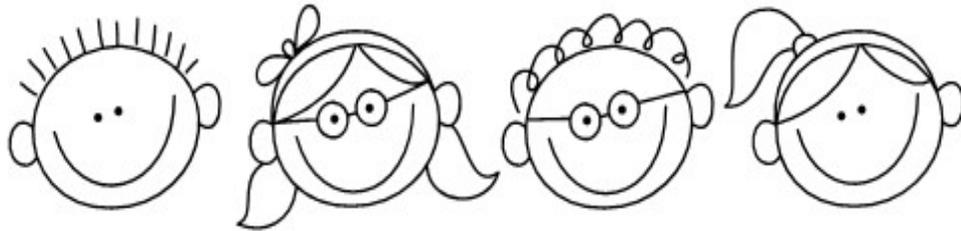


Marion C. Early **ELEMENTARY**



Elementary **HANDBOOK &** Discipline **POLICY** 2018-2019

#MCEalwayslearning

Welcome to the 2018-2019 School Year

On behalf of the faculty and staff of Marion C. Early Elementary, we would like to welcome you to a new school year. We are pleased that your family will be a part of an exciting new year. This handbook contains information concerning rules, regulations, procedures, and an explanation of services at our school. Please spend some time acquainting yourself and your child with this information. Feel free to contact your child's teacher or me with any questions you may have. We encourage you to take an active role in the education of your child. Through hard work, cooperation, and involvement, our students will achieve success in their educational endeavors.

Michelle Sechler
MCE Elementary Principal

The education of our boys and girls is a cooperative undertaking by the parents, faculty, and local Board of Education. You, as parents, have a definite responsibility for:

1. Keeping up your child's hygiene, and keeping them in school every day possible.
 2. Knowing where your children are at all times.
 3. Visiting school and having conferences with teachers for firsthand information.
 4. Contacting the administration on all school problems.
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The purpose of this policy is to ensure a safe and orderly environment for learning in the school. The policy will provide for all affected a clear statement of the expectations this school district has for its students and the consequences, which may follow when deviations from the expectations occur.

This policy is an expression of the school board's legal authority in matters regarding discipline, as expressed in R.S. Mo 171.011 under school operations.

This school does not discriminate against sex, religion, origin, creed, and race, handicapping conditions or impairment in determining a student's access to or participation in any course. Sex discriminations in academic or vocational counseling is prohibited.

Marion C. Early R-V Schools are in compliance with Title VI, Title IX and Section 504 regulations.

General Opening Remarks

On behalf of the faculty, administration, and Board of Education we welcome you to the Marion C. Early Schools. The policies and procedures contained in this handbook have been developed to insure both the effectiveness of your school and your welfare as students. This information has been carefully prepared and presented so that it will be of great benefit in helping you to adjust to your school and in becoming an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept responsibilities and obligations of good citizenship will help us to participate in our varied activities and thus find those things within our school which will prepare you to live a better life and to finally take your place in this complex society.

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things, which will make it outstanding.

MISSION STATEMENT

The mission of Marion C. Early Schools is to: Motivate, Nurture and Support Students; Challenge students; and Educate students to be responsible citizens.

DISTRICT GOALS

1. Promote, maintain and strengthen the involvement of parents, patrons, students and staff to facilitate student success in both school and society.
2. Develop, implement and maintain a strategic plan for improvement of facilities, technologies, safety and climate.
3. Enhance teaching and learning accountability for students and faculty.
4. Promote, maintain and strengthen the involvement and accountability of parents, patrons, students and staff.

Upon graduation from Marion C. Early R-V Schools, students will:

1. Demonstrate competency in the basic skills of math, language arts, science and social studies.
2. Demonstrate the ability to make responsible decisions individually and

- with groups as students, family members, workers and citizens.
3. Have been introduced and exposed to fine arts.
 4. Demonstrate effective oral and written communication skills.
 5. Develop an understanding and an awareness of the importance of health and physical education in their daily lives.
 6. Develop skills, which will aid in the development of a successful career---whether it be in the workplace, military or as a homemaker.
 7. Develop skills which will allow students to become responsible citizens and demonstrate an awareness that will allow them to participate in the political process.

To the Students

The following is a list of a few of the many suggestions for student school success:

1. Make good use of school time.
2. Attend school everyday.
3. Be on time to school and classes.
4. Good health and rest is important.
5. Cooperate with teachers and fellow students.
6. Respect others and their property.

Teachers have authority over Marion C. Early students at all times during school and at all school sponsored activities.

Students will be disciplined in the classroom by the teacher for misbehavior. If the teacher feels this is ineffective, the student will be sent to the principal's office. (See discipline policy section at the back of this handbook).

One of the most important lessons education should teach is self-discipline. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of self-discipline in school, students should also develop self-responsibilities for better improvement of your learning achievement. To avoid a need for discipline: (1) respect others and their property; (2) behave yourself; and (3) be positive!

Help keep the building, furniture and books free from drawings and writings. Help keep paper and trash from the floors of the classrooms and outside on the school ground. Please use trash cans in and around the buildings.

Students should keep their emotional impulses under control and refrain from showing a public display of affections with a boyfriend or girlfriend during school hours.

Every student should have regular school attendance during the school year. The idea that class time can be made up by doing extra work is false. A special assignment can only help a student regain a part of what is lost by missing class time.

Classroom attendance is taken and absence forms are turned in to the office. Attendance is recorded by hours and the student is absent only the hours they are not in school. Hours will be added together and eventually will equal a full day. To provide effective communications between the school administration, faculty, and students, announcements will be made each school day. All items to be announced should be approved by the principal's office. The same holds true for notes sent home or posted on bulletin boards.

Attendance

Regular attendance is very important to do the best in school. Students who do not attend regularly find it difficult to keep up with class instruction and assignments. Due to its importance the following procedures are established when a student must be absent:

1. Students leaving school early must be signed out on the sheet in the principal's office.
2. Students returning to school who have been absent all or part of the day must bring the teacher a note from a parent/guardian briefly explaining the reason for the student's absence. They must also sign in on the sheet in the principal's office.
3. The attendance of all students should be encouraged except for sickness or unavoidable circumstances.

EXCESSIVE ABSENTEEISM WILL BE INVESTIGATED, and outside agencies involved. Extenuating circumstances will be considered **ONLY in the case of a written doctor's excuse**. Any student missing more than 10 days per semester (or an average of 20 days per year) will be required to score at or above grade level on their year-end Basic Skills exam **as well as** make up any unexcused absences (those with NO DR/DENTIST NOTE) over 20 during summer school **in order to pass** the current grade level.

4. The student will be given a reasonable amount of time to make up their work missed. However, it is the responsibility of the student to contact the teacher when they return and make arrangements for make-up work. On extended absence, parents should contact the school for student

assignments.

Truancy

A student is considered truant when he leaves school without the permission of the principal or if he is absent from the school without the knowledge and consent of his parents or guardian. Skipping a class is also considered truancy. Truancy will result in disciplinary action.

