

# **Puxico Elementary School 2021-2022**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_ PHONE \_\_\_\_\_

## **MISSION STATEMENT**

Puxico R-8 School District is committed to developing educational, civic, and creative opportunities for each student, each day. Stronger community, brighter tomorrow.

## **VISION**

The vision of the Puxico R-VIII School District is to challenge students within a caring environment to become confident, competent, contributing citizens with a lifetime thirst for learning.

## **STATEMENT**

Puxico R-VIII Schools realize each student is a unique individual and strives through the uniqueness to educate each to this full potential both academically and personally.

## **VISION**

The vision of the Puxico R-VIII School District is to challenge students within a caring environment to become confident, competent, contributing citizens with a lifetime thirst for learning.

## **BELIEF**

We believe that

All students are unique individuals.

All students can learn when provided with a caring environment.

All students should be provided a challenging curriculum.

All adults are responsible for guiding and motivating students.

Teachers and parents provide the basis for student achievement.

## **ADMINISTRATOR'S MESSAGE**

This handbook has been prepared to provide parents and students information about the educational program, procedures, expectations, and other pertinent information regarding the day-to-day operation of the school. It covers several topics of interest but is not intended to be exhaustive in nature. It has been compiled considering current legislation, litigation, district policy, and practice. Should questions arise which are not covered in this handbook, you are encouraged to phone the school office.

The Puxico Staff has appreciated the cooperation received from parents for many years. It is our wish to continue to maintain positive parent-teacher-student relations, which will promote the educational, physical, and social development of our youth into contributing, successful, well-adjusted adults.

## **LOCAL CONTACT INFORMATION**

Superintendent, Cindy Crabb, 573-222-3762

Elementary Principal, Nathan Wills, 573-222-3542

Elementary Counselor, Bobbie Wood, 573-222-3542

Junior High Principal, Shana Kight, 573-222-3058

Junior High Counselor, Margie Garrard, 573-222-3058

High School Principal, Gretchen Hill, 573-222-3175

High School Counselor, Debbie Wilkerson, 573-222-3175

Director of Special Services, Tracy Robison, 573-222-3107

A+ Coordinator, Debbie Wilkerson, 573-222-3175

Homeless Coordinator, Gretchen Hill, 573-222-3175

Instructional Coach, Tammy Thompson, 573-222-3542

Title IX Coordinator, Gretchen Hill, 573-222-3175

DFS and Foster Care Liaison, Bobbie Wood, 573-222-3542

504 Coordinator, Bobbie Wood, 573-222-3542

Title 1/Federal Programs, Teresa Carson, 573-222-3107

## **RETENTION POLICY**

The retention of a student will be made only when it is in the best interest of and for the welfare of the child. The goal of retention will be to increase academic proficiency. Some factors to be considered in determining retention will be as follows:

1. In reading, a child who is working below grade placement as defined in SB319, or any replacement thereof.
2. Teacher observation and recommendations
3. Achievement test results
4. Cognitive ability test results
5. Maturity of the child
6. An overview of the child's entire academic achievement
7. Parental recommendation

A child who fails could be promoted to the next grade at any time his/her academic achievement level has improved to ensure success. If possible, retention should be done in the first five years of a student's education, including kindergarten. This does not mean that a child may pass the 5<sup>th</sup> grade if he or she is doing failing work. This would cover students transferring to the Puxico District who may or may not have attended a school with such a retention policy. At the high school level, all classes are based on semesters.

A follow-up study of each child who is retained will be made to determine if the retention policy is helping the child achieve academically. The teacher or teachers of the child will be required, through the Puxico R-8 Retention Conference Form, to document the school's recommendation. The form will ensure that the parent has been informed of the reasons for retention.

At the junior high level, class credit is based on quarterly performance. If a student fails to earn 24-quarter credits within a year, the student will not be eligible to advance to the next grade level. Parents will be informed of the school's recommendation. A recommendation may be made to attend summer school for failing students to be promoted to the next grade level.

### **STUDENT CONDUCT**

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

The Board of Education has adopted a Code of Student Conduct. A summary of this policy is in each planner. Additional copies are available from the school. **Students and parents are encouraged to become familiar with the Code of Student Conduct. PARENTS/GUARDIANS MUST RETURN THE INCLUDED FORM TO THE OFFICE VERIFYING RECEIPT OF THIS PLANNER INCLUDING THE CODE OF CONDUCT. Parents that do not want their students paddled nor placed in ISS (in-school suspension/time-out room) must notify the principal.**

### **EQUAL OPPORTUNITY**

The Puxico R-VIII School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex or handicap in the administration of its policies, admission policies, scholarship program, athletic program or other school administered programs. Should you have a question concerning these issues, contact Superintendent of Schools, 481 North Bedford Street, Puxico, MO 63960.

### **CONFLICTS**

If a student/parent cannot resolve a problem with a teacher or the administration, a hearing with the Board of Education may be requested.

### **EMERGENCY CARDS**

No student may participate in any school activity or ride a bus to a school activity unless an emergency card is on file in the Student Health Office.

## **EMERGENCY PLANS**

### **Emergency Plan - FIRE**

Warning System: Each principal will be responsible for testing fire alarms frequently. A backup alarm will be provided in case the fire alarm fails. For drill purposes, the actual fire alarm will sound.

Drill Procedures:

1. Building is to be evacuated immediately upon hearing fire alarm or intercom.
2. Appoint student leaders in advance to lead lines.
3. All books, personal items, etc., should be left behind.
4. In a quick and orderly fashion, students are to walk quietly out of the assigned exit.
5. No talking will be allowed in order to insure everyone of hearing the instructions.
6. Office staff will exit with emergency contact information and absentee lists.
7. Teachers should be last to leave the room. They will close the windows and the door. Lights should be left ON for ease of scanning a vacant room. Teachers will take class roll book when they leave.
8. After students have assembled outside the building in the designated area, teaches will take roll and report to the principal or his/her designee students who are present and students who are missing.
9. An area for assembling after evacuation is designated for each class. This area should be far enough from the building to ensure safety from fire, smoke, and explosion. Teachers will see that students remain in this area until further instructions are given.
10. Do not allow any person to return to the building for any reason.

### **Emergency Plan - TORNADO**

Warning System: Each principal will be responsible for testing severe weather alarms frequently. In addition, a backup alarm will be provided in case the initial alarm fails. The signal will be a long, continuous bell.

In case of a tornado alert, a quiet and orderly evacuation is the primary objective. A student leader in each class should be assigned to lead the students in a single file to the pre-destined area. Teachers will take roll book and leave the room last. Office staff should take emergency contact information and absentee list during evacuation. Students should walk to the FEMA building in a quiet, orderly fashion. Once inside the FEMA building students should stay quiet and calm. If time does not permit evacuation from the classroom, get into the safest area of the classroom, which is inside wall farthest away from doors or windows. Drills are held periodically.

