

ROCK PORT ELEMENTARY SCHOOL

Student/Parent Handbook 2018-19



2017 National Blue Ribbon School Missouri Gold Star School

Rock Port Elementary
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"To be a source of inspiration and knowledge for all"



Rock Port Elementary Staff

Name	Position	Name	Position
Amthor, Kari	3rd Grade	Mertens, Teresa	Title Reading
Armstrong, Ciara	5th Grade	Owen, Sue	Speech
Bredensteiner, Kymm	1st Grade	Palmer, Abby	Band
Chaney, Tyne	Secretary	Roup, Sheena	Full Day Preschool
Cook, Andrea	Para-professional	Shineman, Shawn	Physical Education
Cox, Rudy	Special Education	Skillen, Amy	Library
Criger, Georgia	Custodian	Simmons, Lyn	5th Grade
Eickhoff, Stevie	Art	Spiegel, Molly	STARS
Ellis, Tawni	School Counselor/TAG	Stanton, Rachel	4th Grade
Farley, Marty	Kindergarten	Teten, Dixie	Para-professional
Gaines, Cindie	Half Day Preschool	Vogler, Jennifer	Para-professional
Gaines, Stephen	Title Math	Waigand, Steve	Elementary Principal
Garst, Shelby	2nd Grade	Waigand, Tabitha	1st Grade
Geib, Jennifer	3rd Grade	Weber, Lisa	6th Grade
Gilson, Jill	4th Grade	Welch, Jennifer	Para-professional
Hastert, Kaitlea	6th Grade		
Hays, Wendy	Nurse		
Hughes, Stacy	Kindergarten	Sickels, Ethan	Superintendent
Hunter, Lynn	Music	Young, Debbie	Supt. Secretary
Jackson, Tisha	Parents as Teachers	Parsons, Donnie	JH/HS Principal
Kroeger, Katey	Para-professional	Herron, Kristi	HS Secretary
Lawrence, Leigh Ann	2nd Grade	McMahon, Mark	Transportation Director



RPE – A Professional Learning Community

MISSION STATEMENT:

Our mission is to foster a school community that inspires our students to reach their greatest potential in order to become productive members of the family, school, community, and world.

VISION and VALUES:

Rock Port Elementary School strives to function as an effective professional learning community, grounded in a culture of best practices, in partnership with family and community to help our students become successful members of society through problem solving and independent thinking. In order to achieve this vision, we are committed to these values:

- Provide an environment where all feel safe, both emotionally and physically
- Dedicate ourselves to applying best instructional practices
- Encourage, challenge, and empower students
- Ensure that all students experience success
- Model and promote positive character traits
- Collaborate as teams to make data-driven decisions
- Create an engaging, learning environment where successes are celebrated
- Build on individual strengths, hold high expectations for all, and empower students and parents to become accountable for their education.



General Handbook Information

ADDRESSING THE NEEDS OF OUR STUDENTS

We believe that all students at Rock Port Elementary (RPE) can learn, achieve and succeed. Our philosophy is that all students should receive challenging instruction which actively engages them in a successful learning process. Large amounts of time and dedication are spent at RPE to meet the needs of each individual student. Many of our teachers currently provide differentiated classroom instruction through compacting, anchoring, flexible grouping, independent studies, learning contracts, tiered assignments or questioning. The techniques used in the classroom are numerous. RPE also provides instructional resources to help students who are below grade level obtain the necessary academic skills to reach grade level achievement in the shortest amount of time and in the least restrictive environment. We believe that no singular teacher, resource, or instructional method can meet all the needs of our students. Education is seen as a collaborative endeavor characterized, facilitated, and realized by the efforts of numerous individuals in the school and community.

Special Education

Children with disabilities have a right to a free appropriate public education (FAPE). Children differ in mental abilities, sensory development, physical traits, emotional or social behaviors, or communication skills. Some may require modification to their school program or special education and related services in order to benefit from their schooling.

Congress recognized that children with disabilities have special needs and passed what is called the Individuals with Disabilities Education Act (IDEA) in 1975. That law provided that children with disabilities must receive a free appropriate public education (FAPE) in the least restrictive environment (LRE). Missouri House Bill 474 and later legislation make it the law of the state to provide special education services, sufficient to meet the needs of all children with eligible disabilities, from the child's 3rd birthday to age 21, at no cost to the parent. For more information on these rights, contact the school or access parental rights at <https://dese.mo.gov/special-education/compliance/laws-regulations>. A copy of the school district's compliance plan can be found in each of the three administrative offices.

Title I Services

Selected students at RPE will receive services through the federal Title I program. Title I services offer assistance in learning for students who are struggling in reading or math.

Rock Port School District No Child Left Behind Complaint Procedure **Policy 1621: Title One Complaint Procedure**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District is the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time, and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in

public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

*Adopted: March 9, 2000; Revised – November 14, 2002; July 10, 2003
Rock Port R-II Board of Education*

STARS

Our STARS Program (Soaring Towards Achievement in Reading Skills) has been very successful and will continue for the 2018-19 school year. We offer reading support for those students who may not qualify for Title I services but would benefit in the extra assistance during the critical years of learning to be proficient readers. Students placed on a Reading Plan by the school district will also be serviced by the STARS program if the school deems necessary.