Withdrawing from School

A parent or guardian of the student withdrawing should accompany the student to school to obtain a withdrawal form from the office. All books must be returned to the classroom teacher and/or librarian. The desk should be emptied and all bills paid before the records will be transferred to another school.

Permission to Leave School Early

Permission to leave the school grounds during the day must be obtained from the principal. Under no circumstance should students leave without first reporting to the office.

Students who know in advance that they will need to leave school at a certain time (for doctor's appointment, etc.) should bring a note from a parent and present this note to the office BEFORE school starts in the morning. Before leaving the building the student must come by the principal's office with their parent and sign out on the appropriate sheet.

Permission to Stay after School Hours

Students staying for school related activities, after school hours, should bring a note from a parent stating who will be picking up the student at the end of the activity. Releasing a child without parent supervision is against the advice of the school district.

Illness and Medication at School

Students who become ill at school will be directed to the school nurse to determine if the student needs to go home. The student must be dismissed through the principal's office. Students will not be sent home unless they're running a temperature of at least 100°, vomiting, have diarrhea, a rash, are showing symptoms of any contagious disease or infection, or have sustained an injury needing medical attention.

All students who have a temperature elevation of 100° or greater and show symptoms of impending illness will be sent home from school. Students should NOT come to school if during the previous 24 hours they exhibit any

of the following symptoms:

- A temperature of 100° or greater
- Vomiting or diarrhea
- An unusual or unexplained rash, unrelenting and itchy
- Persistent cough

Students sent home from school with a temperature of 100° or greater must remain out of school until they are free of fever for **24 hours** without the use of fever reducing medication.

If a student **MUST** take medication at school for health reasons (including any herbal supplements), he/she will need to obtain a medication form from the school nurse, to be filled out by the student's physician. The following information must be included:

1. Student's name
2. Date
3. Name of the medication.
4. Dosage in amount and the time to be given.
5. Signature of the physician prescribing the medicine.
6. Prescription medication should be in the original container to insure cleanliness, and accuracy in the administration of the medication.

MEDICATION WILL NOT BE GIVEN UNLESS THE PHYSICIAN SPECIFICALLY PRESCRIBES IT FOR THAT PERSON. **ONLY** prescription medication will be administered or stored in the school health office. **NO** over-the-counter medication (including cough medicine, non prescribed herbal supplements, or **any** other non-prescription medication) will be given unless it is prescribed by a physician. **ALL** medication **MUST** be delivered to school by the parent, and any "extra" **MUST** be picked up by the parent. Under no circumstance will students be allowed to transport medication to and from school. **(Please see Safe Schools Act, pp. 33-39)** The **Administration of Medication to Students** permission form must be completed, signed by the parent/guardian, and on file.

Students who are unable to participate in P.E. or to go outside during recess, due to health reasons, must bring a note from home/dr. before they will be excused from participating in P.E., or following routine daily procedure, which includes outside play. **STAYING IN FROM RECESS WILL ONLY BE ALLOWED IF A NOTE IS BROUGHT, AND THEN ONLY FOR HEALTH REASONS.** We will go outdoors for recess if the temperature is 32 degrees F or above. Please dress your child accordingly (coats, hats, gloves, etc.).

Periodic head checks will be done for lice and nits. Any student found with nits or lice will be sent home until they are treated and ALL units are removed. Students will be rechecked before being allowed to return to class.

Any student diagnosed to have a contagious disease will need to stay home until the student is fever free for twenty-four hours and have a written consent from the physician allowing them to return to school.

In partnership with CMH in Bolivar, we will be utilizing college student interns who are working on their clinicals. At times, MCE students will be seen by student interns under the supervision of the district's nurse. The school district's nurse has final say in all issues. If you wish to not have your child seen by a clinical intern, opt out forms are available in the Office.

Inclement Weather

In inclement weather, there are times that school must be dismissed early. Please have a prearranged plan made with your child as to what to do in this instance. Please **DO NOT** call the school to ask about dismissal time. This decision **IS NOT** made in the elementary office, and we do not know any sooner than it will be announced and sent out on school messenger and the radio/TV stations. School phone lines need to be kept open for emergency situations in these instances. Please tune in to your radio/TV for early dismissal information.

Drills

Tornado, fire and earthquake drills will be held periodically to insure student's knowledge of appropriate procedures. In the case of a fire or tornado, it is important that you move to the predetermined safe areas as quickly and quietly as possible. When either signal is sounded, you are to follow the directions of your teachers in order to insure your safety. Your teachers will cover the proper rules to follow in case of fire/tornado.

Emergency Safety/Lock Down Procedure

In the event that there is a threat to students' safety, a lockdown procedure may be used. It is **IMPERATIVE** that students move to the predetermined safe areas as quickly and quietly as possible and listen for further instructions from faculty. If a student is in the hallway, he/she should go to the closest classroom. If a student is in the restroom, they should stay there, go into a stall and pull their feet up so as not to be noticed.

Students Personal Property

1. STUDENTS SHOULD MARK THEIR PERSONAL BELONGINGS WITH THEIR NAME AND GRADE. Items which are too small to mark with your name

should have a distinguishing mark, such as an (x) or other symbol that you can readily remember if asked to identify them. Students should remember to check in the Nurse's office for lost and found items. ANY personal item brought to school is the sole responsibility of the students themselves, and if misplaced, broken, etc., they alone are at fault.

2. Students SHOULD NOT bring valuable objects such as phones, electronic game systems or other personal property. DO NOT leave any personal belonging unattended or in another student's care. They may have unexpected business, or other work to complete which would take them away from doing what you asked them to do. Nuisance items that detract from the educational process will be confiscated and only returned to the student's parent or guardian. They must make arrangements to pick items up. Any confiscated item will be disposed of at the end of each semester.
3. Students in the elementary are not permitted to buy or sell items here at school unless it is a SCHOOL SPONSORED fundraiser. This includes any small item you want to sell a friend or cards you want to sell an adult. THERE WILL BE ABSOLUTELY NO TRADING OF BELONGINGS PERMITTED.

School Property

All students ought to be proud of their school and campus and are to accept the responsibility of taking care of the school's property. The taxpayers of Marion C. Early R-V School District have provided the needed equipment and facilities so that our students have the opportunity to obtain an education. Students who deface, damage, or lose school property WILL be required to compensate for the damage or loss. This includes textbooks and workbooks beyond normal use.

Lost and Found

The lost and found department is maintained through the office of the nurse. Students who either find or lose articles should report to this office. Clothing type items are placed in the bin in the main hallway. Placing the owner's name on every article may minimize the loss of property. Unclaimed articles of clothing, books, notebooks, etc. will be disposed of at the end of the year.

Textbooks

Students will be issued textbooks for all subjects at the beginning of the year. The cost of any damaged or replacement texts will be the responsibility of the student and their parents. Grade cards will be held until all such balances are taken care of.

