

# Stanberry Elementary School

## Home of the Bulldogs 2018-2019

610 North Park Street – Stanberry, Missouri 64489

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**Mr. Bob Hedding** – Superintendent  
[rhedding@stanberryschools.org](mailto:rhedding@stanberryschools.org)

**Mrs. Tammy Graham** – Principal  
[tgraham@stanberryschools.org](mailto:tgraham@stanberryschools.org)

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### PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Stanberry Elementary. The faculty and staff join me in saying we're happy to have you as part of the Stanberry family. We hope this will be a successful and satisfying year for you.

The pages of the handbook contain important information regarding key school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

The Stanberry Intermediate School Student Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Stanberry Elementary School parents are our partners in the important job of educating the children of this community.

We welcome your participation and support this school year and solicit your membership in the PTO. I wish to thank the PTO for their support in helping to purchase these planners. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Sincerely,

*Tammy Graham*

Tammy Graham  
Elementary Principal

### STATEMENT OF PHILOSOPHY

As Educators and Parents we have a vested interest in the quality of our school and the performance of our students. We feel that each student in the Stanberry R-II System should have the opportunity to develop intellectually, physically, socially and vocationally commensurate with his/her own developmental ability; thereby producing an individual who is adequately prepared for life and can readily adapt to a dynamic and constantly changing society.

We believe that each child is endowed with his own individual capacities and characteristics, and that our schools, to the best of our abilities, should provide each child with the kind of education best fitted to him as an individual. We know that the needs of children are similar, but not identical, and we try to adapt our program to this knowledge.

We believe that a public school system exists to serve all the needs of the people the best it can. We must make every effort to meet the needs of all students in granting them the fullest possible education experience. These objectives and goals can be achieved only through meaningful cooperation and communication between the Board of Education, School Administration, Faculty and Parents.

## **STANBERRY ELEMENTARY SCHOOL STUDENT HANDBOOK (Abbreviated Version)**

### **SCHOOL HOURS**

School hours are from 8:23 am – 3:03 pm each day. Children should **NOT** arrive earlier than 7:45 am or remain on the campus later 3:30 pm unless they are participating in a supervised school activity. Supervision **WILL NOT** be provided for students who arrive before 7:45 am or remain later than 3:30 pm. These procedures are designed for the safety and well-being of your children.

### **SCHOOL BREAKFAST AND LUNCH PRICES – ELEMENTARY GRADES K-6**

These will be posted at the start of the school year. The BOE had not met to determine these prices prior to the handbook needing to be sent to the publisher.

### **SCHOOL LUNCH CHARGES**

Due to the large number of charges not being paid, student will only be permitted to charge up to ten meals. Once this limit is met students will no longer be able to charge meals and will have to bring their own lunch or eat an alternative meal provided at a cost of \$0.40. The alternative meal will include a cheese sandwich, 1 serving of fruit or vegetable and a milk. We ask that lunch charges be paid promptly. If a student's lunch has a negative balance, they will not be allowed to charge ala carte items.

### **SCHOOL LUNCH SCHEDULE**

GRADES K-3	10:40-11:10
GRADES 4-6	11:25-11:50
GRADES 7-8	11:30-11:55
GRADES 9-12	11:59-12:24

### **STUDENT PERFORMANCE AND EVALUATION**

Report Cards will be sent home at the end of each quarter (nine weeks). This is a means of informing parents/guardians of the student's progress in each subject. Report card dates will be designated on the school calendar.

#### **GRADING SCALE:**

<b>A=96-100</b>	<b>A-=90-95</b>	<b>B+=87-89</b>	<b>B=84-86</b>	<b>B-=80-83</b>	<b>C+=77-79</b>
<b>C=73-76</b>	<b>C-=70-72</b>	<b>D+=67-69</b>	<b>D=63-66</b>	<b>D-=60-62</b>	<b>F=0-59</b>

### **HONOR ROLL**

Students in grades 4-6 who achieve letter grades of A or A- throughout a given quarter will be recognized on the "PRINCIPAL'S HONOR ROLL." Students in grades 4-6 whose grade point average is 7.0 or above on an 11.0 scale and who do not receive a letter grade below B- throughout a given quarter will be recognized on the "HONOR ROLL."

We will also post the B.U.G. Honor Roll (Bringing Up Grades) for all students not on the top two honor rolls who bring up their grades each quarter.

