

2008-2009 School Calendar
Lutie R-VI School District

MS/HS Registration	August 8 & 9, 2008
Elementary Registration	August 8 & 9, 2008
Teacher Workshops	August 11, 12, 13, 2008
Open House (5:00 – 6:30 PM)	August 14, 2008
First Day of School	August 18, 2008
Labor Day (No School)	September 1, 2008
Early dismissal at 12:15 (H-n-H)	September 19, 2008
Teacher Workshop (No School)	October 3, 2008
End of first Quarter (38 days)	October 17, 2008
Grade Cards Issued	October 24, 2008
Parent/Teacher Conferences Dismiss @ 12:15	October 24, 2008
Teacher Workshop (No School)	October 31, 2008
Thanksgiving Vacation (Dismiss @ 12:15)	November 25, 2008
Thanksgiving Break (No School)	November 26, 27, 28
End of 2 nd Quarter (47 days)	December 19, 2008
Christmas Vacation (No School)	December 22 through January 2, 2009
School Resumes	January 5, 2009
Grade Cards Issued	January 9, 2009
Teacher Workshop (Dismiss @ 12:15)	January 30, 2009
Early Dismissal at 12:15 (Teacher Workshop)	February 12, 2009
End of Third Quarter (46 Days)	March 6, 2009
Third Quarter Grades Cards Issued	March 13, 2009
Spring Break (No School)	March 23 through March 27, 2009
Teacher Workshop (Dismiss @ 12:15)	April 10, 2009
End of fourth Quarter (43 Days)	May 15, 2009
Last Day of School Dismiss @ 12:15	May 15, 2009

Snow Days (to be taken in this order)

The first two snow days will not be made up. After the first two, make-up days will be May 18-22nd and March 23-27.

Student/Parent Handbook

The purpose of this handbook is to give you a better understanding of the rules, policies, and procedures which are part of everyday life at Lutie Elementary School. It will also help to explain our instructional programs, school activities, and student expectations. Please take time to review this handbook so you will be aware of the many educational opportunities available at Lutie R-VI School.

POLICIES, REGULATIONS, RULES, AND GUIDELINES

Student Safety

To ensure the safety of our children, All outside doors will be kept locked at all times. All parents, visitors and children arriving late must enter through the elementary entrance to sign in at the office before proceeding to a classroom.

Attendance Philosophy

Promptness and regular attendance are imperative for students to receive the full benefits of the school's educational programs. The educational loss resulting from absences, which cannot be adequately measured or entirely regained through make-up work, is the rationale for striving for excellent student attendance. This is important because of the high correlation between attendance and academic success as well as the development of punctuality and responsibility needed for future success beyond the elementary school.

It is understood that a few absences from school may be necessary throughout the course of a school year. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences to an absolute minimum.

THE NUMBER OF ALLOWABLE ABSENCES FOR STUDENTS IN GRADES K-6 DURING THE 2008-09 SCHOOL YEAR IS 10 (FIVE EACH SEMESTER). Three tardies are equal to one day of absences.

If a student exceeds the allowable number of absences they may be retained for the following school year. The Principal will have a review by the attendance committee on a semester basis when a student exceeds the allowable absences in a semester. The attendance committee will notify the student and parents/guardians of (and request to attend) this review. The attendance committee will review the reasons for absences and make a recommendation for one of the following options:

- Possible summer school.
- Possible retention

Considering the recommendations of the attendance committee, the Principal will render his/her final decision to the Superintendent of Schools. If the parents/guardians are not in agreement with the Principal's final decision, they may appeal to the Superintendent and the Board of Education.

DOCTOR and DENTAL APPOINTMENTS: The student will be required to bring a written statement from the doctor within two days of attendance following the absence. The doctor's excuse must include the projected date of return. In the event a student exceeds allowed absences, medical excuses on file are made available to the attendance committee.

If a student missed in excess of three (3) days during a semester due to one or more injuries, illnesses, etc. having required a doctor's and/or dentist excuse, a written explanation from the doctor and/or dentist of each incident may be required.

School-sponsored or sanctioned activities, and in-school suspension assignments, are exempted and do not count towards absences. It is the responsibility of the student to request and obtain make-up assignments from the teachers of classes missed due to absences. It is also his/ her responsibility to satisfactorily complete and return the assignment to the teacher within a reasonable period of time as determined by the teacher. Generally the student will be given one day of make-up work for each day of absence up to five days. If the assignment was given prior to the absence, it will be due on the day following the absence.