### **Emergency Plan - EARTHQUAKE**

An earthquake strikes without warning. For drill purposes, the signal will be an announcement over the intercom with instructions. Students should "drop, tuck, and cover." Squat down, covering head with hands and arms. If indoors, take cover under heavy desks or tables, in doorways, or against inside walls. If the table or desk moves, hold on to the legs and move with it. An attempt should be made to move away from glass and falling objects. When an earthquake is over, the principal will give a signal for evacuation of the building, using the fire drill evacuation procedure. Students will stay with their class and teacher. Teachers will take grade book and, once outside, take attendance.

In a true emergency, please know we will do our best to protect all children until parents can get here. **PARENTS MUST SIGN FOR CHILDREN THEY PICK-UP IN EMERGENCIES AS ALL STUDENTS MUST BE ACCOUNTED FOR.** Students may be relocated to an area away from the school when necessary. Please contact the elementary secretary at 573-222-3542, junior high secretary at 573-222-3058, or the senior high school secretary at 573-222-3175 to find out where your child will be located. **This will be the procedure for all emergency/crisis situations when relocation is necessary.**

### **EMERGENCY PROCEDURES FOR INCLEMENT WEATHER**

If weather conditions arise during the school day that may make the roads hazardous, early dismissal will be made. **KFVS-TV** in Cape Girardeau, **Zimmer Radio Group** in Poplar Bluff, and radio station **KDEX** in Dexter are notified of early dismissals and are notified when school will be closed for the day. Please make contingency plans so that your children will know what they are to do if early dismissal is required.

### **EMERGENCY INFORMATION**

It is extremely important that every student maintain an up-to-date address and working telephone number at the school office. Please notify the schools immediately if you have a name change, change of address, or change of telephone number during the school year.

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent or guardian's names
2. Complete and up-to-date address
3. Home phone and parents' work phones (connected and working)
4. Two emergency phone numbers of friends or relatives (connected and working)
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up the child

### **FREE AND REDUCED COST MEALS**

The school cafeteria, operating under federal law, provides free or reduced cost breakfasts and lunches for those whose income meets appropriate guidelines. Unless approved by direct certification, application must be made for free or reduced cost meals. Notice of direct certification and/or applications will be sent home with students at the beginning of the school year. If approved, in accordance with the guidelines, the meals procedure is handled in such a manner as to avoid embarrassment to students. Application for free or reduced cost meals may be made at any time during the school year.

Each Elementary school day begins with roll call, meal count, and extra milk count. The money-collecting procedures are most efficient and less time consuming when students bring the correct change and when meal and milk charges are paid on the **FIRST DAY OF THE WEEK** for the entire week. Payment may be made by check or credit card. It is advisable that money be sent to school in an envelope with the child's name on it, the amount of money enclosed, and its purposes.

**Standard breakfast is free if funding is available, reduced meals are .40, and lunch costs \$1.90.**

## **HARASSMENT**

Harassment of any kind is not allowed and will result in written referrals. Continued harassment will result in the involvement of juvenile authorities. Harassment can take many forms. Students should not be harassed sexually, about gender, physical appearance, religion, disability, national origin, race, etc. Complaints of harassment should be reported to school authorities for investigation and control of the situation.

## **HEAD LICE**

Head lice are very contagious. They are spread through the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags, stuffed animals, etc. To minimize the risk of repeated outbreaks, the school must quarantine students with head lice and send them home to be treated. It is important to note that the home must also be treated to eliminate lice infestations. The school health office has lights and magnifiers to assist in removal of lice eggs (nits) in the child's hair. PLEASE CHECK YOUR CHILD AND HOME FREQUENTLY TO KEEP LICE FROM CAUSING SCHOOL ABSENCES. Children with lice or nits will be sent home.

## **IMMUNIZATIONS**

As mandated by section 167.181, RSMo, each school must have a record showing the immunization status of every child in attendance. The law prohibits the enrollment and attendance of children who are in noncompliance. Immunization information is required in seven (7) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Kindergarten students in the 1997-98 classes are required to have Hepatitis B immunizations (series of three doses). Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization. For answers to questions regarding your child's immunization status, phone the school nurse at 222-3542.

## **MEDICATION**

Students are not allowed to have medications in their possession for self-administration at school. The danger of a reaction or children taking medication by error necessitates the strict enforcement of this policy. If medication must be given at school, it should be brought to the nurse's office in its properly labeled bottle. A signed note from the parent stating when the next dose should be given should accompany all medication. Please, do not send medication in envelopes, plastic bags, etc. Also, medications that are ordered to be given three times daily will not be given at school, unless specifically requested by a doctor. "Three times daily" medication can be given before school, after school, and at bedtime.

## **HAZEL HEALTH**

Puxico R8 has partnered with Hazel Health to provide telehealth services to any student whose guardian(s) have consented to such service.

## **PARENT TEACHER ORGANIZATION**

The Puxico PTO plays a vital role in the life of the school. The PTO supplements and supports the educational program, not only by providing financial resources for the purchase of equipment that benefits all the students in the district, but by the giving of their time and manpower (and woman power!) to help implement school improvement. Among other things, the PTO hosts an Open House, holds a Fall or Spring Festival, and helps with Grandparents' Day and school parties. All parents are urged to join and participate. The dues are nominal, and the benefits are great.

## **IT'S THE LAW**

**The Drug-Free Schools and Communities Act requires our school to prevent everyone—both students and staff—from bringing in, making, using, handing out or selling, or even having with them, illegal drugs and alcohol.**

Every school, college, university, and school system must certify in writing that it has a program to prohibit drugs and alcohol on premises and in any school activities.

If our school does not have such a program, it will not receive any money or financial assistance from any federal government department or agency.

\*Substance Abuse Traffic Offender's Program

**Puxico R-8 Calendar  
2021-2022**

**August 2021**

S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	(5 days)				

- 1-20 Certified work Day (x1) not scheduled
- 23 Teacher P.D.
- 23 Open House (5:30-7:30 p.m.)
- 24 Whole Staff P.D.
- 25 - First Day of School

**September 2021**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	(21 days)	

6 - NO SCHOOL

**October 2021**

S	M	T	W	TH	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	(19 days)						

- 15- Quarter Ends (37 days)
- 21-Teacher P.D. 8 a.m.-Noon (No School)
- 21 - Parent/Teacher Conf. 1-7 p.m. (No School)
- 22 - NO SCHOOL

**November 2021**

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	(18 days)				

- 12- Teacher P.D. (No School)
- 24-26 NO SCHOOL

**December 2021**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- (13 days)
- 17- 2nd Quarter Ends (39 Days)
- 20-31 NO SCHOOL

**January 2022**

S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	(19 days)					

- 3- Teacher P.D./Work Day (No School)
- 4- Second Semester/3rd Quarter Begins
- 17-NO SCHOOL

**February 2022**

S	M	T	W	TH	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	(19 days)					

21 - NO SCHOOL

**March 2022**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 4- 3rd Quarter Ends (42 days)
- 10-Teacher P.D. 8 a.m.-Noon (No School)
- 10 - Parent/Teacher Conferences 1-7 p.m. (No School)
- 11-15 NO SCHOOL

**April 2022**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(18 days)  
14-18 NO SCHOOL

**May 2022**

S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	(17 days)				

- 11- Baccalaureate
- 13- H.S. Graduation
- 24- 4th Quarter Ends (50 days)
- 24- 12:30 Dismissal

**Student Attendance Days**

First Quarter	37 Days
Second Quarter	39 Days
Third Quarter	42 days
Fourth Quarter	50 Days
<b>Total</b>	<b>168 Days</b>

168 Student Days
4.5 Teacher Prof Dev. Days
1.5 Teacher Work Days
1 Floating PD day
<hr/>
<b>175 Total</b>

**APPROVED FEBRUARY 18, 2021**

## PUXICO R-VIII SCHOOL DISTRICT ELEMENTARY HANDBOOK

### ALLERGIES

Puxico Elementary is committed to the health and safety of all our students. With this in mind, we will make reasonable efforts to accommodate our students with diagnosed and documented allergies.