Talented and Gifted Education

RPE offers a Talented and Gifted Program (TAG) for students meeting a specific set of criteria that demonstrate evidence of high achievement in areas of intellectual, creative, artistic, or leadership capacity. Students (grades 3-5) are initially screened for TAG each school year based on academic achievement or teacher/parent referral. Based on screening results, some students will be targeted for individual evaluation. Students qualifying for TAG will meet after school throughout the year.

Parents As Teachers (PAT)

Children begin learning at birth, and Parents as Teachers (PAT) can help you give your child the best possible start in life. Parents as Teachers is a **free** and **voluntary** early-learning program for parents with children birth to age 5. This nationally known program, which originated in Missouri, has spread throughout the United States, reaching thousands of families of all kinds. PAT has much to offer you and your child, too. As a parent, you are your child's first and most influential teacher. Parents as Teachers can help you lay a strong foundation for your child's future success in school. If you are interested in receiving services from PAT please contact the school at 660-744-6294.

Counseling Services

RPE offers a guidance program to help students develop positive peer relationships, build an acceptance and awareness of individual differences, problem solve in positive ways, and build a better understanding of themselves and others. Lessons are delivered through classroom activities during guidance time; individual counseling is also available as needed.

In addition to our school counselor, we will have access to School Social Work services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and/or mental health needs of our students. This service will supplement our existing services in the counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may work individually or in groups with written parent consent. Please contact Mr. Waigand or Mrs. Ellis if you have any questions about this service. A School Social Worker assigned to the Rock Port School District will be in the district every other week.

CharacterPlus

CHARACTERplus is a state-wide initiative “developed to advancing the cause and importance of character education”. Citizens of Northwest Missouri have collaboratively selected 12 character traits that they feel are essential to creating a culture of character in Northwest Missouri. The Northwest Missouri Regional Professional Development Center and CHARACTERplus, along with many businesses throughout the region, have partnered with the public schools for this initiative. Please help us celebrate these traits throughout the school year.

January	Respect	July	Loyalty
February	Cooperation	August	Ambition
March	Initiative	September	Responsibility
April	Perseverance	October	Integrity
May	Self-Control	November	Citizenship
June	Courage	December	Compassion

ATTENDANCE POLICY

It is the belief of the Rock Port Elementary School that activities taking place in the classroom are a vital part of the learning process. A day lost from class can never be recaptured. The dialogue that has taken place between teacher and students cannot be duplicated. Make-up work creates a hardship on students and teachers. Absence from class must be only for the most serious reasons. Habitual tardiness/unexcused absences will be considered cause for disciplinary action by the school and may include a report to juvenile authorities. The administration works closely with the juvenile office in correcting chronic attendance and tardy concerns.

The Board of Education has established the following rules and regulations regarding attendance for elementary students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 Rms.) which establishes compulsory attendance for all children between the ages of seven and seventeen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school promptly either by phone, email, or a note. For safety reasons, we will call you or your 2nd contact on the enrollment form if a child does not show up and an absence is unexplained. If calling before 7:30 a.m., you may simply leave a message on the office answering machine, and the office will notify the teacher. Messages will be checked first thing in the morning. Please make every effort to schedule doctor, dentist, and other appointments outside school hours.

Excusable absences include, but are not limited to:

- 1.) Illness of the student (Doctor’s statement may be required to support such absences).
- 2.) Medical appointments with written appointment confirmation by medical provider
- 3.) Days of religious observance.
- 4.) Death in the family.
- 5.) Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen.
- 6.) Other situations approved by the school administration in advance.

Students who are absent so as to prevent academic difficulties should follow the following procedures:

- 1.) The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen. Parents may call the school office (744-6294) to request that make-up work be sent to the office.

- 2.) A student will have two days for the first day of the absence and one day for each subsequent day of school missed (unless special arrangements are made in advance or by teacher discretion) to make up all academic work.

Monitoring Attendance

Attendance patterns for all students will be monitored. Absences, which are not clearly excusable, will be investigated by the administration and/or staff and appropriate action taken:

- 1.) After a student has been absent 4 days in a semester of school, regardless of the reason, a letter will automatically be sent to the parents.
- 2.) Upon the 8th day of absence of a child in a semester, the parents will receive a letter and a conference will be arranged if the parent/guardian or school desires. Notification and response will be recorded.
- 3.) Upon the 12th day of absence in a semester, parents will be notified by letter and advised that a medical excuse will be required for each absence thereafter. A conference will be arranged with parent/guardian and the school. Notification and response will be recorded.
- 4.) **When a student misses twelve or more days per semester without a medical excuse, s/he may be in danger of not being promoted. The principal will send an "Excessive Absence or Truancy Report" by certified letter to the parents and will notify the juvenile office for assistance with persistent attendance problems if warranted.**
- 5.) A student may lose special privileges such as assemblies, programs, field trips, play days, or other events if excessive absences continue.
- 6.) If a student has a chronic health condition that causes him/her to be absent frequently, a statement from the child's doctor documenting the child's medical condition and the need for absenteeism must be sent to the school. A conference will be set up with parents and school officials to arrange for an individual accommodation plan for the child.
- 7.) Parents will be notified following five unexcused tardies. In grades 4-6, three unexcused tardies per quarter will result in a detention.

Recording Tardies and Absences

The school day begins at 8:00 a.m. An elementary student who arrives at school between 8:10 a.m. – 8:30 a.m. is recorded as tardy for that day. Tardies are not recorded class period by class period in the elementary school—only at the beginning of the day. After 5 tardies the office will send a letter home. After 10 tardies, a second letter will be sent and students may be required to make up the missed time after school. After 15 tardies, the school may contact the juvenile office.