When parents/guardians have knowledge of extensive illness, the student may be placed on HOME BOUND instruction. This can be accomplished by contacting the Principal's office. A homebound program cannot be initiated without a physician's approval in writing (Forms are available in the office).

Notification of Absence

In the event of an absence, the parent/guardian is asked to call the school (273-4274) by 9:00 a.m. and give the student's name, grade, teacher and reason for the absence. When returning to school, the student should bring a note from the parent to the teacher.

In the event the school has not been notified of a school absence, the school secretaries will telephone parents/guardians of all students the day they are absent. Parents/guardians will be notified by letter after the 3rd, 8th, and 12th absence.

Excessive Absenteeism

Students with excessive absenteeism will have their attendance records reviewed to determine if steps need to be taken to improve his/her attendance. State agencies such as the Division of Family Services or Juvenile Authorities will be utilized when needed. These agencies generally feel that failure to ensure your child's regular attendance constitutes educational neglect. Parents are encouraged to make medical, dental, and other appointments after school hours whenever possible.

Make-Up Assignments

Students with excused absences will be given the opportunity to make up assignments. The time allowed for completing this work is one day for each day of excused absences. Students will receive these assignments after returning to school, not prior to being absent.

Daily Procedures

Arrival & Dismissal

School begins at 8:15 a.m. and the building is open at 7:30 each day. Students should not arrive before 7:30 a.m. as there is no supervision until that time. Elementary students are to enter the building at the elementary entrance and sit outside the door of their classroom until their teacher arrives. While in the hallway, students may talk quietly, read, and/or complete any homework. The morning duty teacher will supervise students in the hallway until 7:50 when students eating breakfast go to the cafeteria. Students arriving after 8:15 a.m. MUST be checked in at the office by a parent/guardian. The student will be given an admit slip to ensure that your child is not counted absent that day.

Any child being picked up early must be checked out through the office; at that time we will call for the student. Teachers cannot grant permission for a child to leave school grounds. A child will be released ONLY to the parents or those persons designated by the parent as having permission to pick up the child. This is done as a safety precaution and is not designed to inconvenience anyone.

All students are required to remain on the school grounds during the lunch break; the district maintains a CLOSED CAMPUS. Students eating the school lunch or buying milk are to go through the lunch line in an orderly fashion and report to the lunch clerk. Students are to remain in the cafeteria throughout the lunch period. Food cannot be brought in from outside during lunchtime.

Elementary teachers will dismiss the students at 3:11 PM and ensure they get on the appropriate bus. Parents may wait at the waiting area in front of the elementary office if they are picking up their child.

- Parents are requested not to leave with students until the buses leave the school grounds.
- Students who walk home must wait in the designated area in the elementary hall until dismissed by an administrator on duty.

Student Drop-off and Pick-up

For the safety of our children, please observe the bus loading & unloading zone. (Buses Only in the circle drive).

Student Information

Enrollment

In compliance with Missouri state law, any child whose fifth birthday occurs BEFORE the first day of August may enroll in kindergarten. (Section 160.051 RSMo) The age of enrollment in the first grade will comply with regulations and policies set forth by the State Department of Education. To enroll a child, the parent/guardian must provide the school with a state issued birth certificate, current immunization records, proof of residency, and a social security number. Children will be permitted to attend class the day AFTER enrollment is successfully completed. This will ensure that our teachers have the necessary materials ready to welcome your child.

Change of Address/Phone Numbers

If you change your address, home or work phone numbers, or the numbers to be called in case of an emergency, you must notify the school secretary at once. It is essential that we have current information for all students.

Emergency Information

Each child must have at least two emergency phone numbers, other than the parents, on file at the school. It is essential that we be able to contact someone in case of an emergency.

Change in Transportation

To ride a different bus, the student must bring a note signed by the parent stating the date, destination, and reason for the change. Any change in bus or bus stop must be approved with a note from the parent. Students without notes will be sent home on their usual bus route. Emergency phone requests for a change of transportation MUST be received BEFORE 2:30 p.m.

Parents of children who are leaving the school district should notify the school office a few days in advance. All library books and texts must be returned and charges paid before the records are transferred to another school. The school staff will complete a transfer form with academic and immunization information which you may hand carry to the new school. All other records will be mailed to the new school upon receipt of a request for records.