### ALTERNATIVE EDUCATION PROGRAM

Alternative education is available and may be assigned by an administrator. Students may be assigned due to failure meeting educational progress needed to be successful. Alternative education may also be assigned due to discipline concerns.

### ARRIVAL AND DEPARTURE OF STUDENTS

**All early arrivers should not be on school property until 7:30.** Breakfast will be served at 7:35 in the classroom. CLASSROOM SUPERVISION WILL BEGIN AT 7:30. Buses are scheduled to arrive at 7:30 a.m.

Students should be in their rooms by 7:55 and will be counted tardy after the official start of the day at 8:00. The elementary school closes each day at 3:00 p.m. Students must leave the campus unless they are staying for an organized, supervised, after-school activity.

**Adults sponsoring non-school activities are responsible for the safety of those children and must make sure they leave the campus and get home safely when the activity is completed.**

The children that do not ride buses will be held in a dismissal room until called for by dismissal staff. This will eliminate a lot of congestion in front of the school so teachers can supervise a safe dismissal. Students who walk home from school or remain for tutoring will be held until all the buses have left the school campus. Please do not get your child early or go into the dismissal room. This causes confusion amongst our staff and is less safe for our students. If your child will be a picked up from school in an automobile, they should be picked up from the car rider lane next to the FEMA building. The FEMA building pickup is for cars only. Please do not get out of your car to collect your student.

The entrance for this pickup is located on the FEMA Building parking lot located off Highway 51. Please park in the northern most parking spots and follow the flow of traffic into the pickup line.

Our district utilizes the KidAccount system for car rider dismissal. Please contact our office for a card that will verify which child or children you will be picking up. An official photo ID will be required as well as the card to pick up a student. You will be asked for the verification card and your photo ID while in the car rider line to pick up the student(s).

Parents can help in many ways. Please help by following these suggestions to make things safer for your child and everyone's children:

**1. PLEASE MAKE ARRANGEMENTS WITH YOUR CHILD BEFORE SCHOOL IF THEY ARE TO HAVE A DIFFERENT PLAN THAN THEIR ROUTINE AT THE END OF THE DAY.** For instance, if they normally ride the bus and you will pick them up or they are to get off at a different stop, please tell your child before school so they will know AND **YOU MUST SEND A DATED & SIGNED NOTE** with them. If an unexpected change occurs, please call before 2:00 pm with information for children being picked up or changes in routine at the end of the day. The office can be a very busy place at the end of the day as they try to get everyone in the right place and they do not like to interrupt instructional time to get these messages to the teacher when they can be given to the child that morning. It will be helpful to reserve phone calls to the office for only emergency changes that come up because of car trouble or lateness.

**2. IF YOU MUST GET YOUR CHILD OFF THE BUS BECAUSE YOU CAME TO PICK THEM UP AT THE LAST MINUTE, PLEASE COME TO THE OFFICE TO MAKE ARRANGEMENTS TO HAVE HIM OR HER TAKEN OFF THE BUS.**

**3. PLEASE DO NOT PICK UP YOUR CHILD EARLY AT THE END OF THE DAY.** (Unless occasionally necessary for a scheduled medical appointment at the end of the day.) It is disruptive to the classroom instruction to have someone leave before the final announcements at the end of the day. It also causes the loss of funds to the school, as they get paid from the state for time the children are in class. It causes a lot of extra work for the teacher and the office to record children that have left early. Finally, it benefits your child to be there for important reminders and information concerning their homework or activities for the following day.

**4. WATCH FOR WALKING CHILDREN.** If you are driving, please do not be in a hurry to get away from campus, as there are children walking that may not be paying attention to cars. They need you to be extra-slow until you are well away from the school. Imagine your own child as being on the street.

### ATTENDANCE

Missouri school laws require regular school attendance of every child between the ages of seven and sixteen. Regular attendance and academic success are closely related. The idea that lost class time can be made up is false. Students who are absent for any reason miss instruction, the introduction of new material, discussion and interaction with other students, and teacher assistance. Special assignments and make-up work can only help students regain part of what was lost.

Naturally, children who are ill cannot be in school. If a student is absent, please phone the office by 9:00 a.m. on the day of the absence. Every absence must be followed by a note from home stating the nature of the absence. **Communication with the school is expected.**

Elementary students who accumulate absences in excess of 12 per year **for any reason** may result in mandatory enrollment in summer school unless the time has been arranged to be made-up at Saturday School. The principal, in consultation with the student's teachers, **may** waive this requirement if it is determined that the student has progressed at the expected ability level despite the absences. Absences determined to be excessive without approved reason will be reported to the Juvenile Authorities for investigation. Excessive absences for the year may be subject to the withholding of final passing grades, which may affect promotion to the next grade. We do not have excused or unexcused absences during the year. However, at the end of the year the following reasons will be considered: extended illness of the student, death in the family, doctor's appointments, school-related absences, and absences **pre-arranged** with the principal. Poor attendance will follow the child on permanent records during their schooling.

It is the student/family responsibility to request make-up work and to turn in the completed work. Work not made up will be deducted from a student's grade. Procedure for receiving daily assignments for students who are ill and unable to come to school is as follows: (1) The request, by telephone or note, should be made to the office in the morning; (2) The homework may be picked up at the end of the day in the office, giving teachers ample time to prepare it.

**Students that arrive after 8:00 or leave before 3 must be signed in/out at the office.** Tardies will be recorded on the student's record. **Excessive tardies will result in assistance from the Division of Family Services or the Juvenile Authorities.**

Students who must be absent from school for extended periods of time because of illness or an accident may receive homebound instruction. Applications, to be completed by a physician, may be picked up at the principal's office.

### **AWARDS**

An awards ceremony is held each year, usually on the last morning of school. Certificates are presented for academic achievement, reading, perfect attendance, and participation in the county scholastic meet. Scholastic ribbons and certificates are presented to all students who were on the honor roll all four quarters of the year. President's 'Awards for Academic Excellence and President's Awards for Academic Achievement are presented to sixth grade students who meet the criteria. Presidential Physical Fitness Awards are given to all students who qualify. Parents and families are welcome to attend the awards ceremonies.

### **BICYCLES**

A parent note granting permission for a student to ride a bicycle to school should be sent to the teacher. The bicycle should remain in the bike rack from the time the student reaches school until the buses have left the elementary building at the end of the day. The school will not be responsible for theft. **SCOOTERS, SKATEBOARDS, AND ROLLER SKATES DO NOT BELONG AT SCHOOL.** Bicycle riders should observe the following rules of safety:

1. Ride on the sidewalk if there is one. If not, ride on the right-hand side of the street with traffic.
2. Only one child to a bike.
3. Ride single file on bikes. Dismount when crossing streets.
4. Walk bicycles on the sidewalk near the school where there is lots of traffic & buses.