An 11.0 scale will be used to compute the above recognition.

<b>A = 11</b>	<b>A- = 10</b>	<b>B+ = 9</b>	<b>B = 8</b>	<b>B- = 7</b>	<b>C+ = 6</b>
<b>C = 5</b>	<b>C- = 4</b>	<b>D+ = 3</b>	<b>D = 2</b>	<b>D- = 1</b>	<b>F = 0</b>

All Honor Rolls will be posted in the building and published in the newspaper upon the completion of each quarter.

### **STATE AND DISTRICT ASSESSMENTS**

Every student at Stanberry Elementary in grades 3-6 will take part in the annual State Assessment (MAP Testing). The testing window for 2018-2019 will be between April 1 and May 24, 2019. Every student at Stanberry Elementary in grades K-2 will take part in an annual District Assessment.

### **CARE OF TEXTBOOKS AND SCHOOL PROPERTY**

Students are responsible for all textbooks, library books, and classroom books issued them during the school year. All lost or damaged books must be paid for. The Principal will assess the fees charged.

## **EXTRA CURRICULAR ACTIVITIES**

Student participation in Extra Curricular Activities is governed by student grades. If a student is earning a failing grade (F) in any core area (Math, Science, Social Studies and Communication Arts) he or she cannot participate in extracurricular activities that week or any week until the failing grade (F) is removed. Extra Curricular Activities include Spelling Bee, Academic Bowl, Student Council, Math Contest, 5<sup>th</sup> and 6<sup>th</sup> Basketball, Elementary Wrestling and Track and Field Day. Parents and students are encouraged to work with their respective teacher to resolve these matters in such a way that the students' participation is not restricted.

**SPELLING BEE**-Students in grades 5-8 are eligible to try out for the Gentry County Spelling Bee. Students wishing to try out may study on their own or with a teacher during November and December. Spellers will be selected during December to represent the Stanberry R-II School District at the county spelling bee. The selection process consists of an oral spelling competition. The top three spellers from each grade are the participants with an alternate selected to be prepared in the event that one of the three cannot participate. Students study on their own and with a teacher during January and February. Practices are held before and after school and students may choose when they wish to stay and study. The spelling bee is held around the first week of February each year at one of the county schools; Albany, King City or Stanberry.

**ACADEMIC BOWL**- Students in grades 4-6 are encouraged to try out for the Academic Bowl Team. Students who try out and make the team will be expected to keep up their daily assignments. If a student fails to keep up on daily work and receives three (3) or more homework notices in a week's time, he or she will not be eligible to participate in the meet the following week. Students who choose to try out for the team use the buzzers to answer questions before a panel of judges. Judges keep track of how many times a student buzzes in and how many of those times he/she answered correctly. A team of six (6) students is chosen for the team based on their speed at buzzing in and their accuracy. The teams for each grade level are chosen in the fall, usually during the first week of school. Teams practice one hour a week after school on the Tuesdays during September. Matches are held each Tuesday in October and usually begin as close to 4:00 p.m. as possible. The match for each grade level will consist of four (4) quarters, two (2) with only toss-up questions and two (2) with toss-up and bonus questions. At the end of the season a tournament will be held at King City. Participating schools for regular season play and the tournament are: Albany, Jefferson, King City, Maysville, Stanberry, and Union Star.

**STUDENT COUNCIL**- A student council will be selected with representatives from each participating class. The students will be selected by their peers to represent their classes on our school wide student council. This council will be formed and guided by elementary faculty members. The student council will be responsible for the Veterans' Day Program, two Food Drives and the Recycling Program to name a few projects that our school participates in.

**BASKETBALL**-Students in grades 5 and 6 are eligible to participate in this activity. The teams will be coached by high school students who volunteer to work with the different teams. Practices will begin in early December and run through January, typically the practices will be on Saturday mornings. Games will be organized by the school and will generally take place on Saturdays in February.

**WRESTLING**-Students in grades K-6 are eligible to participate in this activity. The students will be organized by the high school wrestling coach. Practices will begin sometime during the spring, typically March and April. These practices will happen during the week right after school is dismissed, from 3:15 pm – 4:15 pm. Students are encouraged to participate in several area meets during this time period. All meets are held on Saturdays in the spring.

**TRACK AND FIELD DAY**-This is an end of the year activity that is designed for grades 4-6. Students are asked to sign up for events similar to a track meet. During the last week of school students and staff will walk to the track and participate in the events that the students have selected. This is a great event that is not only fun but has an element of competition built in to make things exciting for those watching and participating.