School Property

The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement. New books cost between \$40 - \$60 and will need to be replaced at 100% value. Books that are in very good condition will be assessed at 75%; books that are in good condition assessed at 50%; and books that are in fair condition will be assessed at 25% value. If a book is abused and deteriorates in quality more than one category, the student will be assessed 25% of the replacement cost.

Library books which are lost must be replaced at full replacement cost. Vandalism is everyone's problem. We ask everyone in our community to help watch our school. Please report any acts, suspicion of planned acts, or information that will help apprehend vandals to the school authorities or the police department as soon as possible. Vandalism to our school costs everyone!

Inclement Weather

Inclement weather conditions may force an early dismissal of school. If this should happen, all students will be sent to their regular destinations. On such a day, our phone lines often become jammed and cannot be relied upon for special instructions. Be prepared in advance by letting the teacher know of any changes in transportation due to early dismissal. If it becomes necessary to dismiss school because of inclement weather, the announcement will be made on Springfield TV channels 3, and 10, local radio stations and KTTS.

Recess Policy

School personnel believe that all students should go out to recess with their classmates as much as possible. If you would like for your child to remain inside for recess for health reasons, please provide your child's teacher with a request in writing. Permission to miss recess for an extended period of time will only be granted if accompanied by a request from a doctor. Children with written excuses will spend recess time in the duty room. If you feel that your child is too ill to go outside for recess, then your child should not be sent to school. On days when the temperature and/or wind chill are too severe, 32 degrees, all students will be involved in appropriate inside activities.

Homework

Homework is an important part of the instructional program. The purpose of homework is to reinforce classroom learning, encourage self-discipline and good study habits, and to stimulate independent thinking. Parents can help their children by taking an interest in what the student is doing as well as by providing encouragement and guidance where appropriate. It is important to have the necessary resource materials and a good work place for the student to do his/her homework. Parents may also check work for neatness and to see that directions have been followed. Parents should confer with the teacher if help seems needed.

School Insurance

A school accident insurance plan is offered to each student. This is an optional school-time or full-time protection plan. Insurance may be purchased during the first few weeks of school. This insurance coverage is limited and is normally only a partial payment of 50-60% of the claim. The school does not accept any responsibility for claims against the insurance company. The school is not responsible for injuries/accidents acquired at school.

Clubs/Organizations/Sports

Spelling Bee 1-8 Math Bee 2 – 6 Student Council K-6
Basketball 4-6 Soccer K – 6 Chess Club

Student Dress

Extremes in wearing apparel or personal appearance which interfere with the learning environment, health, safety, or general welfare will NOT be considered as acceptable school dress as determined by the school administration. Dress should be clean, safe and appropriate for learning or an educational setting. Use the following guidelines:

1. Students may not wear bare midriffs, tube tops, tank tops, see-through blouses/shirts, halter-tops or off the shoulder tops. They may not wear excessively tight or incomplete attire. Sleeveless tops must have at least "four fingers" wide shoulder straps. No visible undergarments, spaghetti strap tops unless sleeved shirts are worn under or over them. No muscle shirts, basketball jerseys, or shirts with sleeves cut off. Tops or shirts that cannot be tucked in and stay that way when seated will not be allowed. No midriff area will be allowed to show at any time. Younger children (grades 3 and below) may wear tank top style shirts if they are appropriately fitting ensuring the modesty of the child.
2. Students may not wear boxer shorts, short shorts, or biker shorts. Shorts need to be worn to reflect the season of the year, no shorts from November 1 to March 31. Shorts need to be fingertip length or longer.
3. Students may not wear sunglasses, house shoes, hat/caps, gloves, bandanas, scarves, headbands, or other outside headwear in the building. Hats and caps may be worn on the bus, during recess, during informal school functions and extracurricular activities.
4. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains; rings/necklaces or spiked bracelets/necklaces, etc.
5. Students may absolutely not be barefoot and all footwear should be appropriate for school. Students are discouraged from wearing high heel shoes or shoes that are too large. Students may wear open toed sandals and flip flops, however the safety of the child during recess must be kept in mind.
6. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Band shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
7. Body piercings are not to disrupt the educational environment of the classroom as determined by teachers and administration.

8. Face painting, writing or drawing on the skin, and unnatural hair coloring are considered distracting and not allowed at school.

9. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and students may be sent home to rectify this situation.

10. Students must wear or bring a pair of tennis shoes to be worn on the days they participate in physical education class.

Consequences to violation of dress code

- 1st offense: warning, student will be required to change or be sent home to change with attendance not counted against them
- 2nd offense: detention, student will be required to change or is sent home to change with attendance counted against them
- 3rd offense: ISS, student required to change, sent home with attendance counted against them
- 4th offense: OSS, student required to change, attendance counted against them

Articles from Home

The following items shall not be brought to school unless students have obtained prior teacher permission: Radios, walkman, game boys, trading cards, laser lights, cell phones, pagers, etc.. This list includes any other item which will attract attention to that item and distract from the educational process. If items of this nature are brought to school without prior permission they will be confiscated.

Of course, weapons (toys and otherwise), sharp objects, matches, lighters, drugs, cigarettes, chewing tobacco, etc. are strictly prohibited by law and will be considered in violation of the Missouri Safe Schools Act.

ELECTRONIC DEVICES

No student may have in their possession during class an IPOD, MP3 Player, or other similar electronic devices. These items will be confiscated and will be released to a parent. Field trips/bus trips may be the exception with permission of the sponsors, teachers or bus driver.

Cell Phone

Cell phones should not be brought to school. In the event it becomes necessary for an elementary student to bring a cell phone to school, it must be turned off during school hours.

Lost and Found

Found articles are turned in to the office. To help identify lost and found articles, please label all coats, gloves, hats and personal belongings with your child's name. All unclaimed items will be donated to a charitable organization at the end of each quarter

Telephone Use

Students may use the telephone for EMERGENCIES ONLY! The student must have permission from the teacher to use the phone.

Field Trips

All students attending a school-sponsored field trip must have a signed permission slip in order to participate. The Lutie Elementary School philosophy for field trips is based on the belief that all students are accountable for their actions and may expect reasonable positive or negative consequences for their behavior. Field trips are a privilege to be enjoyed by all students who earn them by choosing to be responsible citizens. Students who receive multiple disciplinary consequences through the principal's office during the school year will not be permitted to go on the end of year class field trip.

Visitors

When visiting our school, please report to the office first. It is important for the safety of our students that we know who is in the building.

- Students will only be called out of class to visit with friends or relatives in emergency situations.
- Students shall not bring friends or relatives to school while school is in session.

Parent/Teacher Conferences

Scheduled conferences are held at the end of the first quarter. Parents are encouraged to attend. This is a special time set aside to discuss progress, share ideas, answer questions, and plan for continued success. Additional conferences may be arranged by parents, the teacher or principal whenever necessary. Should a problem arise, we encourage parents to contact the child's teacher first.

If the problem continues or cannot be resolved, please feel free to contact the principal. The staff at Lutie Elementary welcomes parent input.

Progress Reports

Progress Reports are provided at the end of each quarter. Mid-quarter notices are sent home as needed.

Grading System

The school year consists of 36 weeks divided into two 18-week semesters. Report cards will be distributed every nine weeks and grades averaged on the semester basis. Parents/guardians will be notified of academic deficiency in a timely manner. Deficiency notices will be mailed to parents/guardians at mid-quarter when the quality of the students work is at the failing point or considerably below the expected level of performance. Lutie R-VI School uses the following grading system:

A = Excellent – best work done for class

B = Superior – better than average work completed

C = Average

D = Deficient – this work is of poor quality and improvement is needed

F = Failing – no credit is given

I = Incomplete

Grading Scale

Kindergarten through Second Grade Third Grade through Sixth Grade

S+ = 96% - 100% A = 90% - 100%

S = 85% - 95% B = 89% - 80%

S- = 79% - 84% C = 70% - 79%

N = 70% - 78% D = 69% - 60%

U = 69% and below F = 59% and below

Student Behavior

Philosophy

The Lutie Elementary School's disciplinary policies are designed to foster student responsibility and respect for the rights of others. These policies also ensure the maintenance of a positive atmosphere where orderly learning is possible and encouraged.

When students are under the care of school officials it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules which have been established have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

The Lutie Elementary School discipline code is of a progressive nature. Each additional office referral constitutes more stringent disciplinary action until the student is excluded from attending school. The goal of our discipline code is not to exclude students from school but to provide a system which delivers natural, appropriate consequences for inappropriate behavior. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be or cause a distraction in class which forces a teacher to stop the instructional process to address the problem or remove the student from their classroom.

