

When medication is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy or must be in the manufacturer's original container. In addition, written instructions signed by the physician will be required and will include: child's name, name of medication, dosage, time of administration, and

date. The administration of medicine to a student, when all of the above conditions have been met, shall be limited to the school nurse or other appointed district personnel. The time of dosage shall be entered into a daily log and initialed as given by personnel. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.

No medication will be given/taken at school without a doctor's order. This includes all over-the-counter medicines such as:

Cough medicines	Cough drops	Ointments	Antacids
Aspirin	Sprays	Antihistamines	Allergy medicine
Tylenol	Toothache medicines	Throat lozenges	

CONSENT TO MEDICAL TREATMENT AND EDUCATIONAL SERVICE

As provided by statute, and as otherwise provided in Board Policy, the following individuals may consent to student medical treatment and educational services:

1. Parents
2. Student's legal guardian
3. Relative caregiver
4. Foster parent
5. Any person who under court order is authorized to give consent for a student

A "relative caregiver" is defined by statute as a competent adult (18 years of age or older) who is related to the student by blood, marriage or adoption, and who is not the parent. Relative caregivers are required to provide an affidavit attesting that the student lives with the relative caregiver and they are responsible for the care of the student. (See Form 2835).

A relative caregiver acting under the requirements of an affidavit may consent to medical treatment and educational services for a student who cannot otherwise legally consent, if the parent has delegated these responsibilities in writing, or after reasonable efforts, the consent of the parent cannot be obtained.

The consent of the relative caregiver will be revoked in the event the student's parent withdraws their authorization provided the parent's decision does not threaten the life, health or safety of the student. In addition, if the student ceases to live with the relative caregiver, the relative caregiver must immediately notify the District. Upon receipt of such notice, the relative caregiver can no longer consent to medical treatment or educational services.

A relative caregiver's affidavit is valid for one year from the date received by the District.

SELF ADMINISTRATION OF MEDICATION

A physician may recommend that an individual with a chronic health condition assume responsibility for his/her own medication as part of learning self-care, e.g., inhalers used for asthma. These individuals would be allowed to carry emergency medications with them at all times, in case of an attack that could be life threatening. This will be done only if the following conditions are first met.

1. The student's physician shall provide the school with a written request that the student be allowed to self-administer the medication during school hours.
2. The parent/guardian shall provide a written request that the district comply with the physician's request.
3. Students must document each time they self-administer medication at school. They must see the nurse and record in ink their name, date, time, dosage administered, and sign the record that is maintained in order for the school to keep an accurate log of medications used at school.

MEDICATIONS ARE NOT TO BE TRANSPORTED ON THE BUS BY ANY STUDENT ... AT ANY TIME!

Only a thirty-day maximum supply is to be brought and kept at school at any given time.

Adopted: January 9, 1997
Valley RVI Board of Education

OFFICE HOURS

The school office is open daily from 7:45 A.M. until 3:30 P.M. Due to the uncertainty of the principal's schedule each day, parents should call to confirm availability and make an appointment before dropping by. The goal of the principal is to be in classrooms and be present throughout the school as much as possible during the instructional school day. All telephone calls, unless it is an emergency, will be returned within a 24-hour period, except in cases of the principal's absence when the phone calls will be returned on the principal's first day back.

PARENT INVOLVEMENT

The Valley R-6 School District has always encouraged and enjoyed parental involvement in the educational process. However, for the safety of our students, we require parents/guardians who would like to volunteer, attend class parties, play day, and/or attend field trips to pass a child abuse/neglect and criminal record background check. No parent will be allowed to serve as a volunteer and/or room parent or attend class parties/field trips without passing a 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, they must sign in at the office and pick up a visitor's pass.

PARENT VOLUNTEERS

Valley R-6 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 can prove to be an asset to the total educational program of the school, if operated in a controlled, orderly fashion. The volunteer program at Valley R-6 Elementary is under the direction and control of the Parent Volunteer Program Coordinators. They will establish ground rules and daily procedures as may be required. Any person wishing to volunteer must pass a Name Search and Central Registry Child Abuse Search (there is a fee for this). This is a requirement for anyone who wishes to volunteer in our school.

PARTIES

FOR THE SAFETY OF OUR STUDENTS, PARENTS/GUARDIANS WHO PLAN TO ATTEND A CLASS PARTY MUST PASS A CHILD ABUSE/NEGLECT AND CRIMINAL BACKGROUND CHECK. THIS INFORMATION MUST BE ON FILE IN THE OFFICE. NO PARENT/GUARDIAN WILL BE ALLOWED TO ATTEND A CLASS PARTY WITHOUT PASSING A BACKGROUND CHECK. The forms may be obtained in the office.

Classroom parties shall be limited to two per year- Halloween and Valentine's Day. Teachers may ask for room mothers early in the year. Duties of the room mothers will vary with grade level and will be assigned by the teachers. All treats brought by parents **MUST** be commercially purchased & packaged. **NO GUM OR HARD CANDY PLEASE!** We remind parents that these parties are for the enjoyment of the students and their classmates and *chronic offenders may not be allowed to attend classroom parties*. **STUDENTS MUST BE PRESENT DURING THE SCHOOL DAY TO PARTICIPATE IN THE PARTY.**

Halloween Party: For the safety of everyone attending the party, no masks or props should be worn/brought to school. Students may wear face paint.