## **ELEMENTARY BAND**

This is the beginning of instrumental music at Stanberry R-II. Our primary goals are to teach students the basic fundamentals of instrumental music, and we want students to develop an appreciation for music and for their instrument. Students in grade 5 with an interest in band are tested for an instrument during the spring. The 6<sup>th</sup> grade band will meet daily throughout the year. The students may be split into sections to receive more individualized instruction. Individual lessons will be after school at the request of the student. The band will perform at the Elementary Winter Concert and the Junior/Senior High Spring Concert.

## **LATE AND INCOMPLETE ASSIGNMENTS**

There will be a Homework Club party and award at the end of every month for students in grades 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> who receive two or fewer homework alerts during that month.

If a student receives a homework alert, the student must take the alert to the principal for a signature. If the principal has signed five homework alerts for a student, the parents will be contacted. If the principal has signed ten or more homework alerts for a student, the student will meet with a team consisting of and not limited to the principal, teacher, parents, and counselor to discuss a future plan for the student.

## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcast between 6:00 am and 6:15 am. The following stations will announce school closings: 95.5 FM KAAN, 680 AM KFEQ, 1550 AM KSFT, 1580 AM and 97.1 FM KNIM and 960 AM. KQ 2 TV of St. Joseph will carry school closings. If severe weather occurs after school is in session, please listen to the listed radio stations. **DO NOT** call your building principal as they receive their information in the same manner.

## **PTO**

PTO is an organization composed of any patron in the Stanberry R-II School District interested in working together for the betterment of our local school. A successful school needs the **ACTIVE** support provided by the PTO and we encourage you to join and give all your support to this worthy organization. The PTO Officers for the 2018-2019 school year are – President Shay Albright, Vice-President Kayla Horne, Treasurer Jessica Santa Cruz, and Secretary Kristi Porterfield. You can stay up-to-date on the Stanberry PTO Facebook page.

## **ROOM PARENTS**

A Room Parent helps the classroom teacher with the class parties at Halloween, Christmas, and Valentine's Day and on the Class Field Trip. They may also be asked to help donate cookies and refreshments for special school functions.

## **EDUCATIONAL FIELD TRIPS**

Properly supervised and planned educational field trips are an important part of any instructional program. A signed permission form from a parent or guardian is required for all field trips. Students may be excluded from these opportunities as a result of academic deficiencies or discipline matters.

## **RECESS POLICY**

In order to protect the health of the children during cold and/or wet weather, the staff has developed the following policy. All students are expected to go outside unless they are recovering from a previous illness. A note from a parent is required if your child is **NOT** to be outside during recess. Students not having the proper attire, as determined by the faculty, will **NOT** be allowed to go outside. Listed below is a brief description of what is considered to be appropriate clothing for cold and/or wet weather recess.

**Footwear**-All weather boots will be worn when it is cold and/or wet outside. Cowboy boots, hiking boots and fashion boots are **NOT** considered all weather.

**Coats, Caps and Gloves**-During cold weather, all students must have a warm coat, some type of head cover and gloves.

## **DISCIPLINE**

Each staff member at Stanberry Elementary School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome student relations. A student's behavior should conform to acceptable standards of conduct as established by the principal, teachers and school policy.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings and property of others.

## **BULLYING**

The District is committed to maintaining learning and working environments free of any form of *bullying or intimidation by students toward District personnel or students on school grounds, or school time, at school sponsored activity or in a school related context*. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

### **Bullying occurs when a student:**

- Communicates, with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included

Students who are found to have violated this policy will be subject to those consequences detailed in the districts discipline policy. For further information see the Board of Education Policy Manual. Policy #2655.

## **SCHOOL CALENDAR 2018-2019**

August 6 – New Teacher’s Workshop

August 16 – First Day of School

September 24 – No School – Teacher In-Service

October 19 – No School – Fall Break

November 26 – No School – Teacher In-Service

December 21 – January 1 – No School Holidays

January 3 – School Resumes

February 15 – No School – Teacher In-Service

March 6 – No School – In-Service & P/T Conferences

March 12 – School Resumes

May 12 – Graduation

May 16 – Teacher Workday

August 13, 14 & 15 – Teacher’s Workshop

September 3 – No School - Labor Day

October 18 – No School – In-Service & P/T Conferences

November 21, 22 & 23 – No School – Thanksgiving

December 20 – Dismiss 12:25 – School Holiday

January 2 – Teacher Workday

January 21 – No School – MLK Day

February 18 – No School - President’s Day

March 7, 8 & 11 – No School – Spring Break

April 19 & 22 – No School – Easter Break

May 15 – Last Day of School Dismiss 11:00 a.m.