When a student arrives to school after 8:30 a.m. or leaves school anytime throughout the school day, a parent must sign the child in or out in the office so the time can be recorded when the child arrives or leaves.

Attendance at School Events

Students must attend school the day of an event that s/he intends to participate. If students are not present at least the last half of the day, s/he will not be allowed to attend the activity unless excused by the principal.

Perfect Attendance

A child may be absent no more than ½ day during the school year to be recognized as having perfect attendance for the school year.

Superior Attendance

A child may be absent no more than two days and have no more than 2 tardies during the school year to be recognized as having superior attendance for the school year.

BAND

Students have the opportunity to participate in Band starting in 5th and 6th grade in the elementary. Once students have their instruments they will have a three week grace period where they have the option to continue/drop out of Band. After the grace period, students remaining in Band will be required to finish out the semester. This helps to build continuity in the band and personal perseverance as many students are learning how to play for the first time.

BEGINNING AND ENDING OF SCHOOL DAY

At the beginning and ending of the school day, K-6 students are to be dropped off and picked up at the east entrance of the school. Bus riders will be dropped off and board buses at the west entrance of the school.

Students are not to be dropped off at the south or west entrances due to bus traffic.

All students arriving after 8:30 a.m. or leaving before dismissal must have a parent or guardian sign them in/out in the elementary office. If a phone call is made to the school, school personnel may sign for the parent/guardian.

When school is dismissed at the end of the day, children going someplace other than where they regularly go must have a note informing the teacher, or the parent must call the school. Children without prior notification will be sent to their regular destination.

Because we want all students to be safe, it is highly recommended that parents arrange for before or after school care if the parent cannot provide supervision prior to 7:35 a.m. or after 3:30 p.m. Students coming to school early or staying late are not supervised by school personnel. Students are not permitted to remain at school after 3:30 p.m. for activities (such as ballgames, sports practices, etc.) to begin at a later time unless being supervised by school staff (i.e. Homework Club, tutoring, TAG, detention, etc.) Sending elementary school age children to junior high and high school practices is strongly discouraged. Most coaches have closed practices and their participants are unable to supervise younger siblings. Permission must be obtained by the parent from the coach/sponsor in charge for special circumstances. If permission is granted, those children attending practices with older siblings must remain in the proximity of the sibling in charge, or they will be asked to leave.

BELL SCHEDULE

The following bells will ring throughout the day:

8:00 a.m. - Students will be dismissed from the cafeteria to go to classrooms.

8:10 a.m. - School Day begins.

3:04 p.m. - Kindergarten and 1st grade students are dismissed to go to walker and bus doors.

3:07 p.m. - Grades 2-6 students are dismissed from school.

BICYCLES

Students who ride bicycles to school must park the bicycles on the east side of the school and enter the east doors. Bicycle riders are expected to practice safety rules and to watch out for car traffic in the area before and after school.

BREAKFAST/LUNCH PROGRAM

Rock Port R-II Schools have both a breakfast and lunch program for students and staff. Elementary students may purchase breakfast for \$1.55 per meal, and \$2.15 per lunch meal. Extra/only milk or juice is \$0.45. Students who meet federal guidelines may qualify for free or reduced price breakfasts and lunches. The federal guidelines may be picked up at the principal's office. Families who qualify for this program may apply anytime during the school year. This information is kept confidential. Reduced price breakfast is \$0.30 and reduced price lunch is \$0.40. Adult breakfast is \$1.90, adult lunch is \$2.95.

Student numbers will be used for breakfast and lunch transactions on each student's account. For payments, please place the money or check in an envelope and have the student's name and the amount enclosed written on the outside. Elementary students need to give the payments to their classroom teacher. The number of lunches to be purchased may be varied, but the school requests that a sufficient number of lunches be paid for in advance.

Please check student lunch account balances on PowerSchool. Families are asked to not allow charging to go on for more than one week. Students with a negative balance will not be allowed to charge an extra milk or extra meal to their account. Please refer to Policy 5550 regarding the school lunch program, and understand that we are willing to assist you in seeing that this practice is managed in the most respectful way possible.

Parents are welcome to come and eat lunch with their child. On early dismissal days when lunch is served, elementary students are required to purchase a school lunch or bring a lunch from home.

Meal Charges (Policy 5550)

Purpose - The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances. To that end, this policy is:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the service line regarding meal accounts.
- To support positive and clear communications among Administration, Teachers, Students and Parents/Guardians.
- To encourage Parent/Guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

Notice - At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of the procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website.

Scope of Responsibility-

Food Service Department

- Responsible for maintaining current charge records.
- Notification to School Administration of outstanding balance on a weekly basis.

Administration

- Notify student Parent/Guardian of outstanding balance – email, phone call, formal letter or arranged meeting.
- Take all appropriate measures established in this policy to insure unpaid meal charges are paid.

Parent/Guardian

- Maintain a positive balance in your child(ren)s lunch account(s).
- Fill out free and reduced lunch form to avoid outstanding lunch balances.

Administration of the Policy-

1. Student Groups: Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals and the district will not withhold student records in violation of law.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department. The district will invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
4. The district will work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.
5. If the student debt reaches \$40 or household debt reaches \$80 and no arrangements have been agreed upon by the parents/guardian and district then a letter from the school attorney will be drawn up and sent notifying the parties involved that the debt will be turned over to a debt collectors or the Atchison County Small Claims Court for collection.