PHYSICAL EDUCATION CLASSES

Every student is required to take physical education. Students who are to be excused from this class should bring a note from home. The note will only be accepted for two days of P.E. Students not participating in P.E. without a doctor's excuse will be required to complete written assignments. If the student is to be excused longer than two days of P.E., a written excuse from a physician must be given to the teacher. Doctor releases to return to active participation will be required for students who have been held out of physical activity by a physician. It is strongly recommended that students wear or bring shoes appropriate for physical education. The wearing of sandals, boots, or loafers may cause accidents during the physical education class.

PLAYGROUND RULES

1. Students are to follow directions of the supervising teacher.

2. No horseplay, name calling, teasing, fighting or throwing objects.
3. Play in assigned areas only.
4. Use equipment properly. No running up slides, climbing on outside of tube slides, playing on outside edge of playground equipment, jumping out of swings, etc.
5. Follow school rules concerning proper behavior.

RECESS

Students are not permitted to stay in their classrooms during recess periods unless they have their teacher's permission and the teacher is able to provide supervision. If you or your doctor wish your child to remain in the building because of health concerns, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored up to two days. A doctor's note should be secured for additional time.

During the winter months, frequent checks are made concerning wind velocity and the temperature to determine whether students will play outside or have an inside recess. Please do not send notes requesting children remain in during recess because it is "too cold". The following guidelines are used regarding recess:

All students: 90-100 degrees (feels like) – Children can stay out with plenty of water

Grade K-2 students: 40-90 degrees (feels like) – Children can stay out for the length of their recess

Grade 3-6 students: 32-90 degrees (feels like) – Children can stay out for the length of their recess

During snow conditions, provided it is not "slushy", students maintain a regular outside recess schedule. Please prepare your children with appropriate boots, gloves, and a hat for recess to keep them warm during cold weather. Please label your children's clothing to help decrease the number of lost and found items.

SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, and furniture furnished to them by the Board of Education. Students who deface or destroy school property shall be required to pay all damages.

Parents/guardians will be responsible to pay for replacement value of book or materials. A clean, neat school reflects the students who attend the school. You should:

1. Never mar, scratch, or deface school property.
2. Do your part to keep the grounds and buildings clean.
3. Eat food only in those places which have been designated for that purpose.
4. Keep the restrooms clean and neat.
5. Help make the custodians work easier.

STUDENT BIRTHDAYS

Parents may bring ONE type of commercially purchased & packaged treat (cupcakes or cookies) to school for their child's birthday. These treats will need to be brought to the office prior to the child's lunch time. The school does not want to take away from the instructional school day or students' recess time so lunch will be the ONLY time the school will allow these treats to be distributed among the students in the class. There will be NO birthday parties held in the classrooms for students.

STUDENT INSURANCE

Individual student accident insurance is made available through the schools at the student's expense, at the beginning of the school year. The proper forms will be available upon request or may be downloaded from the school website.

SUPPORTING THE "LEADER IN ME"

What Can Parents Do?

As the school year unfolds and everyone settles in our leadership initiative is starting strong. The children are learning the language and meaning of the 7 Habits. Each class has created a mission statement that will guide them in making decisions throughout the school year.

Parents often ask how they can support the leadership initiative at home. The answer is: Use the language. By hearing the same language at home and at school, we send the children a strong message of what we believe is important and that we are on the same team—the team that wants to help them be successful. When parents and schools support one another, the sky is the limit!

Habit 1: Be Proactive (You're in Charge)

Habit 2: Begin With the End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win-Win (Everyone Can Win)

Habit 5: Seek First to Understand, Then to Be Understood (Listen Before you Talk)

Habit 6: Synergize (Together is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

For parent resources or to learn more about the “Leader in Me”, please visit www.theleaderinmeonline.org

TELEPHONE USE

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 working telephone number on the enrollment form so parents can be reached in case of emergency. If you do not have a working telephone number, please provide telephone numbers of a close friend, relative, or neighbor.

VISITORS

Visitors must report to the school office and sign a visitor's log prior to visiting any classes. Students are not allowed to bring guests with them to school for visitation purposes.

VIKING SONG

I'M A VIKING LEADER!

**I'm a Viking leader
That's what I strive to be.
A Viking leader
Is the only life for me.**

**I'll use the 7 habits
And do my best in school.
I'll always do the right thing
And follow every rule.**

**I'll set goals and meet them.
These things I'm going to do
'Cause I'm a Viking leader
Everyday tried and true!**

7 HABITS

Students will be learning the 7 Habits of Happy Kids throughout the school year. Our school uses the Leader in Me activity guides, as an introduction to personal leadership. The “Leader in Me” concept provides students with activities to help them learn practical character and life skills that will lead to positive choices. Written to appeal to their age level, students are presented with fun activities designed to get them thinking.