Elementary Playground Rules

- Do not twist the swings or jump out of them, jump off the monkey bars, or walk up the slide
- Stay in the boundaries. The playground area consists of the space between the gravel areas to the fence that defines the ball field, to the student parking area behind the gym, to the area near the rise to the side of the basketball court. Students are not to play around the concession stand area and are not to be on the tables. This is for student safety.
- No horseplay
- No fighting or throwing rocks
- Students are to report all concerns to the playground adults on duty. The playground adults have the responsibility to address issues that develop during the duty time and should refer issues to the principal as they feel is needed.

Toys From Home

The school is not responsible for lost toys from home. Do not bring toys to trade, this includes games, trading cards, dolls, cars, and so on. Show and Tell items are to be kept in the student backpack until class time discussion.

Trading cards and other toys may be confiscated and picked up by the parents or guardians.

Progression of Discipline Procedures

Classroom Discipline

Students who behave appropriately will be positively rewarded with praise, stickers, stamps, positive notes sent home, free time, bonus points and/or other special privileges.

When behavior problems are of a minor nature the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parents in correcting these particular problems before it is necessary to write up a disciplinary form. However, the seriousness of the offense will dictate the degree of action taken.

Teacher Report of Misconduct

When a teacher has concerns about a student's behavior and/or academic progress the teacher may complete a disciplinary report which is sent home to inform parents of the teacher's concern.

Student or Parent Conference

A formal conference may be held between the student and/or the student's parent or legal guardian and one or more school official(s). During this conference, the student behavior will be examined and corrective measures will be discussed.

Time-Out

The student is removed from the class in which a disruption occurs and placed in an isolated area of the classroom or office for a limited amount of time.

Loss of Privileges

Extracurricular activities, such as field trips or other school activities are considered privileges which are offered to students. These privileges may be revoked.

Recess Detention

Recess is considered a social time for students and when appropriate the social aspect of recess will be taken away from students.

Lunch Detention

Students may receive a detention to be served during their lunch period. All students who serve lunch detention will be required to sit and eat their lunch in isolation without talking to other students.

In-School Suspension (I.S.S.)

During in-school suspension (ISS), the student is suspended from attending regular classes. The student forfeits all recess privileges and will eat lunch in the in-school suspension area. The student will be expected to do assignments for the day plus additional in-school suspension assignments. Failure to complete assignments may result in being assigned additional in-school suspension days.

Out-Of School Suspension (O.S.S.)

Out of school suspension is the removal of a student from the regular school environment which prohibits him/her from attending school. Students are not allowed to make up work missed when they are suspended out of school. Suspended students are not allowed to be on or around the school campus unless permission is obtained from the principal. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds.

Expulsion

If any student consistently refuses to conform to school policies and regulations, as outlined in the student discipline code, the principal may recommend to the Superintendent that the student be expelled from school.

- Any violation which also violates state statutes or city ordinances may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Ozark County Juvenile Office, Division of Family Services, and other outside counseling agencies.

Student Discipline Code

Principal Actions

Students will be allowed to experience the consequences of their misbehavior as much as is practical. This handbook covers most school-related problems, but is not an all-inclusive list. Situations not covered in this handbook will be handled at the principal's discretion, taking into account the age of the child, the seriousness of the offense and the frequency of the violations. Parents are always notified of serious or frequent disciplinary problems.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations and policies are of such a nature as to warrant it.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Disciplinary Infractions

Insubordination/Disrespect for School Personnel

Students who do not obey school personnel are said to be insubordinate. A student showing lack of respect toward a school employee will be considered disrespectful. Disrespect cannot be tolerated!

Consequences:

1st Offense: Time-out, detention, Principal/Student conference, ISS, or OSS

Repeated: Principal/Student conference, Detention, ISS, or OSS

Class Disruption/Refusal to Complete Assigned Work

Disruption of class or school includes offenses such as excessive or loud talking and rowdiness, obscene language or gestures – classroom disruption incidents are subject to teacher judgment.

Consequences:

1st Offense: Student conference, Time-out, detention, or Principal/Student conference,

Repeated: Time-out, detention, ISS, or OSS

Cell Phone Use

Cell phones should not be brought to school. In the necessary event an elementary student brings a cell phone to school, it must be turned off during school hours.