## **QUARTER ENDING DATES**

October 12

December 20

March 1

May 15

## **MAKE UP SCHEDULE**

#1 = December 21\*   #2 = January 21   #3 = February 18   #4 = March 11   #5 = May 16   #6 = May 17

\*This will be a make-up day only if there is a missed day in the first semester

## **PARENT-TEACHER CONFERENCES**

Our district schedules formal parent-teacher conferences at the end of the first and third quarters. We feel it is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Parents are encouraged to contact the school anytime they have questions or concerns about the progress of their children.

## **SCHOOL VISITORS**

Stanberry R-II School students are asked not to invite other children to visit school during regular class time. Parents however, are welcome to visit or to have lunch with their children. Parents are asked to please pay for the lunch in the elementary office before going to the lunch room. For class visits, it is required to call or send a note to the teacher beforehand and check through the Elementary Principal’s Office before going to the room.

## **CHANGES IN ADDRESS OR PHONE**

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and telephone numbers in order that parents can be contacted. PLEASE BE SURE TO NOTIFY THE SCHOOL IF THERE ARE CHANGES DURING THE YEAR OF HOME ADDRESS, TELEPHONE NUMBER, PLACE OF EMPLOYMENT, BABY SITTER, OR EMERGENCY NUMBER.

## **STUDENT ATTENDANCE**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. (Policy # 2310) For additional information see Board of Education Regulation #2610.

## **ATTENDANCE INFORMATION**

Regular attendance is extremely important. Every student is expected to attend each day of school except when illness or some other condition beyond his/her control prevents attendance. A note or phone call from parents is required. Students are expected to make up work missed. Students that are habitually absent from school without valid reason may be suspended from school. Students absent from school without the knowledge or consent of parents or guardians, or students leaving school during any session without the consent of the principal, shall be considered truants. Truants will automatically receive a day of Saturday School. If truancy occurs a second time, out of school suspension will occur.

## **ATTENDANCE BUILDING POLICY**

- Student absences shall be limited to five (5) days per semester because of sickness of the student or sickness or death of a member of the student's family. The unused portion will not be carried into the second semester. Parents will be contacted through a written note on the fifth absence.
- Student absences on the eighth (8<sup>th</sup>) day will receive a Saturday School. Parents will be contacted through a written note. Special health issues will be considered with a doctor's note.
- Student absences on the tenth (10<sup>th</sup>) day will receive a Saturday School and In School Suspension for each absence above ten (10). Parents will be contacted through a written note. Special health issues will be considered with a doctor's note. The Juvenile officer will be contacted.
- Makeup work for credit will be allowed for any absence which falls within the above guidelines, but makeup credit will not be allowed for absences beyond the 5 day limit.
- Written or oral communication (a phone call between 8:00AM and 9:00AM is recommended) from parents or guardians will be required for all absences. However, after the five day limitation all will be unexcused unless prior arrangements are made in the office.
- When it is felt a student may have a valid reason for missing more than the allowable number of days, the administration may grant excused absences in circumstances which are not otherwise covered in this policy.
- **Students with perfect attendance shall become eligible for special recognition**

## **REQUEST TO BE EXCUSED FROM SCHOOL**

When it becomes necessary for a student to be excused from school during the day, the parent of the student must make the request in writing, by phone, or in person to the principal's office. A student leaving the building without permission from the office automatically becomes a truant.

## **ILLNESS AT SCHOOL**

Students who become ill during the day should report to the office where efforts will be made to contact the parents. Students who are ill will not be sent home unless there is someone at home to look after them.

## **TARDY**

A student is allowed to be tardy twice per quarter.

First Offense: On the 3rd tardy the student will serve a 30 minute detention

Subsequent Offenses: On the 6th tardy the student will serve a 60 minute detention, and on the 9th tardy Saturday School will be assigned.

## **TRUANCY**

The Board of Education believes regular attendance is importance to academic success. Therefore, the Board directs that problems with attendance on the part of any student should be investigated and acted upon promptly. Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. For additional information see Board of Education Policy #2340.