Here are the 7 Habits Expectations for students:

7 Habits Expectations

Habit	Classrooms	Hallways	Restrooms	Cafeteria	Playground	Assembly
Habit 1 Be Proactive	Complete your work Follow rules Use appropriate language Keep environment safe	Walk quietly in a “10 line” on the right side Keep hands to self Use Voice Level 0	Go, flush, wash, and leave silently	Go to assigned table Dump trays respectfully Use Voice Levels 0-2	Play without causing injury Play with everyone Make friends Wear proper attire Take care of equipment Tie shoes	Follow teacher directions and rules Eyes on speaker
Habit 2 Begin with the End in Mind	Set goals, track them, and follow through with your plan	Have all needed materials with you before leaving the classroom	Plan ahead Go when given the opportunity	Get extra items, utensils, and condiments while in line	Be prepared for the whistle	Know the program objective
Habit 3 Put First Things First	Be prepared for class Keep areas organized and clean Complete quality assignments in a timely manner	Line up in designated areas Go directly to your destination	Use restroom quickly and return to class to learn	Eat first, talk later	Work completed, then play	Raise your hand when the speaker raises their hand
Habit 4 Think Win-Win	Respect others Treat others as you want to be treated	Demonstrate good behavior Be respectful of others’ work	Leave restroom clean, orderly, and ready for someone else to use	Respect all lunchroom personnel and peers	Show good sportsmanship Include others Respect adults and peers while playing	Clap/respond when appropriate
Habit 5 Seek First to Understand, Then to be Understood	Listen to others respectfully and make eye contact Be kind and caring	Stay quiet so others can learn	Understand others want to stay healthy	Use appropriate table manners Ask a cafeteria leader for help by raising hand	Use stop, walk, talk to help with bullying situations When conflict arises, listen first to the other person	Focus with eyes on speaker and be ready to listen
Habit 6 Synergize	Value others’ strengths and learn from them Work together for a focused purpose Respect everyone’s ideas	Walk in a “10 line” as a class	Stay quiet Wait in a “10 line” Wait your turn Pick up paper towels	Walk in a “10 line” while entering and exiting Keep cafeteria clean by picking up trash	If you see someone alone, offer to play with them Put equipment away Work together to solve issues	Listen to the ideas of the speaker/performer
Habit 7 Sharpen the Saw	Read a book you enjoy when work is finished Take time to find meaningful ways to help others	Enjoy hallway displays	Stay healthy by washing your hands	Try new foods Enjoy talking and visiting quietly with friends	Try new activities Exercise Have fun Enjoy time with friends	Enjoy the entertainment

Habit	Arrival	Dismissal	Field Trips	Guest Teachers	Bus	Drinking Fountains
Habit 1 Be Proactive	Go quietly to designated area Follow morning classroom routine	Learn procedures Ask an adult if you need assistance	Follow bus and school rules	Do the right thing without being asked Follow classroom rules	Learn and follow bus rules Keep your hands and feet to yourself Pay attention Use Voice Level 0-2	Follow hallway rules Get a drink before school and at designated times throughout the day
Habit 2 Begin with the End in Mind	Bring homework and necessary items with you	Get needed items before leaving classroom and proceed to final destination	Bring necessary items/materials for the trip Know objectives	Be prepared to work towards learning goals and finish all work	Watch for your stop	Keep your hands and feet to yourself
Habit 3 Put First Things First	Eat breakfast before going to classroom	Keep assignment planner/folder current Pack up and wait quietly	Know who is in your group and stay with them	Demonstrate respectful behaviors	Go to and stay in your seat and sit quietly	Return to your designated area when your turn is over
Habit 4 Think Win-Win	Greet teachers and peers	Respect the space of others in the hallway	Respect others' space and property	Respect the guest teacher	Respect the driver and other bus riders	Demonstrate respectful behavior
Habit 5 Seek First to Understand, Then to be Understood	Listen attentively to morning announcements	Be a good listener Wait for instructions	Listen to teachers/leaders/presenters	Follow the guest teacher's instructions. Be aware that the day might run differently than usual and that is okay	Use voice levels 0-2	Stay quiet so others can learn Work together
Habit 6 Synergize	Assist others who may be struggling	Work together to leave your classroom clean and orderly	Use quiet voices when talking to others	Work with the guest teacher to provide a pleasant environment conducive to learning	Listen to the bus driver and work as a team to get home safely	Wait in a quiet "10-line"
Habit 7 Sharpen the Saw	Look for meaningful ways to help others if needed	Look for meaningful ways to help others if needed	Look for meaningful ways to help others if needed Enjoy the help	Use recess and "quiet times" to your advantage. Relax when those opportunities are provided and get out physical energy during recess and/or PE times	Look for meaningful ways to help others if needed	Hydrate

Part III: Student Conduct/Discipline Policy

VALLEY R-VI SCHOOL DISTRICT DISCIPLINE POLICY

DISCIPLINE PHILOSOPHY

The public schools of this nation have the responsibility, conferred on them by the state, to provide education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment that is conducive to the learning process. While there are many factors that affect the learning environment, perhaps the most important is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has the responsibility to respect identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. School authorities are thus allowed a broader range of powers in maintaining an orderly environment than is allowed by adhering to due process and other constitutional standards. Organizations, businesses, and industries cannot operate successfully without procedures, goals, expectations, and satisfied workers; neither can schools. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code that reflects the community's standards and expectations for student behavior.

It is the goal of Valley Elementary to provide a learning environment that is uninterrupted and scholarly for all students. Setting certain standards is important for the maintenance of an atmosphere where orderly learning is possible and encouraged. Behavior that disrupts the learning or safety of other students will not be tolerated. In compliance with state law, this discipline code has been developed, adhered to, and enforced fairly and equally. All school district personnel who are responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities.