Telephone

The telephones in the office are for SCHOOL BUSINESS ONLY. You may use them to get instructions from a parent or guardian about IMPORTANT matters. Messages from parents will be delivered to you. Students should not ask to use the phone to call and ask if they can stay all night or walk home with a friend. Matters such as this can be taken care of before or after school. Parents should also try to limit their phone messages to students to those items, which MUST be taken care of during the school day.

Student Cumulative Records

Biological parents (custodial & noncustodial) have a legal right to their student's records. The only exceptions to this right are with a court order, signed by the judge.

Directory Information Release

Directory Information may be prepared for mass release (examples include-school yearbook, school social media and web sites, school directory, athletic programs, summer school, summer camps, PTO, graduation program) unless parents/guardians or an eligible student (defined as a student 18 or older) indicates that they do not wish the information to be disclosed. Directory information may consist of the following: Name of student (first, last, middle), telephone number, name(s) of parent, stepparent or guardian, mailing address, school, grade, height and weight (athletic programs), graduation date, attendance record, video/photographic images, awards or honors. Please be aware, if a request is made for your child's information to NOT be included in Directory Information, then his/her name and relevant information may not be included in such things as athletic programs, graduation press releases, and the yearbook. To request that your child's information NOT be included in Directory Information, pick up a form in the office, sign and return. This request must be made during the first 10 days of school. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 or older.

State and Local Assessments

The District will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students, as set forth by the Missouri State Board of Education for grades 3-5. The School Board authorizes the Superintendent to establish a process designed to encourage

the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. Additionally, in grades K-5 students are assessed locally with the Pearson Reading Street and Pearson Envision Math weekly and benchmark assessments to track their learning and promote growth

Visitors

Students are not to invite students from other schools to attend classes during the school day. Students will not be allowed to leave classes for the purpose of meeting with visitors without permission from the office. All visitors to the building must check in at the office and wear a visitor's badge while on the school grounds.

Dress Code

It is expected that students will take a measure of pride in attending classes and will be dressed in a neat, clean and well-groomed manner.

Attire/grooming, which distracts from the educational process will not be tolerated. Clothes with offensive lettering or pictures (including lettering that promotes gang affiliation, drugs, alcohol, or tobacco), halters or spaghetti straps or tops that leave midriffs bare, and similarly abbreviated clothes will not be permitted. Cut off tops will not be allowed. Hats, caps, or bandanas worn in the building will be confiscated. Piercings, chains, etc. that detract will not be allowed. Students violating the dress code will change to appropriate appearance or be sent home.

Hallways

To insure proper safety, and an appropriate academic environment, students should observe the following rules while in the halls:

1. Be quiet and considerate of other classes. **ABSOLUTELY NO TALKING!!!**
2. Walk in the halls, in one straight line, at all times.
3. Refrain from jumping to touch the door frames.
4. Keep your hands and feet to yourself.

Cafeteria

1. Students who bring their lunch must take it to the cafeteria with the rest of the class. Lunches this year will be \$1.65 for K-5, and \$2.60 for adults. Extra milk as well as afternoon milk for K-1 will be available for .35 cents. Students will be told of future price changes.

THERE WILL BE NO CHARGES. STUDENTS MUST EITHER BRING MONEY OR A LUNCH.

Lost or damaged cards are the responsibility of the student and must be replaced at a cost of \$1.

2. A breakfast program is available to all students immediately before the morning bell. Cooks will begin serving at approx. 7:45 am. All students wishing to eat will go directly to the cafeteria from the buses/home and get in line. Students will be served until the morning bell rings. Students wishing to purchase only juice may do so at this time as well, for .35 cents. Breakfast price is \$1.00 for all students, K-12, and \$1.30 for adults. The free and reduced program applies to breakfast as well.
3. Students should observe appropriate table manners while eating in the cafeteria. The following behaviors are expected:
 - a. Eat your own food and don't play with it.
 - b. Use good manners.
 - c. Use quiet indoor voices.
 - d. Walk at all times.
 - e. Treat others and their property with respect.

Junior/Senior High School Campus

Elementary students are not permitted to go to the other buildings unless permission is received from the elementary principal's office. Any student going to the other buildings must check in to the principal's office.

Grading Scale

Each student is encouraged to attain the highest level of achievement of which he is capable. Competition against his own record for self-improvement and the satisfaction, which comes from performing each task well, is an important goal for each student.

Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of his classification and in comparison with others in the class. In order that an indication of achievement may be recorded and made available for reference when needed, the following system is used. A=excellent; B=superior; C=average; D=below average; F=failure; and I=incomplete. The proper mark will be recorded and credit given for incomplete work that is satisfactorily completed within a reasonable length of time; otherwise a failure will be recorded.

Our school year consists of 36 weeks divided into 2 eighteen-week semesters. Reports are issued every 9 weeks for each subject.

Student progress may be checked between grade reports at any time by parents, via the parent on-line portal. Parents should discuss progress with their children and work together with the teachers to insure the best possible education for students. The quarterly reports are to be SIGNED AND RETURNED to school the following school day, or as soon as possible.

Grades for all areas (other than art, music, PE, computer lab, Kindergarten-2nd grade and K-2 Social Studies and Science) will be based on the following scale:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Point (GPA)</u>
95%-100%	A	4.00
90%-94%	A-	3.67
87%-89%	B+	3.33
84%-86%	B	3.00
80%-83%	B-	2.67
77%-79%	C+	2.33
74%-76%	C	2.00
70%-73%	C-	1.67
67%-69%	D+	1.33
64%-66%	D	1.00
60%-63%	D-	0.67
0%-59%	F	0.00

General Information

1. Students are not permitted to bring visitors to school. This means both people and animal visitors. (**ABSOLUTELY NO PETS ALLOWED!!!**)
2. All people are expected to keep their dogs from the school playground. Should a child be bitten or hurt by any dog, the dog's owners, if known, will be notified and held responsible.
3. NO SNAKES, REPTILES, GLASS JARS, CAP GUNS, WATER GUNS, ROLLER BLADES, ROLLER SHOES, SKATEBOARDS, or any other items to cause a disturbance, or injury shall be brought to school by the students.
4. PARENTS SHOULD COME BY THE OFFICE, SIGN IN, AND GET A VISITOR BADGE BEFORE GOING TO A CLASSROOM OR TAKING A CHILD FROM SCHOOL. THIS IS FOR YOUR CHILDS' SAFETY.
5. Parents or guardians who come to school to have an emergency conference with their children during school hours are required first to

obtain permission from the building principal. Upon this approval from the building principal, the child will be brought to the office or a place designated by the principal for such conference. Parents or guardians will only be allowed to visit with the child in the case of an emergency.

6. Students will have art, music, P.E., library, and computer lab time and recess during the week in addition to the general academics. Students who qualify may receive additional help in reading and math. Other special help is available for students who meet the state mandated criteria.

7. Students in the elementary school are expected to respect/obey **ALL** faculty in the classroom, cafeteria, building, on the playground, and anywhere else at school.

8. Student accident insurance is available for you to purchase at a nominal fee. If you are interested, all checks need to be made out to the insurance company and returned to school by September 1. Please note, however, this is only accident insurance coverage of your child during the school day.