Consequences:

1st Offense: Phone is brought to principal's office for parent to pick up. The student is written up with a warning.

2nd Offense: Phone is brought to principal's office for parent to pick up. The student is written up with one day of ISS.

Repeated Offense: 2 or more days of ISS or OSS.

Disrespect of School Property/Vandalism

This includes all areas within and around the buildings as well as buses.

Consequences:

Clean up mess and financial restitution if appropriate. Additional disciplinary consequence will depend upon the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Truancy/Repeated Tardiness

Students who are absent from school without the knowledge and consent of their parents and the administration, or students who leave school during any session without the consent of the principal shall be considered truant.

Consequences:

Parent notification and time-out, detention, or ISS,

- Repeated incidences may result in notification of proper legal authorities, ISS, or OSS

Misconduct on School Trips/Extra-Curricular Activities

The same behavior is expected at school event, which is expected during school hours.

Consequences:

Students who choose to behave inappropriately will risk losing the privilege of attending such activities in the future. Additional consequences will depend upon the severity of the situation and the age of the child.

Public Display of Affection (PDA)

Public display of affection is inappropriate physical contact at school or school activities.

Consequences:

* 1st Offense: Student conference, time-out, detention

* Repeated: Detention, ISS, or OSS

Harassment/Intimidation

This includes words and/or actions which are meant to be demeaning, intimidating, and/or threatening.

Consequences:

*1st Offense: Student conference, detention, or ISS

* Repeated: Detention, ISS, or OSS

*Repeated incidences may result in notification of proper legal authorities.

Sexual Harassment

The use of sexual words, actions, or touching that is offensive in nature will not be tolerated.

Consequences

- First Offense: Conference with principal and parents, ISS, OSS
- Second Offense:

Fighting/Assault/Hitting Others

Assault is defined as attempting to cause injury to another person.

Fighting is defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Hitting others is defined as physical horseplay which causes or could cause injury to others.

Consequences:

1st Offense: Student conference, detention, ISS, or OSS

Repeated: Time-out, detention, ISS, OSS

Disciplinary consequences will depend on the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Theft

Theft is defined as willfully taking items belonging to another. Offenders are subject to legal prosecution.

Consequences:

Financial restitution and possible notification of legal authorities. Additional disciplinary consequences will depend on the severity of the situation and the age of the child.

Arson

Arson is defined as starting a fire or causing an explosion with the intent to damage property or building.

Consequences:

11-180 days OSS or expulsion and notification of law enforcement officials. Documentation in student's record.

Drugs/Alcohol

Drugs/Alcohol offense is defined as possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic, substance, counterfeit drug. This includes possession of drug related paraphernalia.

Consequences:

ISS or OSS 1-180 days or possible expulsion.

Disciplinary consequences will depend on the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Extortion

Extortion is defined as threatening or intimidating any student for the purpose of obtaining money or anything of value.

Consequences:

1st Offense: Student conference, Time-out, detention, ISS

Repeated: Detention, ISS, CP, Sat School, OSS

* Repeated incidences may result in notification of proper legal authorities.

False Alarms

False alarms are defined as tampering with emergency equipment, setting off false alarms, and/or making false reports.

Consequences:

1st Offense: Student conference & time-out, detention, ISS

Repeated: ISS, CP, Sat School, OSS

Disciplinary consequences will depend on the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Technology Misconduct

Attempting, regardless of success, to gain unauthorized access to a technology system (hacking) or to introduce computer viruses, or other disruptive/destructive programs onto or while using district technology.

Consequences:

Loss of computer privileges and/or additional disciplinary action deemed necessary by the severity of the situation and the developmental understanding of the child.

Tobacco

Tobacco offense is defined as possession or use of any tobacco product on school grounds, bus or at a school activity.

Consequences:

1st Offense: Student conference, Time-out, detention, ISS

Repeated: Detention, ISS, OSS

* Repeated incidences may result in notification of proper legal authorities.

Weapons

Weapons offense is defined as possession or use of any device which can be used to inflict physical injury to another person. This includes knives and sharp items.

Consequences:

ISS or OSS 1-180 days and possible expulsion. Documentation in student's record and notification of law enforcement officials.

Firearms and other explosive devices which might be considered a weapon or weapon look-alike will be punishable by not less than one year of suspension from school. This is in accordance with Board policy and Missouri State law.