DEFINITIONS OF TERMS

A. After School Detention (ASD)

1. ASD is a 45-minute detention served by students from 3:15-4:00. ASD is usually scheduled on a Tuesday, Wednesday, or Thursday. Students assigned this penalty must complete the detention within one calendar week of the assignment.
2. Students must be in the ASD room by 3:15. Students who are late will receive an additional day of ASD.
3. Students will bring with them the necessary textbooks, paper, pencil/pen, and other special materials needed. Students are to complete work from the four core subject areas (Communication Arts, Social Studies, Math, and Science). If this is not possible, they must bring other work and stay busy for the duration of the ASD. Students who fail to stay busy will be assigned an additional day of ASD.
4. No talking will be permitted, unless the student raises his/her hand and receives permission from the supervising teacher. Talking without permission will initiate a warning, and a second offense will result in an additional day of ASD.
5. Students must stay in their assigned seats.
6. No food or drinks are permitted.
7. Students are to use the restroom before the ASD begins. In cases of emergency, students will be given permission to use the restroom, but this request may result in an additional day of ASD. Students will be released from ASD promptly at 4:00. It is the responsibility of parents/guardians to arrange transportation at that time.
8. Students who will be or are absent on their scheduled day of ASD must contact the principal and reschedule the ASD.
9. Students who attend school but skip the ASD are subject to further disciplinary measures.
10. Teachers and the principal reserve the right to use alternative methods to the ones described above when deemed necessary.

- B. Wednesday School/Detention (WS/WD)
 - 1. Wednesday School/Detention begins at 3:15 P.M. and ends at 6:00 P.M.
 - 2. Rules pertaining to ASD also pertain to WS/WD.

- C. In-School Suspension (ISS)
 - 1. Students assigned to ISS will start serving their ISS at the next available day offered by the school.
 - 2. Students assigned to ISS will be in the room designated by the principal for the duration of assignment. Students are responsible for bringing all needed materials (textbooks, paper, pencil, art supplies, etc.).
 - 3. The student is responsible for completing all assigned work. Teachers will be notified of the ISS and will give the ISS supervisor enough assignments to keep the student occupied for the duration of the ISS assignment. All completed work will count for the full credit. Students who fail to complete all work or who fail to meet ISS regulations may be assigned an additional day(s) of ISS.
 - 4. Talking without the supervisor's permission is forbidden. Students must stay in the assigned seats, and students must work continually on their school assignments.
 - 5. Students will eat lunch in the ISS room.
 - 6. Rules pertaining to ASD also pertain to ISS.

- D. Out-of-School Suspension (OSS)
 - 1. For certain serious offenses, students are assigned OSS. During this time, students receive no credit for assignments, tests, & other work missed while on suspension. However, students are encouraged to complete assignments so they will not fall behind in the classroom.
 - 2. The student may not participate as a participant or an observer during OSS in any school activities until the next day after penalty is completed.
 - 3. Students who have received OSS must stay off the school premises until the OSS penalty expires.
 - 4. The days of OSS will count against the student's attendance record.

DISCIPLINARY MANAGEMENT POLICY

The classroom teacher and bus driver are the primary disciplinarians in the classroom or on the bus. As a result, teachers and bus drivers have not only the authority but also the right to maintain an environment that is conducive to the educational or transportation process.

The following are disciplinary, remedial, and/or corrective action processes to be used by staff members:

- 1. Conference(s) will be held with the student and the teachers or principal who observe, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants, to become informed, to contribute to solutions, and to be a part of the disciplinary actions to be taken. Information concerning student discipline hearings before the Board may be obtained in the principal's office. It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior, to enable the student and school personnel only, either because the immediacy of the situation so requires, or because parents are unavailable or both.
- 2. The staff members (teachers or principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).
- 3. The objectives of any disciplinary action to be used by the school staff members are: 1) Achieve remedies and to correct any unacceptable student behavior; 2) to develop the student's character and power of self control; and 3) to interact with the student in a way so that the disciplinary action results in a positive and acceptable behavior change outcome.

DISCIPLINARY CONSEQUENCES

Listed below are several selected offenses and consequences that follow as a result of the infraction. This list is not intended to be all inclusive, and in all cases, **the building principal or designee reserves the right to grant exceptions and/or modifications to the infractions and/or consequences should circumstances warrant.** In regard to some of the offenses listed below, a teacher may issue several warnings as a part of classroom management prior to writing a disciplinary slip. The elementary principal will modify consequences deemed necessary.

ALCOHOL-[Policy 2640 & Policy Regulation 2610] Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

1st Offense: Parents contacted, 1-10 days ISS, 1-180 days OSS, Expulsion, and Notification to law enforcement.

Subsequent Offense: Parents contacted, 1-180 days OSS, Expulsion, and Notification to law enforcement.

ARSON- [Policy Regulation 2610] Intentionally causing or attempting to cause a fire or explosion.

1st Offense: Parents Contacted, 1-180 days OSS, Expulsion, notification to law enforcement

Subsequent Offense: Parents contacted, Expulsion, and notification to law enforcement

ASSAULT- [Policy Regulation 2610] Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

A) **Assault of a student or a staff member-** Use of Physical force with intent of bodily harm.

