

Fall 2010

Dear Parents,

Our theme for the 2010-2011 school year is ***“Playing to Win!”*** Strafford High School has a tradition of the *Superfans* at sporting events. As your child’s parent you will be their *“Superfan”*---encouraging them to do their best and win at learning. Your child’s teachers, their learning coaches, will work hard to provide your child the fundamental skills to be a winning student. As the principals, we promise to at times be the referees and make sure everyone is playing fair BUT our energy will be devoted to being cheerleaders for our school community (students, teachers, and parents). We will be cheering your child on to victory as they get their head in the game and win at life! What an exciting privilege!!

Join with me in welcoming two Rookie Programs this fall. First, the elementary students in grades first through fourth that do not ride the bus will have access to ***Drop and Roll*** (am) and ***Pick Up and Go*** (pm) this year just like the early childhood students. (A map school issued pick up tag will Also, we have a new district operated school age afterschool program. ***Pow Wow***, located at the Cogdill Early Childhood campus, will provide affordable after school childcare for kindergarten through fifth grade students with quality structured activities. The children will have age appropriate tutoring, large motor activities and recreational time. This program will promote the importance of education and make it exciting for the children to expand their knowledge of many topics while having fun in a safe, nurturing environment.

This handbook serves as the game plan for our school. The following items are included: PBS Behavior Matrix, District Calendar, District Information, General Information, Student Code of Conduct, Elementary Curriculum Guidelines, and several Public Information Notices. Please carefully read over this information and help your child understand the game plan for a great year!

Please keep this handbook as a reference to utilize throughout the school. We appreciate your help by returning the handbook inserts to your child’s teacher. Help your child hit a homerun by ****returning the forms below anytime before Friday, August 27th:**

- 1. Parent/School Compact & Student Handbook Parent Signature Form** (a 2-sided form)
- 2. Free/Reduced Lunch Application**
- 3. Student Information and Health Form**
- 4. Student Information Registration Update**

(**Any child that returns the forms above to their teacher on or before Friday, August 27th will receive a golden ticket making them eligible for the daily drawing to be a Star Student on the Strafford Morning Show.)

Looking forward to a WINNING season,

Pamela J. Holmes
Elementary Principal

Michelle Gardner
Assistant Elementary Principal

Strafford R-VI School District 2010-2011

August 2010 (9 days in session)					
2	3	4	5	6	
9	10	11	12	13	August 12-13 - New Teacher Inservice August 16-18 - Teacher Orientation August 19 - First Day of Classes
16	17	18	19	20	
23	24	25	26	27	
30	31				
September 2010 (20 days in session)					
		1	2	3	
6	7	8	9	10	September 3 - MLC Staff Development September 6 - NO SCHOOL (HOLIDAY)
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
October 2010 (20 days in session)					
				1	
4	5	6	7	8	October 1 - Early Dismissal/Staff Development October 15 - End of 1st Quarter/Early Dismissal/Teacher Workday October 19 - Parent/Teacher Conf. 3:45-7:45 PM October 21 - Early Dismissal-Parent/Teacher Conf. - 12:45 PM - 7:45 PM October 22 - NO SCHOOL
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
November 2010 (19 days in session)					
1	2	3	4	5	November 12 - Early Dismissal/Staff Development November 24 - NO SCHOOL/Staff Development - 8 AM - 12 PM November 25 - Thanksgiving Vacation November 26 - Thanksgiving Vacation
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
December 2010 (16 days in session)					
		1	2	3	December 22 - End of 1st Semester/ Early Dismissal December 23-31 - Christmas Break
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
January 2011 (19 days in session)					
3	4	5	6	7	January 3 - NO SCHOOL/Staff Development January 17 - NO SCHOOL (HOLIDAY)
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
February 2011 (19 days in session)					
	1	2	3	4	February 18 - Early Dismissal/Staff Development February 21 - NO SCHOOL (HOLIDAY)
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					
March 2011 (18 days in session)					
	1	2	3	4	March 4 - End of 3rd Quarter/Early Dismissal/Teacher Workday March 14 - 18 - Spring Break
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
April 2011 (20 days in session)					
				1	April 22 - NO SCHOOL
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
May 2011 (14 days in session)					
2	3	4	5	6	May 12 - Graduation* May 19 - Last Day for Students May 20 - Last Day for Teachers May 30 - HOLIDAY
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

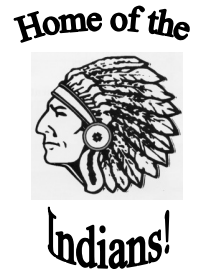
Teacher Workday/
Students Out

District Offices Closed

Early Dismissal

The following days will be used for make-up if necessary:

- January 3, 2011
- January 17, 2011
- February 21, 2011
- May 20, 2011
- May 23, 2011
- May 24, 2011



*Subject to change if several days are missed for inclement weather.