Interventions- After a student accumulates \$ 40 meal charges or household debt reaches \$80, the district will encourage the parents/guardians to submit an application for free and reduce-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meal application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.
5. Administration will meet and work with families to establish repayment plans and make the process of paying back meal charges manageable for families.
6. A repayment plan will be written outlining the duration of payments and the amount of each payment. In addition the repayment plan will reference the Meal Policy Debt Collection procedure should the Parent/Guardian default on repayments. This written plan will act as a contract and will be signed by both the Parent/Guardian and School Administration.

Debt Collection- Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectable and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Service

Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt- When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs.

BUILDING REGULATIONS

The following is a list of building regulations for Rock Port R-II Schools. Please remember that not all situations may be covered in these regulations. Any and all situations will be handled on an individual basis by the administration.

1. For everyone's safety, running in the hall will not be tolerated.
2. Tobacco products are not permitted in the school building or on school grounds at any time. This includes night activities that are held as a school function such as dances, games (home or away games), parties and all elementary activities.
3. Students are not to possess food, gum, candy, or pop in the building, other than in the cafeteria, without teacher permission.
4. Junior and senior high school students are not to be in the elementary area any time without a pass or permission from the office, except when they are directly going to or coming from the cafeteria, or attending a regularly scheduled class (Ex. cadet teachers, speech students).
5. **Students may not be in the building prior to 7:35 a.m., or after 3:30 p.m.**, unless given permission to be supervised by a teacher. Students may not be in the classroom section of the elementary building until 8:00 without prior teacher approval. Upon arrival, students must report to the cafeteria.
6. Each student is to keep his or her desk and the floor around it in a neat and orderly condition.
7. All guests will be required to buzz in to gain access to the building, and then sign in at the elementary office.
8. Students are responsible for their own conduct and are expected to behave themselves in an appropriate manner.
9. Students are expected to respect the rights and feelings of their fellow students. Hazing, bullying, and harassment of fellow students will not be tolerated.
10. Students are expected to be respectful and courteous to all adults employed by the school.
11. Records are kept of students sent to the office for disciplinary action. See discipline policy.
12. Students should have permission from their teacher or from the office to use the school phones.
13. All entrances to the building will be locked during the school day.
14. Security cameras have been installed to assist us in protecting the safety of our children in the school setting.

BULLYING

(Policy 2655) The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including,

but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

BUS RULES AND SAFETY REGULATIONS

The primary purpose of setting forth minimum regulations for pupil transportation is to encourage and provide for the greatest possible safety of all pupils riding the bus. It is a privilege for pupils to be able to ride the bus. Standards of conduct while on the bus are under the supervision of the school authorities. The following is a list of bus rules and safety regulations for Rock Port R-II Schools. Please remember that not all situations may be covered in these regulations. Any and all situations will be handled on an individual basis by the administration. (Policy 2652)

1. The school furnishes transportation for those pupils who live one mile or more from the school building.
2. The bus driver is in charge of all pupils and the bus. Pupils must obey the bus driver promptly and cheerfully or forfeit the privilege of riding the bus.
3. Pupils must be on time. The bus cannot wait beyond its regular schedule for those pupils who are tardy.
4. Pupils should never stand in the roadway while waiting for the bus.
5. Unnecessary conversation on the bus and with the bus driver is prohibited.
6. Except for ordinary conversation, classroom conduct is to be observed by pupils while riding the bus. Unnecessary noise and loud talking is prohibited.
7. All pupils must remain seated in their regular seat at all times.
8. The use of any form of tobacco is not permitted on the bus.
9. Students are not to possess food, gum, candy, or pop while on the bus, unless the bus driver gives them permission.
10. Pupils must not at any time extend arms or their head out of the bus window.
11. Pupils must not throw waste paper or other rubbish on the floor of the bus or out of the bus window.
12. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
13. Pupils must observe directions of the driver when boarding or leaving the bus.
14. Any damage to the bus should be reported immediately to the bus driver.

15. Pupils are not permitted to leave the bus until they arrive at their destination, except upon written instructions from the students, parents, or the principal.
16. All bus routes are carefully laid out and approximate time schedules are established. They are approved by the Board of Education and the Missouri Department of Elementary and Secondary Education. No deviations are to be made from these routes and schedules.
17. No one is to touch the emergency door except in the case of an emergency.
18. A pupil receiving a bus violation slip in the morning must have it signed by the principal in order to ride the bus home in the evening. A pupil receiving a slip in the evening must have it signed by his/her parents before boarding the bus in the morning. An evening slip must also be turned in to the principal's office the following day.
19. The first violation of any of these rules and regulations is only a warning that the infraction has taken place. The second violation report will bring disciplinary action and possible suspension. The third violation report will resort in a suspension of bus privileges of one day or more.
20. Pupils who refuse to cooperate and to observe these rules and regulations will be denied the privilege of riding the bus. Cooperation is urgently requested so that we may have a safe and satisfactory transportation program.

CHANGE OF ADDRESS

Each family must contact the school if they change their residence during the school year. This applies to both transported and non-transported students.

DETENTION POLICY FOR GRADES 4-6

The Rock Port Policy R-II Detention Program, for grades 4-6, has been successfully implemented for several years. The purpose of the detention is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the school district.