1st Offense: Parents contacted, 1-5 days of ASD, 1-5 days of ISS, Loss of party/field trip privileges, 1-180 days of OSS, Expulsion, and notification to law enforcement official

Subsequent Offenses: Parents Contacted, 10-180 days of OSS, Loss of party/field trip privileges, Expulsion, and notification to law enforcement officials.

B) **Fighting-** Physically striking another in a mutual contact as differentiated from an assault.

1st Offense: Parents contacted, 1-10 days of ISS, Loss of party/field trip privileges, 1-10 days of OSS, and notification to law enforcement officials.

Subsequent Offenses: Parents contacted, 5-10 days ISS, Loss of party/field trip privileges, 1-180 days of OSS, and notification to law enforcement officials.

BULLYING- [Policy 2655 & Policy Regulation 2610] Intentional intimidation or infliction of physical, emotional, or mental harm. *Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student

a.) communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

b.) physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

1st Offense: Parent contacted, 3-5 days of ASD, Loss of party/field trip privileges, 1-10 days of ISS, 1-180 days OSS, Expulsion, and law enforcement contacted

Subsequent offenses: Parent contacted, Loss of party/field trip privileges, ISS 1-10 days, 1-180 days OSS, Expulsion, and law enforcement contacted.

***We encourage students and all persons to report bullying. If a person witnesses or is aware of bullying occurring, please see the principal.**

BUS MISCONDUCT [Policy 2652 & Policy Regulation 2610]

1st Offense: Warning or 1 day bus suspension/parents contacted

2nd Offense: 1-3 days bus suspension/parents contacted

3rd Offense: 3 days bus suspension and meeting with parents, student, and principal

4th Offense: 5 days bus suspension/parents contacted

5th Offense: Removal from Bus for 1 full semester and meeting with superintendent, principal, parents

****Steps can be jumped depending on severity of Offense.**

CHEATING [Policy Regulation 2610]

1st Offense: Parent contacted, 0 on assignment or test, etc.

2nd Offense: Parent contacted, 0 on assignment or test/3 days ASD

3rd Offense: Parent contacted, 0 on assignment or test/3 days ISS

DEFIANCE OF AUTHORITY-[Policy Regulation 2610] Refusal to comply with teacher/substitute directive.

1st Offense: Parent contacted. 1-5 days of ASD, 1-5 days of ISS, Loss of party/field trip privileges, 1-10 days of OSS

Subsequent Offenses: 1-5 days of ASD, ISS, Loss of party/field trip privileges, 1-180 days of OSS

DISRUPTIVE/INAPPROPRIATE BEHAVIOR- [Policy Regulation 2610] Behavior that interferes with the educational process.

1st Offense: Parent contacted, Warning, 1-5 days of ASD, 1-5 days of ISS, Loss of party/field trip privileges, 1-10 days of OSS,

Subsequent Offenses: Parent contacted, 1-5 days of ASD, ISS, Loss of party/field trip privileges, 1-180 days of OSS, Expulsion.

DRESS CODE VIOLATION [Policy 2651 & Policy Regulation 2610]

1st Offense: Must change into appropriate attire

2nd Offense: Parent contacted, 1 day ASD/change into appropriate attire

3rd Offense: Parent contacted, 3 days ASD or Wednesday detention/change into appropriate attire/Parent contacted

DRUGS/CONTROLLED SUBSTANCE- [Policy 2640 & Policy Regulation 2610] Possession or presence under the influence of a controlled substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property. The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer.

1st Offense: Parent contacted, 1-180 days of OSS, and notification to law enforcement officials.

Subsequent Offense: Parent contacted, Expulsion, notification to law enforcement officials.

DRUGS/CONTROLLED SUBSTANCE SALE OR DISTRIBUTION- [Policy 2640& Policy Regulation 2610] Sale of controlled substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

1st Offense: Parent contacted, Expulsion, notification to law enforcement officials.

DRUGS/PRESCRIPTION MEDICATION- [Policy 2640 & Policy Regulation 2610] Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

1st Offense: Parent contacted, 1-180 days of OSS, notification to law enforcement officials.

Subsequent Offenses: Parent contacted, Expulsion, notification to law enforcement officials.

DRUGS/DISTRIBUTION OF PRESCRIPTION MEDICATION- [Policy 2640 & Policy Regulation 2610] To any individual who does not have a valid prescription for such medication on school premises or on a school bus.

1st Offense: Parent contacted, 1-180 days of OSS, expulsion, notification of law enforcement

Subsequent Offenses: Expulsion, notification to law enforcement officials.

EXTORTION- [Policy Regulation 2610 & Policy Regulation 2610] Verbal threats or physical conduct designed to obtain money or other valuables

1st Offense: Parents contacted, 1-5 days ASD, 1-5 days of ISS, Loss of party/field trip privileges, 1-180 days of OSS

Subsequent Offense: Parent contacted, 5-10 days of ISS, Loss of party/field trip privileges, 1-180 days OSS, and Expulsion.

FAILURE TO COMPLETE HOMEWORK/CLASS ASSIGNMENT

1st -3rd Offense: Loss of recess(es), 1-5 days ASD, Parent contacted

4th and subsequent offenses: 1-5 days ASD, Wednesday Detention(s), 1-5 days ISS, Parent contacted

FIREARMS AND WEAPONS- [Policy 2620 & Policy Regulation 2610] Possession of a firearm or weapon
1st Offense: Parent contacted, 180 days of OSS, Expulsion, and notification to law enforcement officials
Subsequent Offense: Parent Contacted, Expulsion, and notification to law enforcement officials.