It is very hard for young children to ride their bikes safely to school and carry books, lunch boxes, etc. We know parents will think carefully about their children's riding capabilities before making this important decision.

### **TEACHER REQUESTS**

**At Puxico Elementary, we do not typically grant student placement requests.** Doing so causes a chain reaction in which multiple students would then need to be reassigned, and in turn, cause more concerns to arise. If there is an issue with a student or teacher that we are unaware of, please contact the principal. **Only written requests received by the second Friday in May will be considered for the following school year.**

### **COUNSELING**

Individual counseling is available depending on the needs of students. The counselor is always a friend on whom students can depend to listen, understand, respect confidentiality, and make referrals for further help. Students who wish to talk to the counselor may go to the office for an appointment. Several guidance sessions are held in each classroom throughout the year. These sessions cover a range of topics including safety, drug abuse, building self esteem, and respect for law.

The school will be focusing on positive rules and behaviors to help our students be successful after they leave us. Staff will be emphasizing these positive character traits with our students through our Positive Behavior Support Program.

### **DIRECTORY INFORMATION**

On occasion, agencies and organizations request directory information from public schools in order to get information to students for educationally related opportunities. Student directory information is maintained by the school district and includes the following:

Student's Name	Address	Telephone Listing	Photograph	Grade level
Date and Place of Birth	Dates of Attendance	Participation in recognized activities and sports		
Weight and height of members of athletic teams	Degrees, honors, and awards received			
Name or photograph on school web site	Recorded media including digital and videotapes of students			
Videotapes of students riding the school bus	Campus surveillance videos			
Social media photos and videos				

**(Board Policy 2400)** Parents may request that their child's information be removed from the school directory by sending a request in writing to the building principal.



## **DISCIPLINE POLICY**

The Puxico R-VIII School District has a written Code of Student Conduct adopted by the Board of Education. Each family will receive a planner and **MUST SIGN THAT THEY RECEIVED ONE.**

**DETENTION** – Occasionally a student may be placed on detention for misbehavior. Detention consists of spending play periods in a room with a teacher on duty. Students serving detention should bring enough schoolwork to keep them constructively occupied the entire 15-minute period. They will not be allowed to go back and forth to classrooms to get books or supplies. Students who fail to bring work may be assigned appropriate work to do. Students who are on detention should not talk to each other during the detention periods.

Detention can also serve as added opportunity for students who fail to turn in their work. The teacher on duty can help them get caught up.

Students who are in detention outside should stand against the wall during recess. These students should not throw rocks, catch balls and throw them back, talk to other students, or interact with them in any way. Likewise, other students should leave the detention students alone. Students who fail to observe these requests may be sent to the office. It is all right for detention students to work on schoolwork currently.

**Over 5 written office referrals (from any source: bus, classroom, principal, etc.) may result in the student staying at school during field trips as it is felt they cannot handle themselves responsibly away from school authority. Students may still earn classroom rewards. FAMILIES THAT DO NOT WISH TO HAVE THEIR CHILDREN PADDLED AT SCHOOL FOR DISCIPLINE MUST SEND A NOTE EACH YEAR TO THE PRINCIPAL. The district also utilizes In-School Suspension (ISS) to avoid Out-Of-School Suspensions or Alternative School Placements.**

## **DRESS CODE/APPEARANCE FOR ELEMENTARY STUDENTS**

1. The way a child dresses for school can sometimes set the respectability they expect of the school. If they feel they are going to an important place, dressed nicely, yet comfortably, students often behave accordingly.

2. The school building is the student's workplace. They should learn over the years how to prepare their appearance for the workplace so as they become working citizens, they understand that a certain appearance is expected.

3. No clothing should display messages about alcohol, tobacco, or drugs nor be obscene or vulgar or that poke fun of others.

4. Clothing should be modest and not show too much skin for our respectable setting.

\*Tank tops should not have long, low hanging armholes or loose be at the neck opening, [bras showing outside of the outer clothing is considered in violation of the dress code]. The width of a dollar bill will be used as the minimum requirement for some instances of straps.

\*Bare midriff tops are not appropriate at school.

\*Strapless, see-through, or mesh clothing is prohibited.

### **Dress Code Cont'd**

\*Spandex leggings or shorts are appropriate for elementary students if the top is long to the hips and covers developed areas as well as covered to at least fingertip length.

\*Shorts should be long enough that underclothes cannot be seen, and it would be even more appropriate if they were at least fingertip length when the arms are held to the sides. Shorts for picnics are different than workplace shorts.

5. Shoes of some kind must be worn (no bare feet).

6. Gang related clothing/chains, etc. are not allowed.

7. Sunglasses & hats are not to be worn during school.

8. Shoes with wheels are not allowed at school or at school functions.

9. Hair coloring or styling that is deemed distracting to the teaching and learning environment will not be permitted.

## **DRESS CODE/APPEARANCE VIOLATIONS**

1st offense – Conference with principal and change of attire

2nd offense – Change of attire and ISS

Subsequent offenses – Call to parent to pick up student

The matter of dress and appearance should be the primary responsibility of parents and students with the school serving in a supporting capacity. The principal is responsible for enforcing the dress code. Teachers will play a major role in deciding what is appropriate for the classroom and the school workplace. Students are expected to dress appropriately with a reasonable degree of modesty and dignity. The appearance and dress of students should not be a distraction in the classroom or present a danger to their health and safety.

## **FIELD TRIPS**

Field trips are educational experiences for the student to enrich the curriculum. Parents are usually invited to attend field trips in their own vehicle as a special way for them to enjoy an educational event **WITH THAT PARTICULAR CHILD.** It is not expected to be a family outing to which the parent(s) bring other family members or children. These rules should be followed:

1. Chaperone's MAY be invited to follow along with the bus by the teachers TO HELP and must set aside their own desires for entertainment to provide assistance.
2. Siblings should not be removed from other classes to attend (if so, they will be counted absent).
3. Preschoolers, toddlers, and infants do not belong on a school field trip as they take attention away from the school-age child for which the trip was planned.
4. Adults attending that smoke MUST do so away from the group of children and out of sight.
5. TEACHERS ARE IN AUTHORITY with all students, drivers, and parents listening to and obeying the teacher's instructions when away from campus.
6. Students that have more than 5 office referrals (from any source: bus, classroom, principal, etc.) may not be able to attend any trips as it is felt they cannot handle themselves responsibly away from school authority.
7. Fees- **Students that owe over \$25.00 in fees may not participate in any trips.**

### HONOR ROLL

An elementary academic honor roll for grades three to six will be published on a quarterly basis. To qualify for the academic honor roll, students must have a B+ average (9.0 on an 11-point scale) or better. Subject areas considered in averaging grades for the academic honor roll include reading, language, spelling, math, science, and social studies. The following percentages are used as a guideline in assigning grades:

95-100	A	(11)	73-76	C	(5)
90-94	A-	(10)	70-72	C-	(4)
87-89	B+	(9)	67-69	D+	(3)
83-86	B	(8)	63-66	D	(2)
80-82	B-	(7)	60-62	D-	(1)
77-79	C+	(6)	59 & below	F	(0)

### KINDERGARTEN'S FIRST WEEK

On the first day of school the kindergarten students will be sent home wearing a nametag, which should be worn to and from school during the remainder of the week.