I am...	<i>All Settings</i>	<i>Classroom</i>	<i>Hallways</i>	<i>Cafeteria</i>	<i>Bathroom</i>	<i>Playground</i>	<i>Assemblies</i>	<i>Bus & PU Room</i>
Safe	<ol style="list-style-type: none"> 1. Follow all school rules. 2. Maintain personal space. 3. Keep body calm in line. 4. Report any problems. 5. Ask permission to leave any setting. 6. Listen and follow adult directions the first time. 	<ol style="list-style-type: none"> 1. Raise your hand to speak. 2. Honor classroom, work area, and materials. 	<ol style="list-style-type: none"> 1. Walk in a single file line. 	<ol style="list-style-type: none"> 1. Walk 2. Place trash in trash can calmly. 	<ol style="list-style-type: none"> 1. Wash hands with soap and water 2. Keep water in the sink 3. One person per stall 	<ol style="list-style-type: none"> 1. Keep body to self. 2. Use equipment for intended purposes. 3. Resolve conflicts peacefully. 	<ol style="list-style-type: none"> 1. Walk 2. Enter and exit the buildings in an orderly manner. 3. Remain with class. 	<ol style="list-style-type: none"> 1. Walk 2. Choose one seat and stay seated. 3. Speak only to those close to you. 4. Sit calmly in line until dismissed. 5. Raise your hand for dismissal.
Respectful	<ol style="list-style-type: none"> 1. Let the teacher teach & the students learn. 2. Show empathy and respect for others. 3. Respect others property. 4. Respect & include others 5. Use polite & positive language with students and adults. 	<ol style="list-style-type: none"> 1. Maintain personal space. 2. Be honest 3. Take care of yourself. 4. Actively listen. 	<ol style="list-style-type: none"> 1. Walk quietly so others can continue learning. 2. Keep hands, body, and objects to self. 3. Keep hands away from walls or hanging work. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Stop talking when the whistle blows and listen for instructions . 3. My hands, body, and objects are kept to myself. 	<ol style="list-style-type: none"> 1. Allow for the privacy of others. 2. Clean up after self. 	<ol style="list-style-type: none"> 1. Show empathy and respect for others. 2. Share materials/ equipment. 3. Line up at first signal. 4. Enter and exit the building peacefully. 	<ol style="list-style-type: none"> 1. Actively listen. 2. Applaud appropriately 3. Sit calmly in seat without bouncing. 4. Keep feet down and not touching your seat or the seat in front of you. 	<ol style="list-style-type: none"> 1. Enter and exit the bus calmly. 2. Toys and games are not allowed in the gym. Books are acceptable.
A Responsible Learner	<ol style="list-style-type: none"> 1. Be at school on time. 2. Take care of belongings. 3. Be a TEAM player, resolving any conflicts peacefully. 4. Encourage the good behavior & choices of other students. 	<ol style="list-style-type: none"> 1. Be prepared. 2. Make good choices. 3. Turn in best work when due. 4. Return important papers to teacher. 	<ol style="list-style-type: none"> 1. Return to class promptly after an errand or changing classes. 	<ol style="list-style-type: none"> 1. Use proper manners. 2. Remain in your seat. 3. Keep your space & seat clean. 4. When something is needed, raise your hand & remain in your seat. 	<ol style="list-style-type: none"> 1. Return to class immediately after using the restroom and washing hands. 2. Report any problems immediately to an adult. 	<ol style="list-style-type: none"> 1. Listen to all directions given. 2. Report any problems immediately to an adult. 	<ol style="list-style-type: none"> 1. Raise your hand to share when prompted by a leader or adult. 2. Keep comments and questions on topic. 	<ol style="list-style-type: none"> 1 Listen to and follow all directions given by adults. 2. Stay seated in neat rows in the gym.

It is the responsibility of the parent to read this handbook and help your child understand the guidelines and policies presented for the benefit of all students. If you have any questions or concerns, please call the office to set up an appointment with the principal to discuss any issues. (736-7000 ext. 1200)

STRAFFORD R-VI MISSION STATEMENT

STRAFFORD R-VI School will develop the potential in every student by providing a learning environment conducive to developing mature, responsible individuals who contribute to our changing society.

BELIEFS

The STRAFFORD R-VI School District believes that.....

- Every student is unique and capable of learning in different ways at different rates.
- Every student should have caring, competent teachers.
- Every student deserves a safe, healthy, and drug-free environment.
- Everyone has the right to be treated with honesty and respect.
- A diploma of graduation should represent a high level of competency.
- Achievement should foster the development of healthy self-esteem.
- The wise management of our physical and human resources is necessary.
- Good communication among parents, school, and community is vital.
- Parental involvement is vital to each student's success.
- We must pursue educational research to maintain relevant instructional practices.

VISION STATEMENT

The STRAFFORD community will graduate individuals with the skills to be productive, responsible citizens. We will work together to create and maintain an atmosphere which supports high expectations of achievement and encourages each student to develop a personal vision early in life. We will promote school and community-pride and support the pursuit of excellence in all endeavors.

STRAFFORD SCHOOL DISTRICT COMPREHENSIVE SCHOOL GOALS

Recognizing the importance of focus in the strategic process, the STRAFFORD R-VI District has developed the following specific and measurable objectives:

- Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- Recruit, attract, develop and retain highly qualified staff to carry out the LEA (local educational agency) District mission goals, and objectives.
- Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational program.
- Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students and patrons of the district.

PURPOSES OF THE ELEMENTARY SCHOOLS

- To provide a sound educational program for teaching those basic communication and quantitative skills needed by all individuals in today's society.
- To provide a climate which encourages children to learn to accept and work in harmony with others.
- To individualize instruction to meet the varying needs of our student population.
- To help children acquire and develop creative and inventive abilities and encourage originality.
- To develop an appreciation of our cultural heritage through the mediums of art, music, and literature.
- To provide students with those study skills which will enable them to continue learning throughout life.
- To provide instruction and practice in those skills related to good citizenship and participation in the functions of government.
- To provide support and services to those students with special educational needs.

ATTENDANCE COMPULSORY

Regular school attendance is compulsory by law (167.031, 167.033, 167.051) and by the STRAFFORD Board of Education for any student enrolled in the STRAFFORD Schools, unless exempted by law (167.031) or situations over which the student or his/her parents have no control. The school administration and teachers are expected to enforce the law (167.111) and policy regarding regular attendance.

The administration will determine if circumstances for absences are those over which the parents, legal guardians or students have no control. Students who are absent for other reasons shall be considered truant and subject to school disciplinary procedures. Continued truancy will be subject to enforcement in accordance with the law (167.061, 167.071, 167.111). Parents or guardians are compelled by law (167.031, 167.061) to cause their children to attend school regularly.

SCHOOL ATTENDANCE POLICY

A student shall be allowed a maximum of five (5) instances of absence from school for any reason, including suspension, during a semester. A student shall be permitted to make up work missed as a result of any of the first five (5) absences. It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following the absence.

After the third absence, the parent or guardian will be notified in writing as to the student's standing with a copy of the attendance policy and rules and regulations included.

Absences in excess of five (5) instances during a semester will result in failure for the semester unless the student and his/her parent or guardian can justify the excessive absence(s) before a committee of concerned school persons.

Family vacations are discouraged during the school year. Prior notification to

principal, secretary, and teachers must be established. To obtain grades, all work must be turned in.

LAW ENFORCEMENT REGARDING COMPULSORY ATTENDANCE
(City Of Strafford, Ordinance 606)

Parents of students failing to meet the compulsory attendance law can be subject to prosecution as outlined in Ordinance 606, City of Strafford.

As stated in the ordinance Section 8: Any parent, guardian or other person having charge, control or custody of a child, who violates any provision of this ordinance shall be guilty of violating this ordinance and shall be fined no less than One Hundred Dollars (\$100) and/or imprisonments for up to thirty (30) days, after which each successive school day shall constitute a separate violation of this ordinance.