9. If at any time during the year you change addresses or phone numbers of work or residence, PLEASE notify the principal's office.

10. Your child's teacher has planning time. If you would like a conference with the teacher, call 376-2215 (elementary office), or send a note and an appointment will be set up for you.

11. If you wish to do something special for your child's birthday, you should contact the teacher first and if you desire, you may then send some small treat for the students. There will not be any birthday parties, as such, taking class time. **NO SUCKERS ARE ALLOWED AT ANY PARTY (HOLIDAY OR OTHERWISE) DUE TO SAFETY REASONS.**

12. If your child brings something home that does not belong to him/her, please return it to school the next day.

13. **ELEMENTARY STUDENTS ARE NOT ALLOWED TO PLAY WITH FOOTBALLS OR BASEBALLS DURING RECESS.** Students also are not to wear cleats of any kind.

14. Students are not allowed to bring toys, radios, electronic games, and other such nuisance items to school. Electronics (i.e. cell phones, game systems, etc.) are prohibited and will be confiscated.

15. The school day begins at 8:05 and dismissal time is 3:00. Buses will leave as soon as the older students are on the bus.

16. The school building will be open (with faculty present) from 7:45-3:15. The doors will be locked and offices will be closed daily from 11:30-12:00.

Students who walk to school, or are transported in a manner other than the school bus, should not arrive before 7:45 am. They are to come inside the building and go to the all-purpose room to wait until the teacher there dismisses them. If they are to eat breakfast at school, they are to go to the cafeteria until they are dismissed. They are not to be playing outside before school.

After school, they are to wait in the designated area until they are dismissed by the teacher on duty, and are to go straight home. They are not to be playing on the playground after school, either, as there is no supervision. Students are not permitted to stay with older siblings at ball practice as their sibling is obviously involved in practice and cannot be watching them at the same time. Students will not be dismissed to local area businesses unsupervised either. This is for the safety of the child.

17. Students who ride the bus to school are expected to come directly inside the building after getting off the bus and report to the cafeteria if eating breakfast. All other students go to the all purpose room. Students will be dismissed from both locations to go to class. When they are dismissed to go home, the students are expected to go directly to the bus and remain on the bus until they arrive at home.

UNDER NO CIRCUMSTANCE ARE STUDENTS PERMITTED TO GO TO THE STORE OR RESTAURANT BEFORE OR AFTER SCHOOL BUS TRANSPORTATION.

Students who are to go home some way other than the usual should bring a note from their parents to the classroom teacher and principal. **WITHOUT A NOTE, CHANGES WILL NOT BE PERMITTED.**

To prevent bus overloads, students should have prior approval from their bus driver before having other students ride with them before or after school.

Students riding bicycles to school must wait with walking students in the designated area until they are dismissed, after school buses have left the premises. This is to avoid accidents with other students as they board the

buses, as well as vehicles.

18. Students being dropped off in the morning must be dropped off at the main entrance through the semi-circle drive, located on the west side of the building and enter the doors by the elementary office. Similarly, students being picked up after school will wait in the AP room to be picked up through the semi-circle drive. Any parent attempting to walk up and pick up their student, will be ask to return to their vehicle and drive through the semi-circle drive to pick up their student. This is for the safety of all students.

Class Assignments

When making class assignments, every effort is made to assign students to a setting, which is most beneficial to their education. Marion C. Early is fortunate to offer an excellent teaching staff, therefore, your child will benefit regardless of who their teacher is. In the beginning, every attempt is made to balance each class with an equal number of boys and girls, as well as a variety of ability levels. After school starts, students are assigned to the room with the fewest number of students unless extenuating circumstances exist (i.e. relatives, twins, special educational needs, etc.). If the student has a relative in the school, it is the parent's responsibility to inform the school. After room assignments have been posted, room transfers will **NOT** be considered. Assignments will be posted approximately 2 weeks before the opening day of classes.

Parents should inform building principals of any circumstances in which they feel their child may not function to the best of their ability.

INFORMATION MUST BE SHARED NO LATER THAN THE END OF THE SPRING SEMESTER IN ORDER TO BE CONSIDERED FOR THE FOLLOWING FALL CLASSROOM PLACEMENTS. This information may be discussed with the building principal through personal contact or through a personal letter. Final placement decisions will be determined by the school and educational professionals.

Retentions

Teachers and administrators, being the educational professionals, will make recommendations for retention in their grade level. Decisions will be based on academics, as well as other contributing factors – i.e. state laws (reading), attendance, social skills, special needs, etc. Parents will be granted input in the final decision at the kindergarten **or** first grade level **only**, after which it will be the sole decision of the school and educational professionals.

Student Conduct Code

Students are expected to act in accordance with the rules and regulations of this school. Rules are established to promote an academic environment in which all students can receive the best education possible. The breaking of these standards may result in disciplinary actions. The purpose of discipline is to help a student improve his behavior so that they may have an environment more conducive to the educational process.

Mutual Respect and Dignity

All scholars of Marion C. Early R-V Schools can expect to be treated with the ultimate of mutual respect and dignity. You are also expected to behave in a manner, which fosters and deserves mutual respect and dignity. Behavior that may be detrimental or injurious to self or others cannot be tolerated.

General Behavior

The laws of the State of Missouri place the school "in loco parentis" (in place of the parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the students to follow instructions of any member of the staff may result in disciplinary action.

Disrespect of Faculty

Disrespect to faculty will **NOT** be tolerated. Students must follow and abide by reasonable requests made by teachers and administrators. Failure to do so will lead to disciplinary action, which may include suspension or expulsion.

Law Enforcement

It is the policy of the Marion C. Early R-V School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the building administrator shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Fighting, Hazing, Threatening, or Intimidating

Fighting, hazing, threatening, or intimidating will not be permitted at any time and will be cause for disciplinary action. Generally, students involved in physical fights will receive one warning. A second offense will result in suspension from school. For more serious offenses, however, an immediate suspension may occur. **(Please see Safe Schools Act, pp. 33-39)**

Bullying/Cyber bullying

Bullying will not be permitted at any time and will be cause for disciplinary action. Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. See MCE Bullying-Free Schools Handbook for more details.

Possession of a Weapon

The Marion C. Early R-V Board of Education sets a policy that any student who brings a firearm to school will be expelled from school for a period of not less than one year.

An exception to this rule is that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. **(Please see Safe Schools Act, pp. 33-39)**

Any person utilizing the school facility or school transportation is not to carry, conceal or directly sell, deliver or loan any kind of weapon. Violation of this provision will be referred to the proper authorities and may subject the person to suspension or expulsion from school.