### LOST AND FOUND

Many personal items are lost by the children and never claimed. Coats, sweaters, and caps will be kept until the end of the school year. To help eliminate confusion and assist with identification, items should have the student's name written on them. Such markings will increase chances of children finding lost items. Encourage your child to check the Lost and Found box. Please feel free to come to school and check the Lost and Found box for your child's lost articles.

### PARTY POLICY

Room mothers selected by the PTO conduct a Valentine Party each year. Best results are usually achieved when the teacher is made aware of the party plans before time. Parents are asked not to bring home-baked items to distribute during school.

Christmas is celebrated with a gift exchange on the last day of school before vacation. Each individual teacher decides how the gift exchange will be conducted. The school sends home a price range that should be used to keep the cost of the gifts consistent.

Birthday parties are considered a function of the home. **Students are not to distribute invitations to birthday parties, etc. through the school.**

### TRANSPORTATION TO ACTIVITIES

Students who participate in a school activity, which involves bus transportation, must ride the bus to the activity unless previous arrangements are made with the principal. Students who ride a bus to a school activity must also ride the bus home unless the teacher who is supervising the activity releases the student to a parent or guardian of the student at the activity or unless previous arrangements have been made with the principal.

### PARENT-TEACHER CONFERENCES & REPORT CARDS

Parent-teacher conferences will be held after the end of the first quarter. Classes will be dismissed on that day. In the elementary school (Grades K-5), teachers will send home appointment letters, giving parents an opportunity for confirmation of a tentative time stated or arranging an alternate time. The purpose of the conferences is to give out report cards and to discuss the academic and social progress of students. This time allows for an exchange of knowledge of the student by both the parents and teachers. This can promote understanding and be very beneficial to the student. At the end of the second, third, and fourth quarters, report cards will be sent home to parents by students.

Parents and teachers are encouraged to initiate parent-teacher conferences at any time during the school year if there are questions or concerns about progress. It is important that channels of communication between home and school be free and open. Please feel free to call the teachers or principal.

## **GRADE REPORTING**

Parent Link provides current grade information to those parents/guardians who have Internet access. Parents fill out and sign a school provided Parent Signature Form that states they wish to access their children's school records.

## **RULES AND REGULATIONS**

### **GENERAL**

1. Visitors are requested to check in at the office before going to any classroom. No students from other schools or preschool children will be permitted to visit in the classroom. Parents are welcome to observe in classrooms by prior arrangement.
2. Students must remain on school premises during school hours. Parents wishing to pick up students before the end of the school day are requested to sign them out in the office.
3. Students will be sent home on their regular buses at the end of each day unless other arrangements are made through the office by a note or a phone call from parents.
4. Office phones are for school use. Students may receive permission to use office phones only if school officials deem it necessary. Making arrangements to spend the night with other students is not a valid use of office phones. Such arrangements should be made before coming to school.
5. Students are to obey directions of all adult employees of the school.
6. Students should show respect for themselves and others at all times. Name-calling, spitting, and displays of verbal or physical violence will not be permitted. Students should avoid undesirable body contact with other students such as grabbing, wrestling, pushing, fighting, etc.
7. Taking property belonging to another, copying another's work, or cheating in any way is prohibited.

## **RULES AND REGULATIONS**

### **GENERAL CONTINUED**

8. Defacing or vandalizing school property (or another person's property) in any way is prohibited.
9. Students will not be allowed to buy, sell, trade items at school or on buses.
10. Students are not to bring CD players, CD's, Game Boys, radios, tape players, Cell Phones, etc. to school for any reason. Per Board Policy, students caught with a cell phone in any fashion will serve ISS.

## **BUILDINGS**

1. Students should enter no room other than their own without permission of the teacher or an adult supervisor; and enter no room without adult supervision.
2. Please leave caps and hats at home except on Play Day or other special days.
3. Walk; DO NOT RUN, in buildings, on walkways between buildings, and to buses.
4. Use a quiet voice in the buildings. Including the restrooms.
5. Help keep the buildings, walks, and grounds clean, neat, and free of litter.
6. In the classroom:
  - \*be on time and have materials ready for work.
  - \*enter and leave in a quiet, orderly manner.
  - \*follow directions and complete assignments.
  - \*raise your hand and be recognized before speaking during instruction and study time.
  - \*help keep your classroom neat and clean.

## **PLAYGROUNDS**

1. Students will be instructed by teachers regarding proper behavior and use of playground equipment. Students are expected to observe the rules and regulations and obey all playground supervisors.
2. Students should remain on the playground during play times and all activities should be in view of the playground supervisor.
3. Good sportsmanship is expected at all times. Name-calling, spitting, rough play, fighting, and other undesirable body contact will not be permitted.
4. Profanity and other improper language or actions are unacceptable.
5. Students should not bring any personal playground equipment, toys, radios, tape players, etc. to school with the exception of ball gloves. Ball gloves should be labeled with the owners' names.
6. Students should not play on climbing equipment or run on paved surfaces if they are wearing slick hard-soled shoes.
7. When using any equipment that involves hanging, students should use the locked grip (thumb on one side and fingers on the other side of the bar).
8. Students who take playground equipment outside should be responsible for returning it to the classroom. Do not borrow equipment from other classrooms.

## **BUSES**

1. The driver oversees the pupils and the bus. Students must obey the driver promptly and courteously.
2. Unnecessary conversation with the driver is prohibited.
3. Classroom conduct is to be observed by pupils while riding the bus.
4. Students are to remain seated while the bus is in motion.
5. Profane language and loud noises are not permitted.
6. Rowdiness is not permitted.
7. Students are to keep all their body inside the bus until they arrive at their destination.
8. Throwing of any object is forbidden.
9. Students are responsible for keeping the bus neat and litter free.
10. Students are not to sit in the driver's seat or touch any of the operating controls.
11. Bus students will be taken to their homes in the afternoon unless they have a note or bus pass from the office. All students are expected to go home after school unless parents or guardians send a note or phone the office making other arrangements.
12. Drivers have authority over behaviors at bus stops.
13. **Riding on school buses is a privilege, not a right.** Any serious misbehavior or repeated misbehavior could result in the withdrawal of bus service to that student.
14. Students are not to bring CD players, Game Boys, Cell Phones, etc. on the buses.

## **LUNCHROOM**

1. Students should go to the classroom as soon as they arrive at school in the morning. They should NOT go play first and then try to go to breakfast.
2. Each class should sit together to eat lunch.
3. Use good table manners and talk in quiet voices.
4. Clear tables (and the floor under the tables) of napkins, milk cartons, cracker wrappers, and other items before leaving the cafeteria.
5. Place napkins, milk cartons, and all paper items in a trashcan.
6. Enter the lunchroom by the north door.