EARLY DISMISSAL OF STUDENTS

For the safety of each child, the parent, grandparent or guardian must come to the office in **person** and sign the check-out form. The office will call the classroom and have the student report to the office. **No student will be dismissed directly from the classroom.** A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be dismissed. We discourage early dismissal since it disrupts the regular learning environment. We will not release any student to anyone other than parents or legal guardians without expressed written consent from parents.

TARDINESS

A student will be considered tardy if he/she arrives after **8:10 A.M.** Students tardy to class are required to report to the office when they enter the building. Parents or guardians will be expected to contact the school explaining the circumstances that result in excessive tardiness.

BICYCLES

Students will be allowed to ride bicycles to school. Pupils in grades kindergarten through two are discouraged from riding bicycles to school. The principal may advise a child not to ride his or her bicycle because of hazards around the school. A bicycle rider must obey the same rules as a motorist. All bicycles are to be parked in the rack in front of the elementary building. Any items confiscated will need to be picked up by the parent.

BUS POLICY

Disruptions will be reported in person to the principal by the bus driver at the completion of the route. After the principal discusses the disruption with the bus driver and the student, the principal is the one responsible for disciplining the student.

BUS DISCIPLINE POLICY

1st Written Notice:

Warning notice describing incident to parent.

2nd Written Notice:

Warning notice describing incident to parent. The student will sit in assigned seat for 10 days. (Days in which the student does not ride the bus do not count toward the 10 days).

3rd Written Notice:

Suspension from riding the bus a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

*** (Severe infractions will result in automatic suspension of bus riding privileges.)**

**CAFETERIA/
CHILD NUTRITION PROGRAM**

A nutritious breakfast and a hot lunch program is provided for those students who desire this service.

All students who qualify for free meals qualify for both free breakfast and free lunch. A family may make application for Free or Reduced-price lunches in the main office of the elementary building. The superintendent must approve any free or reduced-price lunch applications.

Breakfast is served from 7:40 A.M. to 8:00 A.M. each full day of school.

The school uses a computerized meal system where an account is set up for each student and is updated daily as they purchase lunch or breakfast. Meal pre-payment envelopes are available from the teacher or the elementary office. You are encouraged to pre-pay weekly or monthly. Notices will be sent out regarding charges and also when the account obtains a zero balance. Please return payment envelope with check or cash enclosed to your child's teacher. Don't forget to include all the appropriate information on outside of envelope.

Parents may come to eat lunch with their child. They should check in at the office.

Kindergarten students will have the option of afternoon milk.

CLASS ARRIVAL AND DISMISSAL

SCHOOL HOURS: The school day for instruction is from 8:00 A.M. until 3:00 P.M. Students arriving at school after 7:45 A.M. should report directly to the multi-purpose room. Students may report to their respective classrooms after 8:00 A.M. Students will not be detained after school without notification of the parent and the principal. No students are to re-enter the building after they are dismissed.

CLASS ROSTERS

The administration spends many hours making sure all classes are equitable in gender, ability and needs with the goal to create heterogeneous groups that work well together with the assigned teacher. If you the parent have information about your child that we need to take into consideration as we make class lists (such as not being placed in the same classroom as a relative or if you, as a parent, would not work well with a teacher because of a prior incident) you will be asked to place this information in writing to the elementary principal. Requests for individual teachers will NOT be taken.

CUSTODY ORDER PROCEDURES

The school must have a copy of the current court order on file; otherwise either parent may check the child out of school with proper identification. It is not the school's responsibility to interpret the judgment regarding the custody of any student enrolled in our school.

DISCIPLINE

Acceptable behavior is essential to an effective school program. We strive to create a school environment favorable to the development in pupils of self-discipline and self-direction. Violation of the school's rules, guidelines and policies will necessitate immediate attention. The severity of student disruption/misbehavior will determine the penalties from the classroom teacher and/or principal.

The parent or guardian shall be notified when disciplinary action is necessary, including the following: **periodic conferences with student in the principal's office, scheduled conferences with parent or guardian, assignment to ISS (in-school suspension), OSS (out-of-school suspension), and corporal punishment when deemed necessary.**

The school reserves the right to take appropriate disciplinary action in the case of any students guilty of misconduct during school, field trips and all school functions. Several disciplinary options are available to school administrators and classroom teachers allowed by the Strafford Board of Education and the State of Missouri, including the use of corporal punishment.

*See the entire K-12 Discipline Policy adopted by the Board of Education at the back of this handbook.

ALCOHOL & DRUGS

Students shall not possess or use alcohol, drugs (including look-alike drugs), or drug paraphernalia on school property.

PORNOGRAPHY AND OBSCENE MATERIALS

Possession or distribution of obscene literature or pornography is prohibited. Use of profane or vulgar language is not allowed. Disciplinary action will be taken if violation occurs.

SCHOOL PROPERTY

Students marking or damaging school property or equipment, in any way, will be

responsible for paying for the damage done.

TOBACCO

Tobacco is prohibited. School Board policy will be followed if a student is caught with any form of tobacco product on school campus.

WEAPONS

Weapons of any kind, including pocket knives, will be confiscated by the principal and/or teacher. Notice will be given to parents to claim the item. The Safe Schools Act will be followed in determining disciplinary action which could result in OSS (out of school suspension).

DRESS AND GROOMING

The atmosphere in which learning takes place exerts a tremendous influence on the participants. It is our belief that cleanliness and neatness in dress enhances the school environment. Each student through his own personal cleanliness and neatness in dress will contribute to a pleasant school environment and a pleasant learning situation. T-shirts with graphics, messages, or words that may be misconstrued as inappropriate and interrupts the learning environment will not be worn at school. No clothing is to be worn that suggests and/or advertises alcohol, drugs, offensive writing or acts; or displays negative concepts contrary to the best interest of students and the mission of the school district. See Board Policy: JFCA

Except for the following guidelines, the responsibility for the appearance of Strafford R-VI students rest with parents or guardians and the students themselves. Some general stipulations include:

1. Students are to dress conservatively.
2. Clothing which is disruptive to the educational process or which is lewd, obscene or suggestive is prohibited.
3. Abbreviated clothing, including halter tops and short shorts, are not to be worn.
4. Shirts and blouses must cover the mid-section of the body.
5. Hats may not be worn in the building at any time.
6. Clothing bearing symbols of tobacco or alcohol will not be allowed.
7. Un-natural hair coloring – red, blue, green, etc. will not be allowed.
8. Tennis shoes with wheels, “heelies”, will not be allowed.

Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.

Adopted, May 19, 1998

Strafford R-VI School District, Strafford, Missouri

DROP AND ROLL (AM) AND PICK UP AND GO (PM)

Students not riding the bus should be dropped off and picked up in the Elementary of EC utilizing the student loading zone. School personnel will assist with drop off and pick up. Parents should be courteous and patient. Parents should display the school issued pick up tag when picked up their children in the afternoon. If a parent need to come in, please utilize visitor parking.

EMERGENCY EXIT DRILLS

Fire, intruder, evacuation, earthquake and tornado drills will be conducted at appropriate times during the school year. Students will be given proper exit instructions by their classroom teachers.

ENROLLMENT INFORMATION

REQUIREMENTS: Kindergarten children must be five (5) years of age before August 1 to enter school. First grade children must be six (6) years of age before August 1. Students enrolling in kindergarten or first grade must provide proof of a comprehensive vision examination by January 1 of the first year in the district, in accordance with law. Students entering the schools in the district will be required to present a birth certificate or other acceptable proof of age if necessary to determine whether the student is eligible to attend school. Each student entering school in all grades is required by the State Health Department to have a complete record of immunizations. This is a state regulation that is monitored each school year.

EXTRACURRICULAR CLUBS

Students will have the opportunity to participate in Honor Choir, Student Leadership, Garden Club and Technology Club. Students participating in any of the after-school events should bring a note from home, verifying parents' consent. This note will be kept on file for the entire year.

FIELD TRIPS

Field trips will be taken by many students during the school year. All field trips will adhere to School Board policy and require the approval of the principal. During the

school day, including field trips, children are the responsibility of the faculty and administration. Students should ride the bus to and from the field trip unless there is a medical concern.

EXCELLENT ATTENDANCE RECOGNITION

School attendance is an integral part of a student's education. Students who achieve 98% attendance or higher will receive a special incentive at the end of each semester. Students who have Perfect Attendance (100% attendance with no absences, tardies, and/or early departures) will receive an award and special recognition at the end of the year.

GRANDPARENTS' DAY

STRAFFORD Elementary honors grandparents with Grandparents Visitation Days in September. Grandparents or "adopted" senior citizens are invited to visit our school and see what our students are learning and how things have changed since they were in school. The teachers welcome grandparents sharing their experiences and interaction with the students.

GUIDANCE SERVICES

Guidance services are available for every elementary student in school. Guidance activities take place in the classroom on a regular basis. Services also include study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with the elementary guidance counselor. Individual and small group counseling services are available to the student with permission from the parent. **Outside counseling services:** If a student receives counseling services outside the district, it must be done outside school hours unless it is arranged by the parent/guardian with the building principal.

HOMEWORK POLICY

Elementary students need time for independent practice of lessons taught during the day. Homework should be directly related to the instruction received during the classroom hours and should serve to increase students' understanding. Parents are encouraged to assist students where appropriate.

Students are expected to be diligent in carrying out their homework. Failure to do homework or class work means that a student may lose student privileges. Students will be given every opportunity to achieve scholastic success, but those who persist in not doing schoolwork will be subject to disciplinary action.

GUIDELINES FOR HOMEWORK

If your child is sick and must miss school, please follow these guidelines:

No homework should be requested by the parents on the first day missed. This allows 24 hours for teachers to prepare homework assignments. Please pick up homework after school.

Students are given two days to make up work for each day missed. When your child misses several days consecutively, you may pick up homework after the missed second day. If your child needs assistance with make-up work, you may make arrangements for

him/her to stay after school to work with teacher supervision.

LIBRARY

Students will be allowed to check out library books. The student will be responsible for lost, destroyed or abused books. Library books should be returned on or before the due date. All books should be returned prior to the last week of school.

ILLNESS AT SCHOOL

In the event a student should become ill while at school, they will be referred to our school nurse. If the nurse or nurse aide feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school.

Students should not attend school, and shall be sent home, when one or more of the following conditions exist as recommended by the Department of Health.

1. Chicken Pox: Children may return to school 7-10 days after the onset of the rash and when all lesions are crusted.
2. Temperature: Children with a temperature of 100° will be sent home for (at least) 24 hours or until free of temperature, whichever is the longer period. Our primary concern is for your child to be physically well and mentally alert in order to achieve academically. **A student can not return to school until he/she has been free of fever for 24 hours.**
3. Strep Throat: Children having strep throat should be home on medication 48 hours before returning to school.
4. If a student throws up or has diarrhea at school, they will be sent home.
5. Any student with a rash will not be allowed to attend school unless they have a physician's note that it is not communicable.
6. Any student with possible pink eye will be sent home. They may return when they are on medication, redness is gone or doctor's note that they are not communicable.
7. Head Lice - No-Nit Policy: Students who have head lice will be sent home. They are not to return to school until they have shown proof of receiving treatment and nit removal.
8. Scabies: Student will be sent home. They may not return until proof of treatment

No aspirin product will be given, even if accompanied by a note.

No medication or non-aspirin product will be provided by the school.

MEDICAL INFORMATION

Any information concerning a student, including medical problems, vision/hearing, learning problems, discipline procedures or any other special concerns should be reported to the nurse and to the school principal. This information is kept confidential. No medication will be given to any student at school without parent/guardian's written permission. (see pg. 22)

The school will only be allowed to treat injuries as a first-aid measure. Home injuries/accidents must be treated at home. Minor first aid will be administered by the teacher for accidents that occur on the school grounds.

STUDENT MEDICATION POLICY (Adopted, 1996)
ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the superintendent to establish procedures for the administration of medication for any student provided the following requirements are met.

The administrations of medications, including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

I. Prescription Medication

A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication(s) is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.

B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only the doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

II. Over-the-Counter Medication

A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.

III. Emergency Medication

All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible to qualified designated personnel.

IV. Self Administration of Medication

A physician may recommend that an individual student with a chronic health

condition assume responsibility for his or her own medication as part of learning self-care, e.g. inhalers used for asthma.

- A. The student's physician shall provide the school with a written request that the student be allowed to administer the medication during school hours.
- B. A parent/guardian shall provide a written request that the school district comply with the physician's request.