FORGING SIGNATURES

1st Offense: Parent contacted, 1-3 days of ASD
2nd Offense: Parent contacted, 1-5 days of ASD, 1-3 days ISS
3rd Offense: Parent Contacted, 3-10 days ISS

HARASSMENT- [Policy 2130 & Policy Regulation 2610] (*See also Inappropriate Sexual Conduct*) It is the policy of the District to maintain a learning environment that is free from harassment. *The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

1st Offense: parent contacted, 1-5 days of ASD, 1-10 days of ISS, Loss of party/field trip privileges, 1-180 days of OSS, expulsion, and notification to law enforcement.

Subsequent Offenses: ISS, Loss of party/field trip privileges, 1-180 days of OSS, Expulsion, and notification to law enforcement.

***We encourage students and all persons to report harassment. If a person witnesses or is aware of harassment occurring, see the principal to complete a report.**

IMPROPER LANGUAGE [Policy Regulation 2610]

- A) **Threatening Language-** [Policy 2655] Use of verbal, physical or written threats to do bodily harm to person or personal property.
1st Offense: Parent contacted, 1-5 days ASD, 1-10 days ISS, Loss of party/field trip privileges, 1-10 days of OSS
Subsequent Offenses: Parent contacted, ISS, Loss of party/field trip privileges, 1-180 days of OSS

- B) **Use of Obscene or Vulgar Language-** Language which depicts sexual acts, human waste, and blasphemous language
1st Offense: Parent contacted, 1-5 days of ASD, 1-5 days of ISS, Loss of party/field trip privileges, 1-10 days of OSS
Subsequent Offenses: Parent contacted, 1-10 days of ISS, Loss of party/field trip privileges, 1-180 days OSS

- C) **Disruptive or Demeaning Language or Conduct-** Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.
1st Offense: Parent contacted, 1-5 days ASD, 1-5 days ISS, Loss of party/field trip privileges, 1-10 days OSS
Subsequent Offenses: Parent contacted, ISS, Loss of party/field trip privileges, 1-180 days OSS

INAPPROPRIATE SEXUAL CONDUCT- [Policy 2130 Harassment & Policy Regulation 2610]

- A) **Physical touching of another student-** in the area of the breasts, buttocks, or genitals
1st Offense: Parent contacted, 1-5 days of ASD, 1-10 days ISS, Loss of party/field trip privileges, 1-180 days OSS, expulsion, notification to law enforcement officials
Subsequent Offenses: ISS, Loss of party/field trip privileges, 1-180 days of OSS, Expulsion

- B) **Use of sexually intimidating language, objects, or pictures**
1st Offense: Parent contacted, 1-5 days of ASD, 1-10 days of ISS, Loss of party/field trip Privileges, 1-180 days of OSS, Expulsion
Subsequent Offenses: ISS, Loss of party/field trip privileges, 1-180 days OSS, Expulsion

- C) **Indecent Exposure-** includes display of undergarments, breasts, buttocks and genitals in public location
1st Offense: Parents contacted, 3-10 days ISS, Loss of party/field trip privileges, 1-180 days OSS,
Subsequent Offenses: Parents contacted, Loss of party/field trip privileges, 1-180 days OSS, Expulsion

ITEMS OF NUISANCE

Any personal items including candy, gum, toys, trading cards, individual pencil sharpeners, electronic devices, skate shoes (heelies), ipods or cell phones, etc., which do not contribute to the learning process or ones that could cause confusion or argument should be left at home. Items which disrupt the school routine will not be permitted at school and may be confiscated by the teacher.

POSSESSION/USE OF UNNECESSARY ELECTRONIC DEVICES- [Policy 2656 & Policy Regulation 2610] We at Valley R-VI understand today's contemporary environment, so the need to obtain a cell phone is understood; however, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices usage will be prohibited during the instructional day (which includes bus transportation), as well as, in dressing rooms during extracurricular activities.

1st Offense: ASD/Confiscation of item until after school, ISS, 1-180 days OSS, Expulsion, possible notification to law enforcement.

Subsequent Offenses: Parents contacted, ASD, Wednesday Detention, ISS, 1-180 days OSS, Expulsion, possible notification to law enforcement. Confiscation of item until after school.

THEFT- [Policy 2654 & Policy Regulation 2610] Nonconsensual taking or attempt to take the property of another

1st offense: Parent contacted, 1-5 days ASD, 1-5 days ISS, Loss of party/field trip privileges, 180 days OSS, possible notification to law enforcement officials, Restitution.

Subsequent Offenses: Parent contacted, ASD, ISS, Loss of party/field trip privileges, OSS, Restitution.

TOBACCO USE/POSSESSION [Policy 2640, 5250 & Policy Regulation 2610] (To include possession and use of tobacco paraphernalia such as lighters, as well as substances appearing to be tobacco products, such as e-cigarettes)

1st Offense: Parent contacted, 1-5 days ASD, 1-3 Days ISS

Subsequent Offenses: Parent contacted, 1-3 days ISS, 1-3 days OSS

TRUANCY- [Policy and Regulation 2340 Truancy and Educational Neglect & Policy Regulation 2610] Absent or tardy from class or classes without authorization; Skipping school without parental permission/knowledge or leaving school without receiving principal/designee's permission.