## **ATHLETIC EVENTS**

Each year we enjoy the privilege to come to games and support our teams with our school spirit. The event is a performance that we, as an audience, enjoy watching. Like any performance/audience event, there are certain rules of politeness that need to be followed so the performers are appreciated and so every member of the audience can enjoy what they came to see. **PARENTS, these rules will be gone over by the classroom teacher and we hope you will model and support these rules while you supervise your child at the school games.**

1. You have come to support your school team, so please sit in the bleachers and WATCH the game. This is not a time to run around like you would on the playground nor cause disturbances in the stands so that others must pay more attention to you than the team.
2. If you are watching the game, you should be limiting your visits to the restrooms and/or the refreshment stand to those times in between games or at half time.
3. Please do not stand along walls or in doorways. This is not only unsafe for emergencies, but also rude to those that do need to pass in and out.
4. Do not throw anything onto the playing floor or around the bleachers.
5. Follow all the rules about eating/drinking in the gym. PLEASE help by throwing your trash in the proper place.
6. If you are reminded by the staff of polite game rules, please do as suggested without an attitude.
7. Misbehaviors at a school function such as school-sponsored games are subject to the Puxico Code of Conduct.
8. If you are too young to be left at home without a babysitter, you are too young to attend ballgames without an adult to supervise you. The staff has assigned duties for the evening and cannot watch after you.

## **SCHOLASTIC MEET - GRADES 4-8**

Criteria for selection of participants include achievement test results and classroom performance. Students are selected based on their potential to strengthen the school's scholastic team. Students may enter one event plus the spelling team, declamation contest, and/or general achievement. If selected for participation in the scholastic meet, students are expected to attend all scholastic meet practices.

## **SCHOOL PICTURES**

Colored pictures of individual students will be taken each fall for the annual. Group pictures and a spring promotion will be held in the spring. Parents may purchase pictures at their option. Notices are sent home a few days prior to picture-taking time.

## **SPECIAL CLASSES**

### **ART**

An Art curriculum was developed to provide each student with as many ways as possible to develop his or her creative abilities. The curriculum has both studio art and craft art projects. The stress in this curriculum is on increasing each student's creativity in progressively more sophisticated art projects. Art shows are presented each year so that students have an opportunity to exhibit their work. Artwork is also exhibited throughout the buildings.

### **MUSIC**

The elementary students at Puxico have Music each week. Each child has the opportunity to perform at an annual concert that may be a Christmas concert or a spring concert. A pre-band program with the use of pitched instruments is introduced in the third grade.

### **PHYSICAL EDUCATION**

A physical education (P.E.) curriculum has been developed that stresses the importance of exercising for physical fitness. A variety of organized play activities provide each child the opportunity to develop and maintain a suitable level of physical fitness. Students having P.E. in the gym need tennis shoes. All students are expected to participate in P.E. unless they have a note from a doctor detailing restrictions or a note from parents in special circumstances. Adaptive P.E. is offered for special students when appropriate. Recess times provide another opportunity for the development of physical fitness and the social skills necessary to play cooperatively with peers. Students are expected to go to the playground during these scheduled play periods. If a child has a medical problem that necessitates he or she remain inside, please send a note stating such. Students are automatically allowed to remain inside when weather conditions are unfavorable for play. The elementary P.E. - program includes a "Field Day" at the end of school in May. The day is devoted to field events. All students involved earn ribbons for their participation.

### **LIBRARY**

The library is a central resource center for students and teachers. Each class has a regularly scheduled library period each week for instruction on skills in library usage, reading appreciation, and guidance in the proper selection of recreational reading materials. The library is open a half-hour before school begins and a half hour after school and is staffed throughout the school day. Special reading incentive programs, such as the Accelerated Reader Program, Special Accelerated Reader Drawings, and Book Fairs are held from time to time. All profits go towards providing additional books and reference materials for the library. A fee of five (5) cents a day will be charged for overdue books. Students will be charged for library books lost or destroyed while in their possession.

### **TITLE I SCHOOL-WIDE PROGRAM**

Title I services are provided to all students through the following activities: Accelerated Reader program. Reading Recovery, Title I Reading, Title I Language, Title I Math, and Summer School. A Title I Lending Library is available for parents to check out learning materials to help students at home. Family Nights are held periodically for parent involvement with the school and their children in fun activities.

### **SPECIAL SERVICES**

To comply with Public Law 94-142, the school offers special programs for students identified as having special needs or handicaps. Children are referred by concerned parents or teachers; they are placed with the At-Risk teacher for interventions to address the learning problems the child is experiencing. If different teaching/learning methods do not help, then the multi-disciplinary team consisting of appropriate personnel meets to review the referral and make a formal request for parental permission to evaluate, diagnose, and when appropriate, to place the individual in a program. Each student in a special program has an Individualized Education Plan (IEP) written and reviewed yearly. The review is to monitor progress, to maintain appropriate placement, and when all goals are met, the child may be released back to the regular education program. Parents have access rights to personally identifiable information relating to their children, to request amendments of records to ensure accuracy, and to file complaints with the Equal Rights Protection Agency.

## **EARLY CHILDHOOD SERVICES**

### **PARENTS AS TEACHERS (P.A.T.) – (Phone Number 573-222-3519)**

The Parents As Teachers program helps with parents of children from birth to three years of age. The goal of the program is to help parents be better teachers for their children. It provides the following services: four personal home or school visits, group meetings, screening, and appropriate child development materials. New brain research has proven that earlier development of children provides better school success. The parent educator is not employed to evaluate what is being done, but rather to educate parents about how they can teach their young children at home prior to school for the maximum development of their abilities. For further information, you may send a note or call 222-3542.

## **TESTING PROGRAM**

The testing program is part of an extensive effort to fulfill the testing provision of the state's Excellence in Education Act of 1985. Near the end of the school year, the Missouri Assessment Program will be administered to certain grade levels. The CTB Terra Nova will be given to classes not tested by the Missouri performance assessment. Parents may make appointments to talk with the teacher or counselor for interpretation of test scores and to discuss results,

## **PRESCHOOL TESTING PROGRAM**

Preschool developmental screening will be held annually in the spring of the year. New kindergarten students will be given the Developmental Indicators for the Assessment of Learning Revised Test (DIAL-R). This is an assessment of development in motor skills, concepts, language, and visual and auditory skills. Early childhood screening will be offered to help parents become aware of strengths and weaknesses in their child's natural growth and development. This development screening shall include: (1) understanding and use of language; (2) perception through sight; (3) perception through hearing; (4) motor development and eye-hand coordination; and (5) health and physical development.

## **TELEPHONE PROCEDURES**

We request that teachers not be asked to come to the telephone during class time. Messages will be taken, or you may leave a message in their voice mail, and teachers will return calls. Students will be allowed the use of the telephone only in time of emergency or as deemed necessary by school personnel.

## **TEXTBOOKS**

Students who lose or damage books that are one to three years old will be charged the replacement cost of the book. If the book is four to five years old, 80% of the cost of the book will be charged. After 5 years of age, 50% will be charged. Students should not write in textbooks, bend or tear pages, or treat books roughly so covers become damaged. Student workbooks and planners are school issued and will also have to be paid for if lost or become unusable by the student.