V. Documentation

A record documenting the student's name, date, time, name of medication, reason for administering, dosage administered, effect of medication and signature of the individual who administered the medication must be maintained.

NURSE'S OFFICE

If a child has a temperature of 100 or is experiencing continued discomfort or pain, the family will be notified. It is extremely important for us to have every child's **emergency information** form on file in the office so that we may contact you quickly if necessary.

When a child takes a medication all year long (asthma, for example, or allergy medication) one note, written at the beginning of the year, will be acceptable and kept on file for the school year.

Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences. Please caution your child never to take medication belonging to another child or never to give his/her medication to anyone but the teacher or nurse. Remember your medication could cause serious problems for another person.

All medication must be turned in to the school nurse at the beginning of the school day.

MOVING

When parents are planning to move to another school district, it is important to let the school know at least one week in advance. The teacher and office need advance notice in order to get grades, records, and transfer papers ready for a smooth transition into a new school.

OPEN HOUSE

Open House occurs before school officially begins. This allows parents and students to visit their classroom and meet the teacher before school. It alleviates the apprehension many students have on the first day of school.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is an annual event at the end of the 1st quarter. Parents receive their child's report card at this conference. Additional conferences may be scheduled at other times throughout the year with the teacher during the teacher's conference time or after school.

PARTIES

It has been the custom to have classroom parties in the fall, Christmas, and Valentine's Day for our elementary students. Homeroom parents are invited to assist the classroom teachers in the preparation of each party. The exact dates of each party will be announced at school. Parties for any other occasions must have advanced approval of the building principal, and should not be an excessive number during the school year. In compliance with the Greene County Health Department, snacks must be purchased and not homemade to avoid any exposure of Hepatitis B.

PERSONAL CORRESPONDENCE

Your student must have a dated note and/or personal verification from you if your child is to change their after school routine. *We ask that changes in your child's after school routine be limited to emergency situations.*

Party invitations will not be passed out during class time unless the whole class is invited. Transportation from school for any parties will be the responsibility of the inviting parent/guardian.

PERSONAL PROPERTY

No toys are allowed at school without teacher approval and supervision. MP3 players, CD players, electronic games, cell phones, pagers, cameras, jewelry, yo-yo's and unnecessary sums of money should not be brought to school. There will be no trading or selling of personal property.

PTA

STRAFFORD Elementary has a parent-teacher organization. Meetings are regularly scheduled during the school year. We encourage you to actively participate in our school PTA. The function of the PTA is to work with the school administration to ensure our children receive the very best education possible. Likewise, the school administration is committed to keeping the PTA informed of all school programs. This two-way communication is vital for success. All of us working together can and will make a difference!

PUBLICATIONS

All students will be included in Strafford Elementary media publications (which may include: district, building and classroom newsletters; district website; Strafford Morning Show; yearbook; and other district means of promoting student achievement). **Parents must notify the elementary office in writing any time before Friday, August 27 if their child should be excluded from school publications.**

SCHOOL CANCELLATION

When school is not in session because of weather conditions, you will be notified by the school emergency notification system. It will also be posted on local radio and television stations.

SELLING IN THE SCHOOL

No article or service may be sold by or to pupils in the elementary school except those approved by the elementary principal. Students should not solicit others during the school day.

SNOW ROUTES

On occasion when weather conditions make it impossible to follow the normal routes, it will be necessary that our bus drivers ask some students to meet them at a selected place. The students will be contacted by their bus driver as to where they will be picked up. Those students whom the bus driver cannot pick up due to road conditions will also be contacted.

SOLICITATIONS

No pupil, teacher, or other school employee, while on school premises, shall be solicited by agents of business, commercial or financial institutions.

STUDENT INSURANCE

Student insurance is offered at the beginning of the school year. It is NOT through the school, but a service that is offered at a reasonable rate for those families who do not have insurance or want additional insurance for their child. Forms will be sent home with each student. The school does not carry any medical or accidental insurance on students, that is the responsibility of the parents. The school does carry liability insurance on all persons.

TECHNOLOGY

INTERNET PUBLISHING GUIDELINES

Our school's web page is a valuable tool in communicating events, awards, and general news. At times we may want to recognize student accomplishments or post exemplary student work for a global audience to view. This material will only be used for activities related to the school's web site.

PARENT PORTAL ACCESS

Parents/Guardians may obtain access to their student's academic progress, discipline, and lunch account through the district's parent portal. Parents must sign up in the office to secure login information.

TELEPHONES

The school phone is a business phone and is not to be used for making arrangements to go home with friends. We find that most plans and reminders can and should be made at home and not at school. Students are not allowed to use the

telephone except for **emergency only**. We will be glad to deliver incoming messages to the student. If an emergency arises, the student must have permission from his/her classroom teacher before being allowed to use the school phone. The learning environment will not be disrupted by phone calls to teachers; however, you may use the automated voicemail system to leave messages to teachers to return calls at their earliest convenience. ***Any cell phone should not be used during the school day and should be in the student's backpack. Any phone confiscated will need to be picked up by the parent.***

TEXTBOOKS

Textbooks must be properly used, cared for and returned. Students must turn in all textbooks when withdrawing from school. If a textbook is lost, damaged, or destroyed, teachers shall not issue another book unless the student has paid for the lost, damaged or destroyed book.

VENDING MACHINES

Candy and soda machines in the H.S. are not to be used by elementary students. This not only creates problems from lack of supervision, but also tempts the student to unwisely spend lunch money. Your child may bring soda or candy from home for lunches.

VISITORS

Visitors are always welcome at STRAFFORD Elementary. The faculty and staff feel that a close working relationship among parents, teachers, and community is of great value to our school. Any individual visiting the school for any reason must report first to the principal's office. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. Teacher or room visitations by adults may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence in the building to the office. Strafford R-VI School is a closed campus facility. Students from other school districts are not allowed to visit while school is in session. Students are not to bring students from other districts to attend classes or lunch. It is extremely important that classroom activities be interrupted as seldom as possible.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. These disciplinary actions may range up to the consequences listed. Any conduct not included herein, or an aggravated circumstance of

any offense or an action involving a combination of offenses may result in disciplinary consequences, including corporal punishment, that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative education setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on playgrounds, parking lots, school bus stop, school buses or at a school activity whether on or off school property.

Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Assault

A. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

First Offense: Possible in-school suspension; detention; 1-5 days out-of-school suspension. Possible notice to law enforcement officials, and documentation in the student's discipline record.