Consequences that will result in a detention are outlined below:

1. TARDINESS - Following three unexcused tardies per quarter
2. LATE OR INCOMPLETE ASSIGNMENTS - Following three late assignments in a midterm period
3. BEHAVIOR - Not following classroom rules
4. DISRESPECTFULLY TALKING TO TEACHERS/INSUBORDINATION - Disobeying or disregarding any reasonable instruction of a staff member
5. SWEARING/OBSCENITY

Detention will be held every Thursday from 3:15-4:00 p.m. without deviation. Parents are asked to read and discuss the following rules of detention and help enforce these rules. Detention notices will always be sent home to parents at least one day before the detention is to be served, so parents can make arrangements for their child to be picked up at 4:00 p.m. Bus transportation is not provided for students in detention. The detention note must be signed by the parent and returned to the teacher before a student will be allowed to stay for detention. Consequences will be assigned as outlined below for students who do not return detention notes or choose to skip detentions.

For those few pupils who choose to break the rules, the following rules for detention have been set up:

1. No leaving, talking, or moving around the room.
2. Students must have something to do to fill up the entire length of time.
3. The student must arrive on time. An adult must be present to meet the student at the conclusion of detention or provide a note indicating other arrangements.
4. Detention will be held in a designated classroom 3:15-4:00 p.m. on Thursdays.
5. If the student skips a detention, it will result in 2 assigned detentions. If either one of these is skipped, in-school suspension will be assigned.
6. Detention notes not signed and returned will be considered a skipped detention. (Refer to rule #5).

7. If multiple detentions occur to the point that there are not enough Thursdays for the student to serve all of the detentions assigned, in-school suspension will be assigned.
8. If a student receives three detentions in a midterm, ISS will be assigned and take the place of the 3rd detention. A student who receives three detentions in a midterm period due to late/incomplete assignments will be required to attend SUCCESS After School Extended Study to help that student complete daily schoolwork and teach organizational and study skills.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that Rock Port R-II School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Rock Port R-II School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Rock Port R-II School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- School website or Twitter

If you do not want Rock Port R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days after your child has enrolled in the Rock Port R-II School District. Rock Port R-II has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Dates of attendance |
| -Address | -Participation in officially recognized activities and sports |
| -Telephone listing | -Weight and height of members of athletic teams |
| -Electronic mail address | -Degrees, honors, and awards received |
| -Photograph | -The most recent educational agency or institution attended |
| -Date and place of birth | -Major field of study |

CONCERNS

RPE prides itself in creating a professional, safe, secure, and encouraging environment where everyone feels appreciated, listened to, and respected. Disagreements are bound to happen. Your child's achievement and attitude about school will be higher when we all work cooperatively to guide his/her development. Respectful, positive dialogue is important when challenges and disagreements do occur. Your child's best interests will always come first. If you have any concerns about Rock Port Elementary, please let us know.

According to Policy 1480, the proper order for addressing a concern is as follows:

1. Your child's teacher
2. Elementary Principal, Stephen Waigand
3. School Superintendent, Ethan Sickels
4. The Rock Port R-II Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If you have been the target of bullying or have witnessed the bullying of a district student, complete a BULLYING INCIDENT REPORT FORM and submit to the building principal. Forms may be obtained on the school website or requested from the office. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

DISCIPLINE

(Policy 2610) The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth below. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Threats of students, who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students, will be subject to discipline up to and including expulsion.

1. ALCOHOL -- Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

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

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

2. ARSON -- Intentionally causing or attempting to cause a fire or explosion

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

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

3. ASSAULT -- (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

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

Subsequent Offense: 11-180 Days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

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

First Offense: Principal/Student Conference, in-school suspension, or 1 - 180 days out-of-school suspension, and possible documentation in student's discipline record.

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

4. BULLYING- Intentional intimidation or infliction of physical, emotional, or mental harm (Policy 2655)

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

First Offense: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Subsequent Offenses: 1-180 days out-of-school suspension, or expulsion

5. DEFIANCE OF AUTHORITY -- Refusal to obey directions or defiance of staff authority.

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

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

6. DISRUPTIVE BEHAVIOR -- Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

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

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

7. DRUGS/CONTROLLED SUBSTANCE

Possession or presence under the influence of a controlled substances or substances represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus or at a school activity, whether on or off of school property.

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

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

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

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

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

Prescription Medication: Possession or distribution of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 OSS

Subsequent Offences: Expulsion

8. EXTORTION -- Verbal threats or physical conduct designed to obtain money or anything of value.

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

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

9. FIREARMS and WEAPONS (Refer to Policy and Regulation 2620-Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: Minimum of one-year suspension

Subsequent Offenses: expulsion

10. HARASSMENT -- Use of words or actions, verbal written 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. Constitutionally protected speech will not be punished. (Refer to Policy and Regulation 2130 - Harassment) Examples of conduct which may constitute harassment can include graffiti, name-calling, jokes, rumors, threatening or intimidation, notes, cartoons, slurs.

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

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

11. IMPROPER DISPLAY OF AFFECTION -- Consensual kissing, fondling, or embracing

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension, and possible documentation in student's discipline record.

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

12. IMPROPER LANGUAGE

Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

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

Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

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

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.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

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

Bomb Threats or any Threats of Terrorism or Violence - Made in any form (oral, written, or otherwise) toward the students, staff, or school in general.

First Offense: Principal conference, 1-180 days out of school suspension, expulsion, referral to proper authorities.

Subsequent Offense: Same as first offense.