## **STUDENT EDUCATIONAL RECORDS**

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials. As parents/guardian of your child you have the right to inspect and review the student's educational records. You have the right to request changes to the educational record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. You have the right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that federal and state law authorizes disclosure without such consent; and to obtain a copy of this policy and guidelines. Copies of this policy are located in the Principal's office under Policy # 2400 and explanation under Regulation #2400.

## **BUS RULES AND REGULATIONS**

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Classroom conduct is to be observed by the pupils while riding the bus, except for ordinary conversation.
3. Students must remain seated and face the front of the bus until their own bus stop is reached. The driver may assign a seat for any student.
4. Unnecessary conversation with the driver is prohibited.
5. Students must be on time. The bus cannot wait beyond its regular schedule.
6. Students riding on any but their assigned bus or getting off the bus at any but their assigned bus stop must bring a signed note from a parent to the teacher. If a parent calls school with a bus route or stop change, the teacher or school secretary will write a note confirming verbal permission from a parent.
7. Students must not at any time extend arms or head out of bus window.
8. Eating or drinking on the bus is not allowed.
9. No tobacco products allowed on the bus.
10. Do not throw any article inside the bus or out the window.
11. No glass containers allowed on the bus.
12. Pupils who must cross the road after leaving the bus shall cross in front of the bus.
13. Stand back at the bus stop until the driver opens the door.
14. Students must treat each other with mutual respect. Verbal or physical harassment will be reported to the principal for necessary action.
15. The bus company cannot be responsible for items lost or stolen on the bus.
16. No animals, insects, etc., allowed on the bus without prior permission.

## **BUS CONDUCT PROCEDURE**

Disciplinary incidents will be reported by drivers to the bus manager. The bus manager will turn bus conduct reports into the appropriate school principal. Upon receipt of a bus conduct report, the following action will be taken:

- First Offense: Principal conferences with student and contacts parents.
- Second Offense: Principal conferences with student, contacts parents, assigns student to a specific seat on the bus.
- Third Offense: Principal conferences with student, contacts parents, student suspension from the use of bus transportation for one week.
- Fourth Offense: Principal conferences with student, contacts parents, the student may be suspended from the use of bus transportation for the rest of the school year (time elapsed between incidents will be taken into account).

## **SEVERE CLAUSE**

Major violations, listed below, will be dealt with following school discipline procedures in the student handbook and may be subject to immediate suspension from the bus.

1. Smoking, having drugs, or throwing firecrackers in or at the bus.
2. Having dangerous items such as weapons, knives, matches cigarette lighters, or sharp blades on the bus.
3. Foul, profane, or abusive language.
4. Damaging the bus, such as, cutting seats, etc.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Stanberry R-II Schools assure 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 Stanberry R-II Schools assure 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 Stanberry R-II Schools assure that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Stanberry R-II Schools have developed a Local Compliance Plan for the implementation of State of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the school during regular school hours.

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 1 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 or know of a child with a disability who is not attending the public school, please contact the Stanberry R-II Schools at 660-783-9057.

This notice will be provided in native languages as appropriate.

## **TEACHER QUALIFICATIONS**

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information. The teachers' qualifications will include, at a minimum, the following:

- Whether the teacher has met state certification 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 the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the above information parents may request, a school that receives Title I.A. funds 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.



## **PROGRAMS FOR HOMELESS, MIGRANT AND ENGLISH LANGUAGE LEARNERS**

The Stanberry R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence. (Refer to Board of Education Policy #2260.)

The Stanberry R-II School District Board of Education directs the administration to identify migratory children in the district, as required by law, and ensure that migrant students receive services for which they are eligible. (Refer to Board of Education Policy #2270.)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (Refer to Board of Education Policy #6180.)

The board designates the following individual to act as the district coordinator for all Homeless, Migrant, and ELL Programs:

Mr. Bob Hedding  
610 North Park Street, Stanberry, MO 64489  
Ph: 660-783-2136; Fax: 660-783-2177

This notice will be provided in native languages as appropriate.