Second Offense: 1-10 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

Third Offense: 5-10 days out-of-school suspension and possible expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Automobile/Vehicle Misuse—Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules

and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials. Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

Bus Misconduct--Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.

- First Offense: Warning notice describing incident to parent (If action is severe enough, the student may be suspended from riding the bus at any time.)
- Second Offense: Warning notice describing incident to parent. The student will sit in assigned seat for 10 days. (Days in which the student does not ride the bus does not count toward the 10 days.)
- Third Offense: A suspension from riding the bus a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

Careless Driving On or Around School Property

- First Offense: Loss of driving privileges for one week; 1 day after school detention
- Second Offense: Loss of driving privileges for two weeks; 1 day Saturday School
- Third Offense: Loss of driving privileges indefinitely; Minimum 3 days out-of-school suspension/alternative school

Cheating on Schoolwork--Use of another person's work, materials, or ideas to replace one's own which result in deception or fraudulence.

- First Offense: Principal/Student conference; zero credit on activity; in-school suspension; parent notification
- Second Offense: Detention; 1-3 days in-school suspension; parent notification; zero credit on activity

Third Offense: Detention; 1-10 days in-school suspension or 1-5 days out-of-school suspension; parent conference; zero credit on activity.

Computer Use

A. Damaging Equipment

First Offense: Responsible for any cost to affect repair and suspension from computer use except for class assignments when directly supervised by the teacher for one quarter.

Second Offense: Responsible for costs and suspension from computer use for one semester.

Third Offense: Suspension from computer use.

B. Writing Profanity (inappropriate language)

First Offense: Copy to parents, restricted use as above.

Second Offense: 2 days after school detention.

Third Offense: 1 day Saturday School, suspension from computers for one semester.

Directed at Staff: 5 days out-of-school suspension.

C. Unauthorized Access (stealing or cheating from files or unauthorized use of equipment)

First Offense: Restricted computer use for one quarter and one day After School Detention.

Second Offense: Suspension from computers for one semester and one Saturday School.

D. Tampering With Files

First Offense: Restoration of files if possible; restricted computer use for one semester.

Second Offense: Restoration of files if possible; restricted computer use for one semester, two days After School Detention.

Third Offense: Suspension from computers for one semester.

E. Logging Into Network as Someone Else Without Teacher's Permission (cheating, stealing, or vandalism to files)

First Offense: Restricted computer use for one quarter.

Second Offense: Restricted computer use and two days After School Detention.

Third Offense: Suspended from computer use for one semester and three days After School Detention.

F. Inappropriate Use (sending notes to other students, etc.)

First Offense: Restricted computer use for two weeks.

Second Offense: Restricted computer use for one quarter.

Third Offense: Restricted computer use for one semester and two days After School Detention.

Restricted computer use means that students may only use the computers for required assignments when supervised directly by a teacher.

Suspended from computer use means no use at all for a specified period.

Disparaging or Demeaning Language--Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.

First Offense: Principal/Student conference; in-school suspension; detention; or 1-10 days out-of-school suspension.

Second Offense: In-school suspension or 5-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in student's discipline record*.

Disrespectful Conduct or Speech--Verbal, written or symbolic language or gesture directed at a staff member which is rude, vulgar, defiant, or considered inappropriate to public settings.

First Offense: Principal/Student conference; in-school suspension; detention; or 1-10 days out-of-school suspension.

Second Offense: In-school suspension or 5-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in student's discipline record*.

Disruptive Speech or Conduct -- Conduct or verbal, written, pictorial or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference; in-school suspensions; detention; or 1-10 days out-of-school suspension.

Second Offense: In-school suspension; detention; or 5-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in student's discipline record*.

Drugs/Alcohol (see Board policies JFCH and JHCD)

A. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Second Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

B. Sale or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Extortion--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference; in-school suspension; detention; or 1-10 days out-of-school suspension.

Second Offense: In-school suspension or 1-10 days out-of-school suspension.

Third Offense: 10-180 days possible out-of-school suspension and documentation in student's discipline record*.

False Alarms--Tampering with emergency equipment, setting off false alarms, making false reports: communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension; immediate report to law enforcement.

Second Offense: 1-180 days possible out-of-school suspension; immediate report to law enforcement.

Third Offense: 10-180 days possible out-of-school suspension and documentation in student's discipline record*; immediate report to law enforcement.

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

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Second Offense: In-school suspension or 1-10 days out-of-school suspension.

Third Offense: 10-180 days possible out-of-school suspension and documentation in student's discipline record*.

Gangs --Wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or any other attribute which indicates or implies membership or affiliation with such a group.

First Offense: Principal/Student conference, in-school suspension, detention, or 1-10 days out-of-school suspension.

Second Offense: 1-180 days possible out-of-school suspension and documentation in student's discipline record.

Third Offense: Expulsion and documentation in student's discipline record.

Missed Detentions/Suspensions

First Offense: Will result in the next higher disciplinary action than was administered. Repeated failure to cooperate will result in progressive penalties.

Public Display of Affection -- Physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, in-school suspension, detention, or 1-10 days out-of-school suspension.

Second Offense: Detention, in-school suspension, or 5-10 days out-of-school suspension.

Sexual Harassment (see Board Policy AC and regulation AC-R)

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

First Offense: Principal/Student conference, in-school suspension, detention, or 1-10 days out-of-school suspension.

Second Offense: In-school suspension or 1-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension or expulsion, and documentation in student's discipline record*.

B. Physical contact that is sexually harassing.

First Offense: In-school suspension or 1-10 days out-of-school suspension.

Second Offense: 1-10 days out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension or expulsion, and documentation in student's discipline record*.

Tardy--Any student who is late to school or late to any assigned class shall be punished as described in the respective building handbook.

Theft

A. Theft, attempting theft or knowing possession of stolen property when the value of such property is less than \$150.

First Offense: Restitution, in-school suspension or 1-10 days out-of-school suspension, and possible notification to law enforcement officials.

Second Offense: Restitution, 1-180 days possible out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record*.

Third Offense: Restitution, expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

B. Theft, attempting theft or knowing possession of stolen property when the value of such property is \$150 or more.

First Offense: Restitution, 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record*.

Second Offense: Restitution, expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

Tobacco

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

First Offense: Principal/Student conference, in-school suspension or 1-3 days out-of-school suspension.

Second Offense: Detention, in-school suspension or 1-10 days out-of-school suspension.