Destruction of School Property

School property and facilities are for the convenience of students, school personnel, and the community. Please use them wisely. Students who deface school property in any way will be required to pay the cost of repair or refinishing the surface or structure damaged. Students who deface school

property will be disciplined according to the seriousness of the offense. **(Please see Safe Schools Act, pp. 33-39)**

Theft

Even in the school setting, theft is illegal. Students who are guilty of theft will be required to make restitution and will be further disciplined. If the theft is from another student, that student's parents may file charges with the proper authorities. If the theft is from the school, disciplinary action will be taken and the proper authorities will be contacted and further legal action will be turned over to them. **(Please see Safe Schools Act, pp. 33-39)**

Tobacco, Alcohol, and Drugs

It is a violation of school rules to use OR POSSESS tobacco in any form during the school day. Any such products will be confiscated and destroyed and violators will be dealt with according to school discipline policy.

Intoxicating beverages and drugs are not permitted on school property at any time. Students are not to drink or possess intoxicating beverages or drugs while under school jurisdiction. This includes any drinking or use of drugs prior to coming to school or prior to attending any school-sponsored activity. Any student suspected of violating this rule will be dealt with according to school policy. Law enforcement officials will be involved if deemed necessary. **(Please see Safe Schools Act, pp. 33-39)**

Excessive Tardiness to Class

Students who are habitually tardy to classes cause an interruption to normal class procedures and are receiving poor training for future learning. Punctuality is an important trait in all areas of life. Tardies are disruptive to classroom setting and prevent the class from starting on time. Please make every effort to have your child here on time. Tardies will accumulate and become days of absence.

Preventing Others from Attending Class

Preventing others from attending class is not an acceptable way to settle student grievances. If such cases should occur, they will be dealt with on an individual basis.

Gambling

Students are not to participate in any form of gambling on school property or at any school related event. Students who do so are in violation of school policy and in some cases, state law. Gambling is considered as participating in any game of chance in which a person can win or lose money or any item of material value.

Fireworks

The possession and/or discharge of fireworks at school pose a danger to both students and school property. Fireworks can injure students, by the fire that the fireworks could potentially start, or by panic caused by the discharge of the fireworks or the smoke produced.

Students should not have any form of fireworks in their possession at any time while on school property. If a student is found to have fireworks in his/her possession, the fireworks will be confiscated and the student disciplined.

Water guns, Water balloons, Water bottles

The possession and/or use of water guns, water balloons, or water bottles, etc., are prohibited. These are disruptive to the educational process and can pose potential danger. Water weapons will be confiscated and will not be returned.

Use of Profane, Vulgar, or Inappropriate Language

Students are expected to refrain from the use of profane, vulgar, or inappropriate language in any form (spoken, written, through gestures, etc.) while in school or at any school activity. Part of any person's education is to learn when and where certain language is acceptable. Students should be able to find alternative ways to express themselves that would be acceptable in all areas of society.

Students who use inappropriate language will be so advised and disciplinary action will be taken. Continued use of such language may result in suspension. Use of inappropriate language against a teacher will result in suspension. Students are also prohibited from possession or displaying any form of pornographic materials.

Sexual Harassment

Sexual harassment is against the Title IX law and will not be tolerated. Sexual harassment consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature; so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment. (i.e. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; graffiti of a sexual nature; sexual gestures; sexual or dirty jokes; unwelcome sexual behavior or words; etc.)

School Bus Transportation

School bus transportation is provided for students of Marion C. Early School. There is rarely a need for students to furnish their own transportation except for those participating in extra-curricular activities.

The safety of students during their transportation to and from school is a responsibility, which they and their parents share with bus drivers and school officials. Each student should know what is expected of him when he waits for and rides on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year.

Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day if the incident occurs in the morning or the next morning if it occurs in the afternoon. **(Please see Elementary Behavior Matrix p. 26)** The following action will taken:

1. First offense: A warning notice describing the incident will be sent home by the principal. The notice must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus. The notice must then be presented to the principal by the student. If the offense is severe enough, the student may be suspended from riding the bus.
2. Second Offense: A second offense notice will result in suspension of bus riding privilege for a minimum of three (3) days. The period will be in relation to the seriousness of the offense.
3. Third Offense: A third offense notice will result in the student being suspended from riding the bus for a minimum of four (4) days up to twenty (20) school days. Total number of days of suspension, can exceed 20 and will be determined by the seriousness of the offense. Suspension will carry over to the next school year if it exceeds the number of days remaining in the semester.

Bus Rules of Conduct

Students using district transportation should understand that they are under the jurisdiction of the school.

1. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times.

2. Students are expected to be ready for the bus when it arrives at the bus stop.
3. Students are permitted to converse quietly with persons sitting near them.
4. Students must not under any circumstance put their heads or arms out of the windows. Students should not lower the windows on the bus unless the driver gives permission to do so.
5. Students must be seated, remain facing forward, and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus.
6. Students will be held responsible for any and all damage to the bus perpetrated by them.
7. The use of profane or abusive language will not be tolerated on the bus.
8. Striking matches, lighting cigarette lighters or using any tobacco product is not permitted on the bus.
9. There is NO food or drink allowed on the bus. This includes candy/gum items (NO SUCKERS!!).
10. The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on the school bus.
11. The bus driver may assign seats at his/her discretion.
12. Only in extreme emergencies will students be permitted to ride another bus and only through permission from the principal.
13. Students should cross the road ONLY in front of the bus when boarding or leaving it. They should wait until the bus has stopped and has its sign out and boarding lights flashing before crossing the road to board.
14. Any permanent change of a student from one bus to another shall be handled by the Superintendent.

Discipline Policy

Discipline is an essential part of the learning process. It must begin with a set of rules or expectations outlined by the school and the teacher. These rules must be reasonable and administered fairly to each and every student.

MCE Elementary is using PBiS (Positive Behavior Intervention Support), this program focuses on the positive choices that students make daily, teachers reinforce those positive choices and students get recognized for making great choices. PBiS is about recognizing the behavior we want to see, if we focus on the positive, we get more positive behavior. Through the PBiS program all students are expected to Be Respectful, Be Responsible, and Be Safe in all areas of the school as well as with peers and staff. Please see the PBiS Elementary Behavioral Matrix below for specific examples of positive behavior we want to see here at MCE Elementary.



MCE Elementary Behavior Matrix



Expectations	School-Wide	Classroom	Cafeteria	Restroom	Playground	Hallway	Bus
Be Respectful	- Be kind - Follow directions <ul style="list-style-type: none"> Keep hands, feet & all objects to yourself Be an active listener 	- Be an active participant	- Use inside voice - Raise your hand if you need something - Say, "Please" & "Thank You"	- Allow privacy - Hush, Flush, Wash, Rush - Wait your turn	- Include others - Show good sportsmanship	- Move & stand quietly - Keep hands off the wall	- Use appropriate language and volume
Be Responsible	- Leave a clean space - Be a problem solver <ul style="list-style-type: none"> Do your job 	- Be prepared & organized - Always give your best effort - Use your time wisely	- Use your time wisely - Make room for the people around you	- Do your business and leave	- Line up quickly - Keep track of equipment - Dress appropriately	- Go where you need to be	- Keep your belongings in your bag - Be ready for your stop - Leave a clean space
Be Safe	- Stay in assigned space - Move safely - Use materials appropriately <ul style="list-style-type: none"> Keep hands, feet & all objects to yourself 	- Wait your turn - Tell the teacher when leaving the room	- Eat your own food - Walk	- Wash hands with soap & water - Walk	- Tell an adult if you see anything unsafe	- Stay in line - Face forward - Walk	- Stay seated - Walk

Although most students can meet the expected norm of behavior in school, some will not be able to do so. Students shall be disciplined in the classroom by the teacher for misconduct actions. When the teacher's discipline is ineffective the student shall be sent to the principal's office.