13. INAPPROPRIATE SEXUAL CONDUCT -- (Refer to Policy and Regulation 2130 - **Harassment**)

Physical touching of another student in the area of the breast, buttocks, or genitals

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

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

Use of sexually intimidating language, objects, or pictures.

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure- Includes display of breast, buttocks and genitals in a public location

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

14. THEFT -- Theft, attempted theft or willful possession of stolen property.

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

15. TOBACCO -- Possession or use of tobacco or tobacco products

First Offense: Principal/Student conference or in-school suspension.

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

16. TRUANCY -- Absence from school without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

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

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

17. VANDALISM - Intentional damage or attempt to damage property belonging to the staff, students, or District

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without students consent. (Policy 2150)

The Rock Port R-II School District has legal jurisdiction over students during the school day and hours of approved extras curricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. (Policy 2160)

DRUG FREE SCHOOLS

Pursuant to requirements of the 1989 amendments of the Drug Free Schools and Communities Act, for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age appropriate, developmentally based drug and alcohol education and prevention programs to all students through our guidance classes. Students will also participate in the Atchison County DARE program offered by our county law enforcement officers. (Policy 2641)

FIELD TRIPS

Field trips are a wonderful way for teachers to enhance what their students are learning in the classroom. They also provide parents an opportunity to be directly involved in their child's education. Teachers will send field trip information home in advance with students, and parents are asked to sign the release and Medical Treatment Authorization Form to give permission for their child to attend. Failure to return the signed permission slip will result in your child not being allowed to participate in the field trip. Students are expected to display exemplary behavior on the field trip, as their behavior is a reflection on the school. Poor student conduct at school may result in a student losing the privilege to attend with his or her class.

Adults attending school-sponsored field trips will be required to complete a chaperone application. These forms will be sent home with students upon request. Chaperones are expected to follow all guidelines included with the request. (Please refer to the "Chaperone Application and Guidelines" form included in this handbook.) Only one application will be needed each year. Information will be kept confidential and destroyed at the conclusion of the school year. Please understand that some field trips may need to include a limited number of chaperones.

GOOD THINGS TO LEAVE AT HOME

1. All pets. Animals on the playground or in the classroom are potentially dangerous and/or disruptive to the learning process. Special arrangements for pet visits may be made with teacher and parental approval.
2. Knives, sharp objects, toy guns or weapons of any kind (See Discipline Code on Weapons). All of these items can be hazardous to other children and are not to be brought to school.
3. Lasers of any kind.
4. Money in large amounts.
5. Toys, trading cards, electronic games, CD players, etc. Unless prearranged with the teacher, these things can distract students or their classmates and interfere with the learning process.
6. Cell phones - Students will not be allowed to use cell phones during the school day unless given special permission by a staff member. A student must inform the teacher if a cell phone is in his/her possession. Cell phones are to be turned off and left in book bags during the school day. **The school will not be responsible for the loss or damage of cell phones or other electronic devices.**

Consequences for misuse of cell phones will be as follows:

First offense – The teacher will confiscate the cell phone and return it at the end of the day to the student.

Second offense – The student’s cell phone will be turned in to the office and must be picked up by the student after school.

Third offense – The student’s cell phone will be turned in to the office and must be picked up by the parent.

GRADING SCALE

The following is the grading scale that will be used in grades 3-6 at Rock Port R-II School District this year.

<u>Percent</u>	<u>Grade</u>
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
Below 60	F

HEALTH STANDARDS AND NURSING SERVICES

Communicable Diseases

The prevention and control of communicable diseases in the school requires the combined efforts of local physicians, parents, and the school. If a student is ill or has a fever, he should be kept home, quiet, and in bed. Illnesses are most contagious in the early stages during the fever. If a student becomes ill at school or has an accident, parents or guardians will be notified regarding the physical status after his/her condition has been evaluated. Parents or guardians will also be advised of the student’s need to be home, or the need to be further evaluated by their physician.

Nursing Services

The school health service seeks to assist the physical, emotional, and social health of pupils through such means as health histories, teacher observation, and nurse appraisal.

Screening procedures consist of visual, auditory, measurements of height and weight, blood pressure, dental, and scoliosis. Screening programs are not diagnostic, but may indicate a health need, which should be referred for further evaluation by a doctor in that particular field of medicine.

Administering Medication at School

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

In lieu of the prescriber’s written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber’s name.

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the counter,

must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

Cleanliness

Students are expected to come to school clean and well groomed. When a student has not been responsible for his own cleanliness, then it may be necessary for the administration to inform him/her and the parents of the immediate need to correct the situation.

Head Lice

Students will be occasionally screened for head lice. If a child is sent home from school with lice, the parent or guardian must accompany the child to school to be checked by the nurse before being permitted to return to class.

Immunization Requirements

Students shall not be permitted to attend school unless he/she has been immunized as required under the rules and regulations of the Missouri Department of Health. The following immunizations are required:

<u>Vaccines</u>	<u>Grades</u>	<u>Doses</u>	
DTP/DT/Td	K-12	4+	
Tdap	8-12	1	
Polio	K-12	3+	
MMR	K-12	2	
Hepatitis B	K-12	3	
Varicella	6-9	1	or proof of disease (chickenpox) by parent or guardian
Varicella	K-5	2	or proof or disease (chickenpox) by MD or DO
Meningococcal (MCV)	8 & 12	2	

HOLIDAY PARTIES

Time is allowed for parties at Halloween, Christmas, Valentine's Day, and Easter. No costumes will be allowed that depicts violence (no blood or excessive gore). Toy weapons of any kind will not be allowed as part of the costume.