Third Offense: In-school suspension or 3-10 days out-of-school suspension.

B. Use of any tobacco products on school grounds, bus or at any school activity.

First Offense: In-school suspension or 1-3 days out-of-school suspension.

Second Offense: In-school suspension or 3-10 days out-of-school suspension.

Trips--Students given permission to attend school-sponsored activities must understand that their responsibility is to represent the Strafford Schools in a positive manner. Any violation of school policies, failure to follow sponsors' instructions or breaking the law in any way will result in not being allowed to participate in future activities where representing the school is involved.

Truancy--Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention or 1-3 days in-school suspension

Second Offense: 3-10 days in-school suspension.

Vandalism—(See Board Policy ECAB)

A. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is \$750 or less.

First Offense: Restitution, in-school suspension or 1-180 days out-of-school suspension, and possible notification to law enforcement officials.

Second Offense: Restitution, 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record*.

Third Offense: Restitution, expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

B. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is more than \$750.

First Offense: Restitution, 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record*.

Second Offense: Restitution, expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

Weapons (see Board Policy JFCJ)

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930 (g)(2) or § 571.010, RSMo., which is customarily

used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

- First Offense: In-school suspension, detention, or 1-180 days out-of-school suspension or possible expulsion. Possible notification to law enforcement officials and documentation in student's discipline file*.
- Second Offense: 10-180 days out-of-school suspension, or possible expulsion, documentation in student's discipline record, and possible notification to law enforcement officials.
- Third Offense: Expulsion, documentation in student's discipline record, and possible notification to law enforcement officials.

B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in Section 571.010, RSMo. (a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife) or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930 (g)(2).

- First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

**Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board Policy JGF will be documented in the student's discipline record.*

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

*Revised: December 21, 1995/November 21, 1996/July 22, 1997/November 20, 1997/
Revised September 24, 1998/February 18, 1999/March 18, 1999/May 16, 2001
Strafford R-VI School District, Strafford, Missouri*

THE ELEMENTARY CURRICULUM GUIDELINES

The elementary program seeks to provide an opportunity for each student to attain their maximum learning potentials. Stress is placed on the 3-R's as these form the basis of a sound educational foundation and provide skills which will serve the student in future learning pursuits. Our instructional program is an ever changing one to meet student's needs and to implement improved teaching-learning strategies.

Students receive instruction in the following areas during their elementary years:

LANGUAGE ARTS: This area includes instruction in writing, spelling, listening and

speaking skills. The objective is to develop essential written and oral communication skills. The emphasis begins in kindergarten with learning to follow oral directions, detect likenesses and differences, recall the sequence of events in a story and classify objects into appropriate groups. By the completion of elementary school, students should be able to write in complete sentences with proper grammatical construction and correct spelling and punctuation. They should be able to apply these skills in writing correspondence such as business letters and reports.

READING: We feel reading is of the utmost importance to each student's present and future success, and our reading program reflects our concern that each child learn to read effectively. Our developmental reading program begins with reading readiness skills such as auditory and visual discrimination activities and allows the student to progress at his own rate in a systematic fashion. The program is designed to individualize instruction based on the student's needs and reading levels. The objective is to develop the student's oral and silent reading skills to the point that the student is an efficient reader.

There are a few concepts about reading with which you should be familiar to better understand your child's program:

- Children learn to read at different rates.
- Children in any particular class, regardless of the organizational pattern used, will show different strengths and weaknesses in reading.
- Children must be taught on or near the levels at which they read if progress in reading is to occur.

Many factors interpret your child's reading grade; both the grade and level on which he is reading must be looked at together.

SOCIAL STUDIES: During the course of his studies, the student will learn about the world he lives in, beginning with his own community and progressing to a study of the state, nation and continents. The objective is to develop the student's understanding of the United States and its form of government while familiarizing him with the many other ways of life in our world. Students are also exposed to different career areas and specific occupational choices.

MATHEMATICS: Stress is placed on developing the skills of addition, subtraction, multiplication, and division that are needed to successfully solve the mathematical problems encountered in everyday living. The objective is to develop the ability to apply these skills in situations requiring math computations. In kindergarten, the emphasis is on establishing one-to-one correspondence between equivalent sets, determining which is larger-smaller, longer-shorter, taller-shorter when given two similar objects, writing numerals from 1 to 10, and naming the ordinal position of an object in a set. As children progress, stress is placed on mastery of addition, subtraction, and multiplication facts, making change, telling time, and measuring and recording lengths. By completion of elementary school, students should be able to multiply a number by a two digit factor, solve division problems with one digit divisors, read and write decimals, add, subtract, multiply, and divide fractions, interpret simple graphs, and figure area and perimeter.

SCIENCE: The student learns about basic scientific concepts. The objective is to develop his understanding of matter, time, space and their inter relationships with the environment in which we live.

HEALTH: A constant stress is placed on good health and safety habits. The objective is to aid students in developing a set of values and health habits, which are conducive to healthful living.

PHYSICAL EDUCATION: Students receive a regular program of physical exercise and activities intended to develop their growing bodies and provide for good physical conditioning. The basic objectives of the program are to:

- (1) develop and maintain maximum physical efficiency
- (2) develop useful physical skills
- (3) act in socially useful ways
- (4) promote wholesome physical recreation

A pupil who has an ailment or disability which necessitates a "limited" physical education program or one who should be excused entirely from physical education must have on file with the Physical Education Teacher a doctor's statement to that effect. Cases of more severe injury or illness will require a written doctor's statement for reentry to the physical education program.

ART: Students are exposed to different art mediums and provided an opportunity to express themselves through these. Students are able to develop an appreciation of our cultural heritage and the contribution of art to our lives. Students begin by learning the differences in different media, different types of lines, and work with the primary colors. The student, as he progresses, will learn to mix colors to achieve desired tints, shades and hues while learning to evaluate the creative expression of others and demonstrating a sensitivity toward well done art work.

MUSIC: The music program is designed to teach students basic musical skills and to expose them to different types of music, thus enhancing their appreciation of different forms of music. Fourth grade students will have the opportunity to participate in Honor Choir.

LIBRARY: The library is available for individual students or small groups at any time from 8:00 a.m. to 3:00 p.m. for check out, research, class assignments, leisure reading, learning centers, etc.