## **PARENT INVOLVEMENT POLICY**

The Stanberry R-II School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

## **PARENT/FAMILY INVOLVEMENT GOALS AND PLAN**

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including: keeping parents/families informed of opportunities for involvement and encouraging participation in various programs; providing access to educational resources for parents/families to use together with their children; keeping parents/families informed of

the objectives of district educational programs as well as of their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

## **SAFETY**

Missouri State Statutes requires all school districts to distribute to students each year information concerning earthquakes and earthquake safety. This information will be presented to the students and their parents along with other information either prior to the start of school or the first day school is in session. Below are several related links that parents can access to gain more information concerning earthquake safety and other related safety topics.

<http://www.dese.mo.gov/divadm/govern/safety.html>

<http://www.dese.mo.gov/divadm/govern/earthquake.html>

## Discipline Policy - Misconduct and Disciplinary Consequences

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

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

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

**Subsequent Offenses:** 11-180 days out-of-school suspension, or 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:** 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

**First Offense:** Principal/ Student conference and/or detention, in-school suspension, Saturday School, or 1-180 days out-of-school suspension.

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

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

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

**Subsequent Offenses:** 1-180 days out-of-school suspension, or expulsion, Saturday School, notification of law enforcement officials, and documentation in student's discipline record.

**4. Defiance of Authority** - Refusal to obey directions or defiance of staff authority

**First Offense:** Principal/Student conference and/or Detention, In-school suspension, Saturday School, 1-10 Days Out-of-School Suspension

**Subsequent Offenses:** Detention, In-School Suspension, Saturday School, 1-180 days out-of-school suspension

**5. Disruptive Behavior** - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

**First Offense:** Principal/Student conference and/or detention, In-school Suspension, Saturday School

**Subsequent Offenses:** Detention, In-school Suspension, Saturday School, 1-90 days out-of school suspension.

**6. Drugs/Controlled Substance** - Possession or under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

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

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

Drugs/Controlled Substance - 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, notification to law enforcement officials, and documentation in student's discipline record.

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

**7. Prescription Medication** - Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

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

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

Distribution - of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

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

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

**8. Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

**First Offense:** Principal/Student conference and/or detention, in-school suspension, Saturday School, or 1-10 days out-of-school suspension

**Subsequent Offenses:** In-school suspension, Saturday School, 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 for a definition - Firearms and Weapons in School)

Possession of a firearm or weapon

**First Offense:** (Minimum of one-year suspension) (Students that have an IEP developed by the special services staff can appeal the suspension to the Superintendent)

**Subsequent Offenses:** (Minimum of one-year suspension) (Students that have an IEP developed by the special services staff can appeal the suspension to the Superintendent)

**10. Harassment** (Refer to Policy 2130 - Harassment)

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

**Subsequent Offenses:** In-School suspension, Saturday School, 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 and/or detention, in-school suspension, Saturday School

**Subsequent Offenses:** In-school suspension, Saturday School, 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 and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension

**Subsequent Offenses:** In-school suspension, Saturday School, 1-180 days out-of-school suspension

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

**First Offense:** Principal/Student conference and/or detention, in-school suspension, Saturday School.

**Subsequent Offenses:** Detention, In-School suspension, Saturday School, 1-180 days out-of-school suspension.

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 and/or detention, in-school suspension, Saturday School, or 1-10 days out-of-school suspension.

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

## **13. Inappropriate Sexual Conduct** (Refer to Policy and Regulation 2130 - Harassment)

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

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

**Subsequent Offenses:** 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record

Use of sexually intimidating language, objects, or pictures.

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

**Subsequent Offenses:** 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record

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

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

**Subsequent Offenses:** 1-180 days out-of-school suspension or expulsion, Saturday School, and documentation in student's discipline record

**14. Theft** - Nonconsensual taking or attempt to take the property of another

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

**Subsequent Offenses:** 1-180 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:** Student/Principal conference (warning) / Detention with the first usage

**Subsequent Offenses:** Detention, Saturday School, 1-10 days out-of-school suspension with the second usage

**16. Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

**First Offense:** One Saturday School

**Subsequent Offenses:** Saturday School or 1- 3 days Out-of-school suspension

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

**First Offense:** Restitution, Principal/Student conference and/or detention, In-school Suspension, Saturday School, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

**Subsequent Offenses:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record

**18. Saturday School** – Any student who misses an assigned Saturday School, or is asked to leave due to behavior problems will automatically have 3 days of out-of-school suspension on the subsequent 3 days school is in session.

**19. Students tardy to class** – Disciplined at the discretion of the Principal and/or Staff – see the school's tardy policy.