Students/parents may appeal disciplinary actions of the teacher to the principal, of the principal to the superintendent, and of the superintendent to the school board.

The following pages outline offenses and consequences to be taken.

Preparation for Classroom Instruction

Coming to school prepared, with supplies and all homework completed is a very important responsibility of the student. When a student is unprepared, it not only is detrimental to that student, but also to the teacher and the other students, as it takes away from everyone’s instructional time.

When a student comes to class unprepared, the following homework slip will be attached to their assignment:

NAME_____

Work turned in was: ____Incomplete (entire assignment not done)
 ____Missing (No work turned in)

This assignment must be satisfactorily completed and returned by_____ or the grade will remain as earned.

Teacher's Signature _____

PARENT'S SIGNATURE_____

Date_____

After the fifth homework slip, a form letter will be sent to parents, reminding them of their child's academic status. After a student receives five letters (25 assignments involved at this point) their grades will be cut/averaged as follows:

Ex: Day 1 - No assignment = 0%
 Day 2 - Assignment complete with an A/100%

 0%
+100% 100% divided by 2= 50%
 100%

Student receives a grade of 50%

OFFENSE CHART

1. General classroom disruptions (talking without permission, out of seat without permission, passing notes, throwing paper wads, etc.)
2. Cheating on tests or homework.
3. Inappropriate cafeteria behavior.
4. Running or horseplay in the building.
5. Insubordination or disrespect toward school personnel.
6. Fighting. **(Please see Safe Schools Act, pp. 30-37)**
7. Bullying/Cyber bullying
8. Use of profane language/actions or possession of pornography (includes written, spoken, clothing, etc.)
9. Possession of a knife and/or other weapons. **(Please see Safe Schools Act, pp. 30-37)**
10. Failure to follow bus rules and regulations (see previous policy).
11. Selling or trading of personal possessions and/or other items.
12. Stealing from other students, the school, or school personnel.**(Please see Safe Schools Act, pp. 30-37)**
13. Improper dress or grooming; hats in the building, etc.
14. Truancy (skipping school).
15. Possession and/or setting off fireworks.
16. Possession of water weapons.
17. Public display of affection.
18. Sexual harassment.
19. Leaving school during the school day without permission. (This begins once the bus arrives and ends upon arriving home).
20. Failure to report to the office when sent by school personnel.
21. Being in unauthorized areas of the campus.
22. Gambling.
23. Littering.
24. Excessive absences (more than 15 per semester, or an average of 30 per year).
25. Vandalism involving another student's property, property belonging to a member of the school staff, or school property (authorities may be contacted). **(Please see Safe Schools Act, pp. 30-37)**
26. Possession and/or use of tobacco products, alcoholic beverages, or controlled substance (contact authorities +) **(Please see Safe Schools Act, pp. 30-37)**
27. Sale or transmission of any of the above (contact authorities +). **(Please see Safe Schools Act, pp. 30-37)**
28. Use of violence, force, threat, intimidation, harassment, fear, etc. toward another student, teacher, or other school personnel; (includes preventing

others from attending class). **(Please see Safe Schools Act, pp. 30-37)**

29. Loitering.

30. Any behavior not listed above that is unbecoming of a student or disruptive to the educational process.

CONSEQUENCES

1. Warning - name on board.
2. √ - move student within room (time out).
3. √√ - during recess child writes note to parent(s) explaining misbehavior (use discipline form for note)
4. Teacher contacts parent.
5. Teacher contacts parent by phone, and/or conference.
6. Sent to principal's office; punishment will be determined at principals discretion.

The following are examples of punishments, which might be used:

Loss of recess

Isolation (in class, lunch, etc.)

In-school suspension

Corporal punishment

Behavior Contracts

Writing assignment appropriate to offense (sentences, report, etc.)

Probation or suspension from special activities

Suspension/Expulsion from school

Apology (public and/or private)

Involvement of authorities (if appropriate)

Detention time (after school, lunch, etc.)

Denial of bus transportation privileges

Other reasonable punishment

Due to the seriousness of some offenses, certain steps may be eliminated.

(Please see Safe Schools Act, pp. 30-37)

**SAFE SCHOOLS ACT
HOUSE BILL 1301 & 1298
EFFECTIVE AS OF AUGUST 1996**

School Discipline Policies

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the districts' policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parent or legal guardian must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

Reporting Requirements

District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on a professional basis. The section defines "acts of school violence" and "violent behavior" including a listing of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee directly responsible for the child's education or who interacts with the student within the scope of their duties.

Student Suspension

Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons when used for a civil war reenactment on school property are exempted.

Discipline Records

Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations

This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment would authorize the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

Children with Disabilities

Section 162.680, RSMO, contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury the school shall initiate procedures to change the student's educational placement.

Residency Issues

Prior to registration a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.

Transfer of Documents

School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or another school district or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students

Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at suspension or expulsion hearings.

Readmission Conference

Section 167.171 outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in a district during a suspension or expulsion from another district. The school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers

Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts

Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in violation of school. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by a school official relating to their reporting requirements under this section and Section 160.261 is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one year.

Violence Prevention Programs

The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for

participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History

School districts may require parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

Alternative Education

Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

State School Grants

The State Board of Education is authorized to establish grant awards for assistance in providing alternative education. Certain specified programs are to be given preference in evaluating grant applications. Districts are authorized to submit joint applications.

State Board Waivers

This section authorizes the State Board of Education to modify or waive any board rule or policy upon receipt and approval of a proposal from a school district. A proposal for a waiver shall demonstrate that the intent of the particular rule can be locally addressed in a more effective, efficient, and economical manner or that the waiver is needed to implement a plan for improved student performance or school improvement. Prior to submitting a waiver application, a school district shall hold a public hearing on the matter. Waivers are limited to a maximum of five school years but may be renewed upon application by the school district. The State Board of Education may not waive any statutory requirement concerning teacher certification or tenure.

Bus Driver Certificates

Section 302.272, RSMO, is amended to eliminate the prohibition on licensing school bus drivers in excess of 70 years of age. Applicants at least 70 years of age must pass an annual medical examination and annual renewal of bus driver permits. Drivers who have pled guilty or have been found guilty of specified crimes are subject to certificate revocation. Current law would require a conviction prior to revocation. The list of crimes upon which revocation can be based is expanded to include violation of drug regulations, endangerment of a child and felony or misdemeanor of weapon offenses. The Missouri Highway Patrol is authorized to obtain FBI criminal records for the purpose of checking and clearing applicants.