Students are permitted to check books out of the library for a two week period of time. Additional books will not be checked out to students having books that are more than five (5) school days late. Students are expected to pay for lost or damaged books.

GIFTED PROGRAM: This program is designed to meet the needs of students having met established criteria. Students will be given the opportunity to meet at least once a

week to expand and enrich areas of study.

(Curriculum standards and guidelines are reviewed by the board for effectiveness and changes are on a regular basis)

NOTICES

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with STRAFFORD R-VI District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing title VI, Title IX, or Section 504 is directed to contact Supt. John Collins, 201 W. McCabe, STRAFFORD, Missouri 65757, Telephone Number (417) 736-7000. Supt. John Collins has been designated by STRAFFORD School District to coordinate the institution's efforts to comply with the regulations implementing both Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights. U.S. Department of Education, regarding the institution's compliance with regulations implementing P.L. 83-112, P.L. 94-142, Title VI, Title IX, or Section 504.

PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Strafford R-VI 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, mental retardation, 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 Strafford R-VI 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 Strafford R-VI 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 of 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 Strafford R-VI 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 Strafford R-VI School District's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the Strafford R-VI School District's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Strafford R-VI School District's Central Office, 201 W. McCabe, Strafford, Missouri, from 8:00 a.m. to 3:00 p.m., Monday through Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1st of each year. This information is treated as confidential and must include: name of the child, parent/legal guardian's name/address, birth date and age of the child, the child's disability, and the services provided to the child. If you have a child with a disability who is not attending a public school, please contact the Strafford R-VI School District at 736-7000.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent, or a person acting as a parent, to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parents of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The Strafford R-VI School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The Strafford R-VI School District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the Strafford R-VI School District. This notice will be provided in native languages as appropriate.

PUBLIC NOTICE ON STUDENT RECORDS

In compliance with P.L. 90-247, the STRAFFORD R-VI Schools wish to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized test, inventory, attendance, and medical immunization records of students enrolled. Parents may request to review the records that are kept on their children by inquiring at the principal's office.

Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the student's records will be forwarded to the appropriate institution after appropriate signatures have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: Name, address, grade level, telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, if members of athletic teams. If a parent does not wish such information to be released, signed written notice to that effect should be provided to both the sponsor of the depicted activity as well as the school principal before September 1 of each school year.

Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent recording containing the student's name, address, phone number, grades, attendance record, test scores, classes attended, grade level completed, and year completed will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students will be provided an opportunity for the correction or deletion of such data. In such a case, a request for a hearing to challenge the content of their child's school clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Educational Rights and Privacy Act Office (FERPA), Department of HEW, 330 Independence Ave. S. W., Washington, D. C. 20201.

Board policies in regard to the release of student records may be viewed at the office of the Superintendent of Schools, STRAFFORD, Missouri.

SENATE BILL 319
RETENTION OF STUDENTS

The Strafford R-VI School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Policy and Procedures for Senate Bill 319

Senate Bill 319 requires that students not be promoted to the next grade level unless they have a "reading level at or above one grade level below the student's grade level." Students with Individual Education Plans (IEPs) are exempt from this requirement, as well as students included in a 504 Education Plan, those with limited English proficiency, and those who have been determined to have an insufficient cognitive ability which prohibits them from meeting this criteria. To ensure that our students have every opportunity to become successful readers, the following policy and procedures have been adopted by the Strafford R-VI School District.

All students' reading ability will be assessed annually according to the Stanford 9

Achievement Test. The total reading score used as criteria includes reading vocabulary and comprehension. In addition, all students will take the Standardized Test of Achievement in Reading at the beginning (or when they enroll) and end of the school year. These tests also reflect students' reading abilities according to grade level. A Reading Improvement Plan will be written for students in grades 3-5 who score below grade level on either test.

Summer school will be offered to all students, K-12, who are reading below grade level; however, all students with Reading Improvement Plans will be required to attend summer school classes that include reading instruction as part of the class. Students will be assessed at the end of summer school with the STAR. Those who score below grade level will be required to attend a minimum of 30 hours of additional reading instruction outside the regular school day during the next school year and will be enrolled in a remedial reading class. Fourth-grade students who do not score within one year of grade level at the end of summer school will be retained as stipulated in Senate Bill 319. Retention based on reading ability is required only at the end of the fourth grade year. At the end of fifth grade, a notation will be made in the students' permanent record that he or she is reading below minimal levels.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parent/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board will be final.

All persons are assured that they may utilize this procedure without reprisal.

Adopted: March 18, 1999

PUBLIC COMPLAINTS

All persons are assured that they may utilize this procedure without reprisal. The board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board, in letter form, will be brought to attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education. The Board considers it the obligation of the profession and support staff of the district to field the questions of parents/guardians or the public.

Adopted: August 15, 1996

Strafford R-VI School District, Strafford, Missouri

PUBLIC PARTICIPATION AT BOARD MEETINGS (Districts Designating a Public Comment Period)

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

Grievance through Established Policy and Procedure

Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

Written Correspondence

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

Agenda Items

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

Public Comment

A specifically designated time will be set aside for public comments at regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting:

- The Board will establish a time limit for the public comment period.
- No individual will be permitted to speak more than once during this period.
- The Board will establish a uniform time limit for each speaker.
- Only items from the posted agenda may be discussed.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: April 19, 2004

Standard Complaint Resolution Procedure for No Child Left Behind Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or

regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: JFH that was adopted by the Strafford Board of Education on March 18, 1999.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

PUBLIC LAW 107-110 PARENT LETTER

Dear Parent/Guardian,

The Strafford Public Schools are required by the No Child Left Behind Act of 2001 (Public Law 107-110), to inform parents of the status of our highly qualified teachers.

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

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

In addition to the information that you may request, the Strafford Public Schools must provide to each individual parent:

- Information on the achievement level of your child in each of the State academic assessments as required.
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

NOTE: If your child participated in the spring state required academic assessment, results are provided to you each fall as soon as they are returned to the district.

Sincerely,

Strafford Public Schools

PARENT INVOLVEMENT & RESOURCE INFORMATION

Dear Parent/Guardian,

The Strafford Public Schools are required to assist parents with parental organizations by informing them of the Parental Information and Resource Center (PIRC) and their purpose.

The PIRC program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and

individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to expand, or operate early childhood parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents understand the data for such things as opportunities for supplement services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, others through conferences, workshops, and disseminate of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs- one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Sincerely,

Strafford Public Schools