Invitations to birthday parties will not be distributed at school, unless all students in class are invited.

INTERNET ACCEPTABLE USE POLICY

The purpose of the Internet in the Rock Port R-II School District is to support research and education in and among academic institutions in the U.S. by providing access to unique resources. Internet usage must be in support of education and research and consistent with the educational objectives of the Rock Port RII School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, threatening, obscene, or pornographic materials.

Along with access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. We have taken precautions to restrict access to controversial materials by teaching students responsible use by using software to block student access to inappropriate materials.

The use of District technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities that are classroom related. Access to electronic mail (E-mail) is a privilege and designed to assist students in the acquisition of knowledge and in

efficiently communicating with others. The District E-mail system is designed solely for educational purposes. E-mail files are subject to review of District and school personnel.

Students who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive or destructive devices, or otherwise objectionable under current District policy or legal definitions.

Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of the Internet or the district's computer equipment. This includes, but is not limited to, uploading or creation of computer viruses.

All terms and conditions as stated in this document are applicable to the students and employees of the Rock Port R-II School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri and the United States of America. Any student or staff member may apply for Internet usage. To do so you must complete the designated application. Students should return the contract to the school official from whom they received the application. The application will be kept by the network administrator. The student or staff member may keep a copy of the policy for their files.

Consequences for Violating the Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion

LIBRARY RULES

Each classroom has a scheduled day to visit the library during the week. While at the library, students may check out two books and keep them for one week/Kindergarteners check out one book each week beginning in October. Books may be renewed to ensure that the student has sufficient time to complete the story. No fines are assessed to elementary students. Written reminders are given when books are overdue. Teachers may take reference materials to classrooms for students to use or a student may check out a reference book, magazine, or newspaper with permission from the librarian.

Students are to behave in a quiet, orderly manner and are reminded that a library is a place for reading or study. All homeroom behavioral rules also apply while in the library.

Students are responsible for care of all library books, returning books on time, and obeying the library rules. They are also responsible for the replacement or payment of any books that are lost or damaged.

Students must obtain permission from a parent/guardian to check out books in the school library. The parent's signature, verifying that they have read the RPE Student Handbook, allows their child to check out books and makes the parents responsible for any lost or damaged books checked out to their child.

LOST AND FOUND

Please be sure your child's name is plainly marked on such items as boots, coats, sweaters, raincoats, purses, wallets, etc. Many items such as these are lost and go unclaimed each year. If your child should lose an item, please check with the school office.

NOTES/NEWSLETTERS FROM SCHOOL

Notes from the office and newsletters from teachers usually will be sent home with students on Fridays, or the last day of the week for shorter weeks. We encourage parents to check your child's backpack or book bag on a daily basis to receive notes and other correspondence from the school in a timely manner. Many community organizations ask that notes be sent home with students concerning community events. The school is happy to send notes home, but we ask that the notes come to the principal's office first for approval, and then they will then be distributed to classroom teachers.

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (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 assist 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 to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental 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, and others through conferences, workshops, and dissemination 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>.

PARENT-TEACHER CONFERENCES

Parent conferences are held at the end of first quarter and mid third quarter. Conferences will be scheduled and we encourage all parents to come and visit with the teacher about your child's progress. Conferences are available any time upon parent request. Mid-term reports of students' progress are also sent home midway through each quarter in grades 1-6.

PLAYGROUND/RECESS

Recess is important for all students. It gives them a chance to get exercise and take a break from schoolwork. Recess provides the opportunity for children to learn to play and socialize with their peers. Play periods are supervised by teachers. Some children are inclined to want to stay inside even during nice weather. All children are expected to go outdoors. If the weather is severe, then all students will remain indoors.

PLAYGROUND RULES

- 1) Once outside, no child may reenter the building for a drink or to go to the bathroom unless the child has permission from the playground teacher.
- 2) Always stay in sight of the teacher on playground duty.
- 3) Avoid playing near classroom windows because it disturbs the classroom work of other students.
- 4) Stay on the asphalt when it is wet, muddy, or snowy. If students are dressed appropriately, they may play in the snow with their teacher's permission.
- 5) No student may be excluded by other students from an organized game.
- 6) Follow the rules when playing games so there will be no arguments.
- 7) Do not throw rocks, snowballs or anything else that may harm another student.
- 8) No hitting, shoving, fighting, or other inappropriate behavior will be allowed.
- 9) Students should not carry or try to pick up other students.
- 10) Students must swing in an upright, sitting position.
- 11) No standing in swings, jumping out of swings, swinging double, twisting swings, and/or no underdogs.
- 12) Students may not walk up the smooth surface of the slide.
- 13) When the teacher signals the class to come inside, students should get in line and come quietly into the building hallway so other classes will not be disturbed.

Infractions of school rules will result in restricted play and/or loss of recess privileges.

REPORT CARDS

Report cards are handed to the students or mailed home at the end of each nine-week period. You may stay current with your child's grade, attendance, and lunch balance by logging in on PowerSchool. A link can be found on the Rock Port R-II School District's webpage at www.rockport.k12.mo.us. Username and passwords can be found on the bottom of the student grade card or by contacting the elementary office.