1st Offense: 1-3 days ISS

Subsequent Offenses: 1-5 days ISS

VANDALISM- [Policy 2654 & Policy Regulation 2610] Intentional damage or attempt to damage property belonging to the staff, students, or the District

1st Offense: Parent contacted, 1-5 days ISS, Loss of party/field trip privileges, 1-180 days OSS, Expulsion, possible notification to law enforcement officials

Subsequent Offenses: Parent contacted, 5-10 days ISS, Loss of party/field trip privileges, 1-180 days OSS, Expulsion, notification to law enforcement officials

CHRONIC OFFENDER STATUS

Chronic offender status will be earned by any student who has ten (10) or more written referrals due to inappropriate behavior in a school year. As a consequence of the eleventh (11th) referral, students can be referred to the Alternative School, lose field trip privileges, and/or classroom party privileges.

REFUSAL BY THE STUDENT OR PARENT REFUSAL TO SERVE ASSIGNED DISCIPLINE WILL RESULT IN PUNISHMENT GOING TO THE NEXT LEVEL OF THE DISCIPLINE CODE. ASD TO ISS FOR THE CORRESPONDING DAYS, WEDNESDAY DETENTION TO 2 DAYS ISS, ISS TO EQUIVALENT DAYS OF OSS.

ALL DISCIPLINARY ACTIONS WILL BE CONDUCTED ACCORDING TO THE DISCRETION OF THE PRINCIPAL.

DRESS CODE [Policy 2651]

The purpose of the Valley Elementary dress code is to promote an image of personal pride in appearance that is in good taste and meets the basic requirements of decency. This policy is subject to the discretion of the principal. Any form of dress, body markings, etc. that creates a disruption in the educational process will not be permitted.

Examples of these types of items include but are not necessarily limited to:

1. Students should wear clothes that are appropriate and in general good taste. Shorts and skirts **MUST** be close to mid-thigh in length when student is seated. No low cut jeans, shorts, or skirts or tops exposing skin should be worn to school. Please do not allow children to wear tight fitting “spandex” type shorts except under other shorts or skirts.
2. Shoes must be worn while in school. For safety reasons, we recommend not wearing flip-flops to school.
3. Hair must be clean and well groomed, and there should be evidence of good daily hygiene.
4. Clothing with offensive, inappropriate drug/alcohol related slogans, advertisements, degrading or suggestive statements, must not be worn.
5. Inappropriate sleeveless shirts such as muscle shirts, spaghetti strap tops, etc. should not be worn.
6. Skate shoes should not be worn to school.

SPECIAL EDUCATION STUDENTS

The discipline policy established by the school will also be enforced with regard to special education students. Exceptions will be made in the policy when it is found to be in direct conflict with the student’s I.E.P. or handicapping condition.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the Superintendent. In such cases, the Board will review the Superintendent’s report and determine whether to conduct a discipline hearing. In addition, student discipline hearings will also be held upon written parental request to consider appeals from student suspension in excess of ten days.

1. Parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right of counsel; and their procedural right to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student’s parents or guardians.
2. Prior to the Board hearing, the student’s parents or guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student’s parents or guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the student’s parents or guardians request an open hearing. At the hearing, the administration and their council will present the charges and such testimony and evidence to support such charges. The student, his/her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive (closed) session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents or guardians written Findings of Fact, Conclusions of Law and Decision.

STUDENT SUSPENSIONS AND EXPULSIONS

According to “Safe Schools” HBs 1301 and 1298, no school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies. The pupil, the parent, or legal guardian may request a conference to review the pupil’s conduct. If a pupil attempts to enroll in a school district after suspension or expulsion from another school district and after determination by the Superintendent or Superintendent’s designee that the pupil’s conduct would have resulted in being suspended or expelled in the enrolling district, the enrolling school district may uphold the suspension. The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, school policies, rules and regulations essential for permitting others to learn at school. Therefore, the

administration reserves the prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school. This action is taken in accordance with due process and with due regard for the welfare of both the individuals by administrative act of summary suspension. Expulsion can be implemented only through specific action by the Board of Education.

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

1. The student shall be given oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts that form the basis of the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident.
4. Prompt notification will be given to the parent/guardian or others having custodial care of the student, including reasons for such action.

The Board authorizes the summary suspension of pupils by the building principals for a period not to exceed ten school days and by the Superintendent for a period not to exceed ninety school days, provided such action is in accordance with due process and state statutes. Any suspension by a building principal shall be immediately reported to the Superintendent, who may revoke the suspension at any time.

In case of a suspension of a student by the Superintendent for a period of more than ten days, the student, his/her parent/guardian, or others having custodial care may appeal the decision of the Superintendent to the Board or to a committee of the Board, appointed by the president of the Board, which shall have authority to act in lieu of the full Board. Requests for appeal shall be in writing and filed with the secretary of the Board. Upon the filing of the appeal, the suspension—as determined by the Superintendent—shall be stayed unless the Board or the committee determines the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In such cases, the resulting judgment shall be immediately removed from school.