Other Provisions

The State Board of Education is authorized to adopt a policy relating to the expungement of disciplinary records.

The St. Louis City Public Schools are authorized to adopt a dress-code policy relating to the wearing of uniforms.

The crime of assault while on school property is defined and classified as a Class D felony.

Authorizes school districts to offer training to students in the administration of cardiopulmonary resuscitation and other life saving methods.

Authorizes a local board of education to permit self-administration of medication by use of a metered dose inhaler.

Authorizes a court to order children adjudicated for nonviolent crimes to participate in a jobs program and to order restitution of damage or loss caused by the offense.

Districts are authorized to offer a "motivated" section in a class where multiple sections are offered.

Drug-free schools zones are expanded from 1,000 to 2,000 feet of public school property and include school buses within that zone.

Possession of substances used to manufacture Methamphetamine or related substances is made a Class D felony. Restrictions are placed on the marketing, selling, distribution, advertising or labeling of drug products containing ephedrine or related drugs, and violation is a Class D felony.

School buses used to transport children participating in a federal Head Start Program are authorized to bear the designation Head Start School Bus.

Damage to any motor vehicle owned, operated or leased under contract by a school district or private school for the transportation of school children is added to the crime of institutional vandalism.

The crime of making a false bomb report is changed from a Class A misdemeanor to a Class D felony.

Standard Complaint Resolution Procedure For Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, misinterpreted by school district personnel or by Department of Education personnel.

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy (as follows):

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and the officers of the school district, such as the faculty, the principals, the superintendent or the Board.

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

1. Complaints on behalf of individual students should first be addressed to

the teacher.

2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.

3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.

4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or the state.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC- R), established for that purpose.

Adopted: Dec. 99

Cross Refs: AC, Nondiscrimination

BDDH, Public Participation at Board Meetings

Basic IGBC, Programs for Disadvantaged Students, IGBCA, Programs for Homeless Students

School District of Marion C. R-V, Morrisville, Missouri

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

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

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

Health Insurance Portability and Accountability Act of 1996 **HIPAA**

HIPAA (Health Insurance Portability and Accountability Act of 1996) was developed to address the efficiency and effectiveness of the health care system in the United States. Within HIPAA, the Administrative Simplification rules are set of regulations that establish standards and protections for health care systems. The “Privacy of Health Information” has been effective since April 14, 2003.

While HIPAA establishes new privacy standards for protected health information (PHI), some disclosures are still allowed without authorization from the patient or his or her parent or guardian.

According to the Missouri Revised Statute 167.183, “the immunization status of persons against childhood diseases as required by section 157.181 and section 210.003, RSMo, may be disclosed and exchanged without a parent’s or guardian’s written release authorizing such disclosure” to persons with a need to know HIPAA does not invalidate this statute.

For additional information, see the Department of Health and Senior Services; brochure, “Public Health and HIPAA: Legally Sharing Information with Public Health Agencies,” at <http://www.dhass.state.mo.us/HIPAA/>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age

of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Upon receipt of written request, records may be released in the next 45 days. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena (judges signature);
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, pictures and e-mail address. However, schools must tell parents and eligible students about directory information

and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Parents have the right to report a grievance to the FERPA officials if any of the above rights are violated.

Elementary Curriculum

The curriculum at Marion C. Early is designed to be sequential from Kindergarten through graduation. It is directly correlated to the Missouri Learning Standards and the Missouri Assessment Program.

During the 2018-2019 school year MCE Elementary will be evaluating the current grade level Basic Skills.

The following pages of the handbook outline the skills that students will be expected to master at each grade level, in order to promote to the following grade, these skills are known as the Basic Skills and are Non-Negotiable requirements per Board approval. It is suggested that you read through these periodically throughout the year to assist you in assessing your child's progress towards the year's goal.

A copy of Missouri's complete list of Learning Standards are available online at <http://dese.mo.gov>.

Pre-School

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none"> 1. Recognize the first letter of their name. 2. Be able to count to 5. 3. Listening to/understanding directions while adult talks. 4. Some structure. 	<ol style="list-style-type: none"> 1. Identify, rote count, & 1-to-1 correspondence of numbers 0-20. 2. Identify at least 20 capital letters & 20 lower case letters. 3. Identify at least 10 consonant sounds. 4. Identify 6 shapes (circle, square, rectangle, heart, star, and triangle). 5. Identify 11 colors (red, orange, yellow, green, blue, purple, pink, black, white, brown, gray). 6. Write first name.

Kindergarten

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none"> 1. Identify, rote count, & 1-to-1 correspondence of numbers 0-20. 2. Identify at least 20 capital letters & 20 lower case letters. 3. Identify at least 10 consonant sounds. 4. Identify 6 shapes (circle, square, rectangle, heart, star, and triangle). 5. Identify 11 colors (red, orange, yellow, green, blue, purple, pink, black, white, brown, gray). 6. Write first name. 	<ol style="list-style-type: none"> 1. Identify all 26 letters/sounds. 2. Recognize all words from Dolch Pre-Primer sight word list and begin Primer list. 3. Decode/read cvc (phonetic) words. 4. Count/write/identify numbers 0-100. 5. Recognition of 1-to-1 correspondence for #0-51. 6. Write age-appropriate related sentences, using phonetic spelling, correct spacing, capitalization and punctuation. 7. Demonstrate understanding of basic addition and subtraction operations by solving simple +/- number sentences.

1st Grade

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none"> 1. Identify all 26 letters/sounds. 2. Recognize all words from Dolch Pre-Primer sight word list and begin Primer list. 3. Decode/read cvc (phonetic) words. 4. Count/write/identify numbers 0-100. 5. Recognition of 1-to-1 correspondence for #0-51. 6. Write age-appropriate related sentences, using phonetic spelling, correct spacing, capitalization and punctuation. 7. Demonstrate understanding of basic addition and subtraction operations by solving simple +/- number sentences. 	<ol style="list-style-type: none"> 1. Apply strategies and processes of numbers (+/-), including adding and subtracting whole numbers with sums & differences of 0-20, time, and money. 2. Independently plan and compose a paragraph with a topic sentence, 3 supporting ideas, and a conclusion. 3. Read a variety of genres on 1st grade level. 4. Apply comprehension strategies to 1st grade materials. 5. Demonstrate fluency at 70 or more words per minute and accuracy in recognizing grade level text. 6. Recognize Pre-Primer 1st grade Dolch sight words.

2nd Grade

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none">1. Apply strategies and processes of numbers (+/-), including adding and subtracting while numbers with sums & differences of 0-20, time, and money.2. Independently plan and compose a paragraph with a topic sentence, 3 supporting ideas, and a conclusion.3. Read a variety of genres on 1st grade level.4. Apply comprehension strategies to 1st grade materials.5. Demonstrate fluency at 70 or more words per minute and accuracy in recognizing grade level text.6. Recognize Pre-Primer 1st grade Dolch sight words.	<ol style="list-style-type: none">1. Student will read fluently at 90 or more words per minute and comprehend at or above the 2nd grade lexile range (300-600).2. Student will fluently know addition math facts with sums to 20 and the related subtraction facts. As well as add and subtract two digit numbers with and without regrouping.3. Student will construct a complex paragraph with a topic sentence, at least 6 supporting detail sentences, and a concluding sentence.4. Count money including pennies, nickels, dimes, quarters, and using appropriate money signs.