Right to Know

Our district is required to inform you of certain information that you, according to **The No Child Left Behind Act of 2001** (Public Law 107-110), have the right to know.

Upon your request, we are required to provide, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

SCHOOL CLOSING PROCEDURES

The decision to close school because of inclement weather is normally reached between 5:30 to 6:00 a.m. after a survey of pertinent conditions has been made. If the administration or employees designated by them judge school should be closed that day, notices will be given as soon as possible to radio stations KFEQ (680 AM), KMA (960 AM), KSJQ (92.7 FM), and KMBZ (99.1 FM); and KQTV television station in St. Joseph, or by a Textcaster alert.

If school is dismissed early in the afternoon because of inclement weather, notice will be given by the above procedures as soon as the decision has been made to close school. School staff will make every effort possible to contact the parents of grade school children that school is dismissing early so that proper supervision of the children will be secured when they reach home. On days when school is not in session, there will be no activities in the school building.

STUDENT DRESS CODE

Students' dress and grooming is expected to be neat and clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Students' dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines. (Policy 2651)

- 1.) All students must wear shoes, boots, or appropriate footwear. Inappropriate footwear would include tennis shoes with wheels.
- 2.) In cold weather children are expected to have coats, gloves, and hats or they will not be allowed to go outside. If snow boots are worn to school, other shoes are recommended for the classroom and activity classes.
- 3.) Clothing, which promotes alcohol, drugs, tobacco, or contains language or descriptions, which are offensive, will not be allowed. If a student does wear such attire, he/she will be asked to change into a T-shirt provided by the school. The principal will keep the T-shirt in question until parents/guardians pick it up from the principal.
- 4.) Students will not be allowed to wear hats, caps or other head apparel inside the school building during the instructional day. This does not include special days.
- 5.) Clothing which is socially acceptable may be worn provided it does not disrupt the educational process. Halter tops, bare midriff tops, see through or mesh material, and other outfits that do not cover the abdomen, chest area, or buttocks are not to be worn.

STUDENT EARLY DISMISSAL PROCEDURES

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student’s parent/guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent/guardian.

3. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.
4. Any student who leaves school during the school day must be signed out by a parent/guardian in the elementary office. Students entering school while school is in session must be signed in by parent/guardian.
5. Students should never leave the school grounds without permission from the principal's office.

STUDENT EXPECTATIONS

Students are expected to do their very best every day and be kind to others. Our goal is to help each child learn to make good choices and to take responsibility for his/her actions. It's important to us that each child develops a positive self-image, feelings of personal dignity, and a sense of community contribution. The RPE faculty is committed to helping your child achieve these goals.

Three Basic Rules at RPE:

Do what is right.

Do your very best.

Treat everyone the way you want to be treated

VISITORS

Administrators and teachers welcome and encourage visits by parents/grandparents, Board members, volunteers, and patrons of the school. When entering the building, all visitors shall report to the principal's office to sign in so that the office will be aware of their presence. You will be asked to wear a badge indicating you are a visitor. All persons who do not obtain permission, or create serious distractions to the learning environment in the building or on school premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle, utilized to transport students, or be present at school activities without the written permission of the Superintendent.

A parent does not have the right to observe his/her child in the educational setting. However, an observation may be formally requested in writing to the building principal. **(Policy 1430)**

In order to ensure a safe and orderly environment for our students, adults will be expected to follow a Code of Conduct as stated in **Policy 1431** while on school premises or at school activities.

Possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in **Policy 1432**.

ROCK PORT R-II SCHOOLS

"TO BE A SOURCE OF INSPIRATION AND KNOWLEDGE FOR ALL"

600 South Nebraska St. · Rock Port, MO 64482 · Fax 660-744-5539 · Web Page rockport.k12.mo.us

Mr. Ethan Sickels
Superintendent
660-744-6298

Mr. Donnie Parsons
High School Principal
660-744-6296

Mr. Stephen Waigand
Elementary Principal
660-744-6294

RETURN THIS FORM TO SCHOOL

August 2018

Parent(s) and Guardians:

This student handbook has been given to you to provide necessary information for success in the Rock Port R-II Schools. We would like for you to read this handbook and discuss the contents with your child.

The Safe Schools Act signed into law by the governor during the 1996 legislative session specifies that all pupils and their parents or guardians must be provided a copy of the disciplinary policy; the policy is included in this handbook.

Also included are other items that need your approval. **Please check the information below and sign and return this page to your child's teacher during the first week of school.** We look forward to another fantastic year at Rock Port Elementary!.

Go Big Blue,

Mr. Stephen Waigand
RPE Principal

Rock Port R-II School District

2018-19 School Year

RETURN THIS FORM TO SCHOOL

Student Handbook (Please check)

- I have read the Rock Port Elementary Student Handbook and discussed it with my child.

Library Use (Please check one)

- Yes, my child/children have permission to check out RPE library books. I understand that I am responsible for payment of damaged or lost library materials.
- No, my child/children are not allowed to check out library books at RPE.

Acceptable Use Agreement (Please check)

- I grant permission for my child to agree to the terms and conditions on the school's Acceptable Use of Technology Agreement.

CHILD'S NAME: (Please print) _____

CHILD'S TEACHER: (Please print) _____

Parent's Signature: _____

Date: _____

(Your signature indicates you agree to the above conditions.)

The RPE Elementary Student Handbook can also be accessed on the school web site: www.rockport.k12.mo.us