## **VOLUNTEERS IN PUXICO SCHOOL (VIPS)**

The volunteer program helps to provide quality education and improve learning opportunities for students. Volunteers are needed to serve in a variety of ways such as assisting in the classrooms, library, lunchroom, or on the playground; working with individuals or small groups of children; preparing instructional materials; and serving as resource persons in special areas. Community members who are interested in assisting at school, and who can spare two or more hours a week on a regular basis, are urged to contact the school at 222-3542

# **Puxico Elementary Code of Student Conduct**

## **Level I**

**This level includes minor acts of misconduct, which interfere with the orderly operation of the classroom, a school function, or transportation by bus. The school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed) will determine the appropriate assignment of disciplinary action.**

### **Level I Infractions**

1. Classroom Disruption
2. Disorderly Conduct
3. Disrespect of Others
4. Dress Code
5. Failure to Report for Detention
6. False and/or Misleading Information
7. Insubordination
8. Tardiness
9. Unauthorized Absence from Class
10. Public Display of Affection
11. Repeated Misconduct

### **Possible Disciplinary Consequences:**

- ▶ Parental contact
- ▶ Verbal reprimand
- ▶ Withdrawal of privileges
- ▶ Return of property, payment for same, or restitution for damages
- ▶ Warning to referral to Level II
- ▶ Counseling and direction
- ▶ Special Work Assignment
- ▶ Detention
- ▶ School/classroom positive/negative Reinforcement plan
- ▶ Corporal Punishment
- ▶ Assignment to Alternative Education Program

## Level II

Intermediate acts of misconduct may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against person or property, but which do not seriously endanger the health or safety of others.

### Level II Infractions

1. Profane, Obscene, or Abusive Language/Materials
2. Cheating
3. Fighting
4. Threats/Intimidation
5. Destruction of Property/Vandalism (under \$10)
6. Gambling
7. Insubordination/Open Defiance
8. Possession of Disruptive Devices
9. Stealing (under \$10) or Possession of Stolen Property
10. Other Misconduct or Repeated Misconduct of a Less Serious Nature

### Possible Disciplinary Consequences:

- ▶ Parental contact/conference (Recommended)
- ▶ Behavior contract (oral/written)
- ▶ Corporal punishment
- ▶ In-School Suspension
- ▶ Work detail
- ▶ Detention
- ▶ Confiscation of unauthorized materials/objects/contraband
- ▶ Suspension from bus
- ▶ Appropriate response from Level I
- ▶ Loss of Internet privileges
- ▶ Warning of referral to Level III
- ▶ School/classroom positive/negative reinforcement plan
- ▶ Assignment to Alternative Education Program

## Level III

Major acts of misconduct shall include acts of misconduct previously referred for administrative action, those acts with prior warning of referral to Level III Disciplinary Action, those acts that seriously disrupt the learning climate of the school, those acts which are emergency in nature, which seriously endanger the health, safety and property of others in the school, those acts which substantially damage or destroy school property, and other acts criminal in nature.

### Level III Infractions

1. Alcohol and Drugs
2. Assault/Battery, Fighting, Hazing
3. Breaking and Entering
4. Destruction of Property/Vandalism (Over \$10)
5. Extortion/Threats
6. Firecrackers/Fireworks
7. Gross Insubordination/Open Defiance
8. Smoking and Other Tobacco Products (Use/Possession)
9. Stealing (Over \$10) or possession of Stolen Property
10. Trespassing
11. Sexual Harassment
12. Truancy
13. Other Serious Misconduct or Repeated

### Possible Disciplinary Consequences:

- ▶ Parent contact (mandatory with at least one of the following responses)
- ▶ Behavior contract (written)
- ▶ Assignment to special program in school
- ▶ In-School Suspension
- ▶ Referral to Alternative School
- ▶ Suspension from school (1 – 10) school days
- ▶ Suspension from bus
- ▶ Expulsion from school
- ▶ Expulsion from bus (for bus related offenses)
- ▶ Appropriate response from Level I or II
- ▶ Assignment to Alternative Education Program
- ▶ Warning of referral to Level IV

#### Level IV

Major acts of misconduct are those of the most serious category. Any of these acts committed shall be sufficient grounds for expulsion and may result in a mandatory ten-day suspension with recommendation for expulsion for at least a minimum of one semester except as noted below for students in the primary grades. For students in kindergarten through third grade, the disciplinary response shall be parental contact, ten days suspension from school, and a written behavior contract, which shall serve as a period of probation for a minimum of one semester. In severe cases the principal shall consider the age, the prior discipline record, the seriousness of the behavior, the intent of the student, and if health, safety and welfare of other students and/or staff has been endangered. A violation of the probation during this time shall cause the discipline response to be advanced to expulsion from school for a minimum of one semester. **The Superintendent will make the decisions on suspensions over 10 days and recommendations for expulsion.**

#### **Level IV Infractions**

1. Alcohol and Drugs
2. Arson
3. Assault/Battery of Staff
4. Bomb Threats/Explosions
5. False Alarms
6. Inciting, Leading, or Participating in Major Student Disorder
7. Robbery
8. Sexual Offenses
9. Weapons
10. Any Act Which Substantially Disrupts the Orderly Conduct of School or School Function
11. Other Serious Misconduct or Repeated Misconduct

#### **Possible Disciplinary Consequences:**

- ▶ Parental contact (mandatory)
- ▶ Suspension from school (up to 10 Days with possible recommendation for expulsion/probation)
- ▶ Probation mandatory for elementary school student's kindergarten through grade three
- ▶ Expulsion from school (mandatory recommendation for grades 4-5)
- ▶ Post expulsion contract (mandatory for grades 4-5)
- ▶ Assignment to Alternative Education Program

#### **PUXICO R-VIII SCHOOLS PUBLIC NOTICE**

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

The Puxico R-VIII Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Puxico R-VIII Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Puxico R-VIII Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office from 8:30 to 3:00 Monday through Friday.

This notice will be provided in native languages as appropriate.

**Local Contact: Tracy Robison - Director of Special Services, Puxico R-8 573-222-3107**



### **NOTICE OF NONDISCRIMINATION**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Puxico School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Puxico School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact, Title IX and Section 504 Coordinator, Tracy Robison (573-222-3107) or Debra Riggle (573-222-3542), who has been designated to coordinate Puxico School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Puxico School District's compliance with the regulations implementing Title IX or Section 504.

**Cindy K. Crabb**  
**Superintendent of Schools**  
**481 N. Bedford**  
**Puxico, MO 63960**

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

Dear Parents and Employee:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos develop asbestos managements plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Puxico R-VIII School District conducted a complete inspection of its facilities in 2000, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted as required. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child (ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

### **NOTIFICATION OF PARENTS RIGHT TO KNOW**

Dear Parent or Guardian:

The Puxico R-VIII School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, Puxico R-VIII School District is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's 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 information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Any person having inquiries is directed to contact Mrs. Robin Martin, Federal Programs Director, 481 N. Bedford, Puxico, MO 63960; (573) 222-3542.**

## **PUXICO R-VIII SCHOOL DISTRICT**

### **NOTIFICATION of RIGHTS UNDER the PROTECTION of PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

☑*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (Protected information survey@) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

☑*Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

☑*Inspect*, upon request and before administration or use-

4. Protected information surveys of students;
5. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
6. Instructional material used as part of the education curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Puxico R-8 School District has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Puxico R-8 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Puxico R-8 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Puxico R-8 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

☑Collection, disclosure, or use of personal information for marketing, sales or other distribution.