3rd Grade

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none">1. Student will read fluently at 90 or more words per minute and comprehend at or above the 2nd grade lexile range (300-600).2. Student will fluently know addition math facts with sums to 20 and the related subtraction facts. As well as add and subtract two digit numbers without regrouping.3. Student will construct a complex paragraph with a topic sentence, at least 7 supporting detail sentences, and a concluding sentence.4. Count money including pennies, nickels, dimes, quarters, and half dollars using appropriate money signs.	<ol style="list-style-type: none">1. Basic Math Facts to 10 with multiplication and division, as well as multiply/divide triple digit X single digit.2. Read fluently at 112 or more words per minute and comprehend at or above the 3rd grade lexile level (500-800).3. Construct a 2 paragraph paper including an introduction, body, at least 3 detail sentences per paragraph, and a conclusion.4. Recognize terms of the scientific process.5. Students will be able to solve math word problems.

4th Grade

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none">1. Basic Math Facts to 10 with multiplication and division, as well as multiply/divide triple digit X single digit.2. Read fluently at 112 or more words per minute and comprehend at or above the 3rd grade lexile level (500-800).3. Construct a 2 paragraph paper including an introduction, body, at least 3 detail sentences per paragraph, and a conclusion.4. Recognize terms of the scientific process. Students will be able to solve math word problems.	<ol style="list-style-type: none">1. Read fluently at 130 or more words per minute and comprehend at or above the 4th grade lexile level (600).2. Multiplication/division facts through 12's.3. Construct a 3 paragraph paper including an introduction, body, at least 3 detail sentences per paragraph, and a conclusion.4. Know the scientific process: ask questions, hypothesize experimentation, analyze data, and draw conclusions.5. Students will be able to solve multi-step word problems.

5th Grade

Must have upon entering grade to be successful:	Must demonstrate mastery in order to promote:
<ol style="list-style-type: none">1. Read fluently at 130 or more words per minute and comprehend at or above the 4th grade lexile level (600).2. Multiplication/division facts through 12's.3. Construct a 3 paragraph paper including an introduction, body, at least 3 detail sentences per paragraph, and a conclusion.4. Know the scientific process: ask questions, hypothesize experimentation, analyze data, and draw conclusions. Students will be able to solve multi-step word problems.	<ol style="list-style-type: none">1. Write a 5-paragraph essay with an introduction, at least 3 supporting details per paragraph, and a conclusion.2. Solve/compute multi-step mathematical problems using the correct order of operations and making the necessary conversions and simplifications when needed.3. Read fluently at 150 word per minute or more and comprehend at or above the 5th grade lexile level (700).4. Apply all the steps of the scientific process to given scenarios and scientific experiments with skills previously learned, adding independent and dependent variables and constants and controls in to the process, and showing basic understanding of science concepts taught all year.

Revised May 2016

Title I Information

Dear Parent or Guardian:

Our 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, our 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 achievement level 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 students 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.

Sincerely,

Michelle Sechler
MCE Elementary Principal

Marion C. Early Elementary Schoolwide Title I Parent Involvement Plan

The Marion C. Early R-V School District believes that parents are equal partners in their child's education. Parent participation is one of the greatest benefits to a child's education. If parents are included in their child's education, students reap benefits that will increase their academic performance and will benefit them for the rest of their lives. The following plan has been created to foster and encourage the involvement of parents in our school.

Strategies for Involvement

In order to encourage parents to become involved in their child's education and the Title I Schoolwide program, the will:

1. Promote regular, two-way, meaningful communication between home and school by, at a minimum, the following methods:
 - Providing and updating a school website
 - Sending home regular grade reports
 - Sending home weekly reports
 - Communicating all school events
2. Provide information at Back to School night concerning Title I and its program for the district.
3. Send home information at the beginning of the school year concerning all aspects of the Marion C. Early R-V Schoolwide Title I Program.
4. Establish a Marion C. Early R-V Schoolwide Title I Leadership Team to include parents, teachers, community workers, principal and school staff, including all Title I personnel.
5. Give parents the opportunity to participate in a Parent Involvement Survey. The results will be used to make decisions regarding changes to the Schoolwide Title I program. * (A copy of this survey is attached to this plan for your convenience and input.)
6. Promote and support responsible parenting by offering parents the opportunity to participate in their child's education by volunteering to serve on school committees and teams to improve the education at Marion C. Early Elementary.
7. Provide take home information to inform parents about parent participation activities throughout the school year such as Math Night, Science Night, Literacy Night, Book Fair, School Carnival and other daily activities.

8. An interpretation of the year's annual performance report will be provided to parents.
9. Parents will be informed of curriculum and assessments used to measure student performance and will be given reports of their own student's performance on these assessments.
10. Regular parent/teacher conference will be scheduled at the end of first quarter and at any time at the parent's request.
11. Offer a variety of opportunities, in conjunction with other school activities, for parents to become partners in the education of their child.

Shared Responsibilities for High Student Academic Achievement

1. A home-school compact will be developed for the elementary school. The compact will be developed jointly with parents, teachers, students and staff of the school. The compact will outline how the Marion C. Early Elementary and parents will partner together to help their students achieve advanced or proficient on the Missouri Assessment Program.

Expanding Opportunities for Parent Involvement

The Marion C. Early R-V School District and the Marion C. Early Elementary School will:

1. Provide parents with a copy of the Marion C. Early Elementary Schoolwide Title I Parent Involvement Plan. This may be done through student handbooks, beginning of the year handouts, or through the school website.
2. Provide assistance to parents with topics such as, but not limited to:
 - Understand the MAP test and other local assessments
 - Understanding how to monitor their child's progress
 - Understanding how to work with their child's teacher to help their child to increase his academic performance
3. Provide educational resources to parents for use with their child.
4. School staff will be trained to consider the value of parents as equal partners, communicating with parents effectively, and other related measures as chosen by the parent involvement committee.
5. Parent involvement activities will be coordinated with other parent involvement programs and activities.
6. Upon request, provide access to any instructional materials used in the Marion C. Early Elementary curriculum.

Please sign and return the following verification slip as soon as possible. This indicates receipt of an Marion C. Early Elementary Student Handbook and Discipline Policy.

Thank you!

We, the undersigned, do certify that we have received a copy of the elementary student handbook and discipline policy, and have read, discussed, and understand the contents.

Parent/Guardian_____

Student(s)_____

Teacher_____

Date_____

By signing this portion of the Marion C. Early R-V School-Parent-Student Compact, I agree that I have read and will uphold my portion of the compact.

Principal Date

Teacher Date

Parent/Guardian Date

Student Date