Upon the filing of a request for an appeal of the Superintendent's decision to suspend a student for more than a period of ten school days, the Superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the Superintendent and other administrative officials, and the reasons for such action. The Board, upon written request, shall grant a hearing to the appealing party.

Part IV: Emergency Procedures/School Closing

EMERGENCY PROCEDURES

Emergency procedures are posted at each building. Drills will be conducted routinely.

SCHOOL CLOSING

In case of inclement weather, local radio and television stations will carry information concerning the closing of school. Listen for Valley R-VI School District on Farmington KTJJ - 98.5 FM, Froggy 96 FM or KREI 800 AM and the St. Louis TV stations. TextCaster messages will also be sent to those signed up to receive such messages. From time to time, it is necessary for school to be dismissed during the day because of bad conditions or high water.

PARENTS SHOULD MAKE PLANS IN ADVANCE ABOUT WHERE THEIR CHILDREN SHOULD GO IF THE CHILDREN CANNOT GET HOME OR IF PARENTS ARE NOT AT HOME DURING THE DAY. A note is provided to you at the start of school for you to report this information.

SUMMARY

All students and parents/guardians are asked to review the contents of this handbook carefully to assist the staff of the Valley R-VI School District in continuing to offer a top-notch education to all residents of this community. You are encouraged to discuss any questions you may have about the contents of this handbook with any of the Valley R-VI administrators.

VALLEY R-6 ELEMENTARY STUDENT/PARENT HANDBOOK
TABLE OF CONTENTS

A Message to Parents	1
Parent Response Page (TO BE SIGNED AND RETURNED)	2
Computer Contract (TO BE SIGNED AND RETURNED)	3
School Calendar	4
<u>Introduction</u>	
Leader in Me	6
Valley R-6 Elementary Mission Statement	6
Valley R-6 Elementary WIGs (Wildly Important Goals)	7
<u>District and Federal Notifications</u>	
Valley R-6 School District Mission Statement	9
Valley R-6 School District Educational Philosophy	9
Valley R-6 School District Educational Objectives	9
Valley R-6 School District Non-Discrimination Notification	9
Valley R-6 School District Public Notice	10
FERPA Educational Rights Annual Notification	10
Title I Grievance Procedure	11
Valley R-6 School District Parent Responsibilities	11
Kindergarten	13
Entrance Age for Kindergarten	13
Kindergarten Suggestions for Parents	13
Valley R-VI Elementary Personnel	14
<u>Part I: Academics</u>	
Student Registration	15
Admission of Resident Students	15
Students Entitled to Enroll Without Proof of Residency	15
Requests for Waiver of Proof of Residency Requirements	16
Admission of Non-Resident Students	16
Grade Reports and Progress Reports	16
Grading Scale	16
Adjusted Grading Scale	17
Honor Roll	17
Student-Led Conferences	17
Student Records	18
Student Retention	18
Transferring or Withdrawing from School	19
<u>Part II: Student/Parent Resource Information</u>	
Arrival at School/School Hours	20
After School Dismissal	20
Dismissal/Early Dismissal	20
Attendance Policy Philosophy	20
Tardies	21
Perfect/Excellent Attendance	21
Bus Transportation/Bus Changes/Other Transportation	21
Cafeteria Rules and Regulations	22
Communications	22
EPAT (Elementary Parents and Teachers) Organization	22
Field Trips	23
Food Service	23
Fundraising	24

Hall Passes	24
Inoculations of Students	24
Lice	24
Lost and Found	24
Medications Given At School	24
Administering Medications to Students	24
Consent to Medical Treatment and Educational Service	25
Self-Administration of Medication	25
Office Hours	26
Parent Involvement	26
Parent Volunteers	26
Parties	26
Physical Education Classes	26
Playground Rules	26
Recess	27
School Property	27
Student Birthdays	27
Student Insurance	27
Supporting the “Leader in Me”	27
Telephone Use	28
Visitors	28
Viking Song	29
7 Habits	30

Part III: Student Conduct/Discipline Policy

Discipline Philosophy	32
Definitions of Terms	32
Disciplinary Management Policy	33
Disciplinary Consequences	34
a) Alcohol	34
b) Arson	34
c) Assault	34
d) Bullying	34
e) Bus Misconduct	34
f) Cheating	35
g) Defiance of Authority	35
h) Disruptive/Inappropriate Behavior	35
i) Dress Code Violation	35
j) Drugs/Controlled Substance	35
k) Drugs/Controlled Substance Sale or Distribution	35
l) Drugs/Prescription Medication	35
m) Drugs/Distribution of Prescription Medication	35
n) Extortion	35
o) Failure to Complete Homework Assignment/Class Assignment	35
p) Firearms and Weapons	36
q) Forging Signatures	36
r) Harassment	36
s) Improper Language	36
t) Inappropriate Sexual Conduct	36
u) Items of Nuisance	37
v) Possession/Use of Unnecessary Electronic Devices	37
w) Theft	37
x) Tobacco Use/Possession	37
y) Truancy	37
z) Vandalism	37
Chronic Offender Status	37
Dress Code	38
Special Education Students	38
Student Discipline Hearings	38

Student Suspensions and Expulsions 38

Part IV: Emergency Procedures/School Closing

Emergency Procedures 40

School Closing 40

Summary 40