☑Administration of any protected information survey not funded in whole or in part by ED.

☑Any non-emergency, invasive physical examination or screening as described above.

**Parents who believe their rights have been violated may file a complaint with:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

---

<sup>1</sup> *Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V*  
Revised 4/17

<sup>2</sup> *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**Puxico R-8  
School-Wide Positive Behavior Support**

**Purpose Statement:**

**Puxico Pride will create a climate of respect, responsibility, and safety so students can reach their full academic and personal potential.**

***Puxico R-8 Elementary School Expectations***

	<b>All settings</b>	<b>Restroom</b>	<b>Cafeteria</b>	<b>Walkways</b>	<b>Bus</b>	<b>Playground</b>
<b>Be respectful.</b>	Follow code of conduct. Value school property and property of others.  Use good manners.	Give others privacy.	Be kind and courteous. Use appropriate voice.	Use appropriate voice. Keep hands and feet to self.	Use appropriate voice.  Be kind and courteous.	Cooperate with others.  Take turns.
<b>Be responsible.</b>	Be prepared.  Be on time.  Follow directions.	Follow restroom procedures.  Use restroom quickly.	Wait your turn in line. Put trash in trash cans. Clean up your spills.	Use time wisely.	Be on time.  Be prepared for your stop.	Follow line-up procedures.  Return equipment after use.
<b>Be safe.</b>	Be where you are supposed to be. Maintain personal space. Report unsafe conditions.	Wash hands.	Stay seated.  Always walk.	Always walk.  Keep to the right.	Keep seat-to-seat and back-to-back. Follow rules for loading and unloading.	Use equipment correctly. Keep hands and feet to self.  Stay in assigned area.

## SW-PBS Definitions of Reasons for Office Discipline Referral

### Safety

Physical Contact – Student engages in inappropriate touching (examples: public display of affection, poking, prodding, etc.).

Fighting – Student engages in physical contact with aggressive intent where injury may occur.

Bullying/harassment – Student delivers disrespectful messages\* (verbal, gestural or written) repeatedly to another person that includes threats and intimidation, obscene gestures, pictures or written notes.

*\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*

Danger to self or others – Student engages in any action that could cause harm to self or others, not including physical contact or fighting.

Possession of Weapons – Student is in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm.

Possession of forbidden objects – Student is in possession of forbidden/illegal object on school property\* or at school sponsored activity.

*\*School property includes all campus property, buildings, and busses.*

Threat – Student delivers messages (verbal or written) that show intent to harm.

### Respect

Defiance/disrespect – Student engages in refusal to follow directions (insubordinate), talks back, delivers socially rude interactions, violates dress code or classroom rules.

Inappropriate language – Student delivers verbal messages that include swearing, name calling, or use of words inappropriately or uses obscene gestures.

Lying – Student delivers message that is untrue.

Forgery – Student has signed another person's name.

Theft – Student is in possession of, has passed on, or has been responsible for removing someone else's property.

Damage of destruction of property – Student participates in an activity that results in destruction or disfigurement of property.

Disruptive – Student engages in behavior causing an interruption in class or activity.

### Responsibility

Cheating – Student uses/attempts to use someone else's work as his/her own, allows someone else to use his/her work, gives answers to another student or uses unauthorized materials (i.e. "cheat sheet", things written on body or clothing, electronic devices, etc.).

Unprepared/no materials – Student repeatedly comes to class without the required materials or fails to have materials ready at the appropriate time.

Property misuse – Student uses property in an abusive, destructive or unsafe manner.

Skipped class/truant – Student is absent from class for 5 minutes or more without permission.

Tardy – Student has been less than five minutes late to class four or more times in a semester.

Technology violation – Student engages in inappropriate use of any electronic device.

Homework incomplete/missing – Student did not complete and/or turn in on time assigned work.

**PUXICO ELEMENTARY SCHOOL SUPPLY LIST**

**2021-2022 School Year**

**\*\*PUT STUDENT'S NAME ON EVERYTHING\*\***

**Kindergarten**

2 boxes 24 count small crayons  
2 box Kleenex  
1 canister of Clorox wipes  
4 pencils  
6 glue sticks  
1 pair blunt-point scissors (Fiskars)  
1 eraser  
1 school box  
Large towel for naptime  
3 rolls of paper towels  
2 packages of baby wipes

**1<sup>st</sup> Grade**

10 pencils (regular)  
2 boxes crayons (box of 24)  
6 regular size glue sticks  
1 pair of scissors  
1 small school box  
1 2-pocket folder (orange)  
1 package pencil top erasers  
1 box Kleenex  
1 yellow highlighter  
1 package of baby wipes  
1 small school box

**2<sup>nd</sup> Grade**

1 pkg. plain #2 pencils (no plastic covering)  
1 regular 24 count crayons  
6 glue sticks  
1 pair scissors  
1 wide-lined spiral notebook  
2 large boxes of Kleenex  
1 pocket folder  
1 package of pencil top erasers  
1 school box  
1 roll paper towels  
Girls-Lysol disinfectant wipes  
Boys-baby wipes (unscented)

**3<sup>rd</sup> Grade**

1 binder 1.5 inch  
1 package of pencils  
2 packages of pencil top erasers  
4 glue sticks  
1 box crayons (box of 36 or less)  
1 pair scissors  
3 boxes of Kleenex  
4 pocket folders (red, blue, green, purple)  
1 small art box  
Boys-2 cans disinfectant wipes  
Girls-1 pack baby wipes, 1 roll of paper towels  
1 pair of ear buds (for chrome books)

**4<sup>th</sup> Grade**

Crayons – 1 box of 24 (Crayola)  
Colored Pencils- 1 package (Crayola)  
1 box of gallon zip-loc bags  
2 glue sticks  
3 packages of Kleenex  
1 roll of paper towels (per quarter)  
1 package of baby wipes  
1 package of red pens  
2 highlighters  
5 packages of pencils (Ticonderoga)  
Ear buds or headphones  
1 zipper binder (3 inches)  
Pencil pouch that will attach to binder rings  
4 plastic folders with holes (no prongs)  
4 spiral notebooks  
4 packages of loose leaf paper  
1 protractor  
1 package of dry erase markers  
1 package of pencil top erasers  
1 pair of scissors  
2 containers of disinfectant wipes

**5<sup>th</sup> Grade**

1 2-inch 3-ring binder  
3 holed pencil pouch for inside binder  
30 #2 pencils  
2 ink pens  
1 packages of loose leaf paper  
6 highlighters  
6 folders without prongs  
3 composition notebooks  
1 clipboard  
3 boxes of Kleenex  
2 canisters of Clorox wipes  
2 dry erase markers  
2 pair of ear buds or 1 pair of headphones