The student disciplinary consequence selected will depend upon the severity of each individual situation and on the age and maturity of the children involved.

Bus Conduct

Bus transportation is a privilege. Misconduct on the bus endangers everyone! Bus drivers are school employees and school buses are school property. Bus drivers have the responsibility for the safety of their passengers, and have the authority to make and enforce rules of conduct for ensuring that safety. With that in mind, the consequences for student misbehavior on the school bus will be strictly enforced.

Bus Regulations

1. Students must wait at the bus stop. The driver cannot wait for tardy students. Drivers will pick up and return students only to designated bus stops.
2. Students must stand at the side of the road rather than on the road while waiting.
3. The driver is in charge on the bus. Students must obey the driver promptly.
4. Students must not tamper with bus controls or equipment.
5. Students must be seated promptly and not move while the bus is in motion.
6. Students must keep arms, legs/head inside of bus windows. Keep aisles free of objects.
7. When crossing in front of the bus, students should be at least 10 feet from the bus in order to be seen by the driver and should only cross when the driver signals them.
8. No objects should be thrown, flipped, tossed or shot out of the bus.
9. Students causing any damage to the bus OR passing motorists will be responsible for damages.
10. No alcohol, drugs, smoking, vulgar/profane language, glass containers or animals may be brought on the bus.
11. Students cannot save seats for others.
12. Students may be assigned specific seats on the bus.
13. For safety reasons, gum, suckers, and/or candy are not allowed on the buses.

14. Students must keep their hand and feet off the other students.

15. Vandalism is strictly prohibited and may result in immediate suspension of bus privileges. Students will also be responsible for restoration fees.

Please remember that bus transportation is a privilege, not a right. Students who do not respect this privilege will lose it. It will then be the parent's responsibility to transport his/her child to and from school.

Student Services

Health

A school nurse is available to assist your child with most health needs. The health office will make every effort to contact you when your child is ill or seriously injured. Most minor illnesses and injuries that occur at school can be treated in our health office, enabling your child to return to class.

Contagious Diseases and Health Checks - No pupil shall attend the public school of this district while affected with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to it. The Principal, teachers, or Board of Education shall have the power to require any child to be examined by a nurse or doctor. (PLS Mo. Article 167.191).

All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever such inspection is deemed necessary. Pupils will occasionally be given screening tests for defects in vision, hearing, speech, and dental check-ups. Parents will receive written notice of any defects that interfere or tend to interfere with the child's progress in school. Head lice inspections will be held regularly. Students will be inspected prior to re-admission to school.

Head Lice

Students will be screened for head lice at the discretion of the building administrator and health office. Those with live lice/nits (eggs) will be excluded from school until cleared from the nurse or office.

Medication - When it becomes necessary for a student to take medication during school hours, the medication should be given on written order from a licensed doctor. When a student brings his/her own medication to school, only the bare minimum for each day should be brought in a well-labeled prescription container. All medication should be taken to the nurse and not kept in the classroom. *We*

are not allowed to give medication, even tylenol, without written permission from parents/guardians. NO EXCEPTIONS TO THIS POLICY.

Physicals Required for Activity Participation - No pupil on the High School level shall be permitted to participate in any interschool athletic event, including cheerleading, without the written consent of parents/guardians and a written permit from a physician. Both consent and permit are to be in the hands of the Athletic Director before the pupil may participate in any competitive athletic event. Forms will be available from the coach. School insurance or evidence of family coverage is required prior to participation.

*** Any medication self-administered (including inhalers) must be cleared through the health office. Appropriate release forms must be signed by the parent/guardian and the physician.**

*** Students are not allowed to transport medication of any kind on the bus.**

Immunizations

All students must meet Missouri Law requirements.

Food

The cafeteria serves a nutritionally balanced breakfast and lunch daily. Children may also bring their lunch and buy milk. Children bringing their lunch may bring a drink from home as long as it is in a thermos. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

Elementary Cafeteria Rules

- No cutting in line
- No pushing or playing around
- Treat each other with respect. Students are to report all concerns to the teachers/staff on duty. The teachers/staff have the responsibility to address issues that develop during the duty time and should refer issues to the principal as they feel appropriate and needed.

Breakfast is served from 7:45 a.m. – 8:15 a.m. A closed lunch hour is maintained; no child may go home for lunch or leave the school grounds. Students are encouraged to pay for breakfasts and lunches in advance, either weekly, bi-weekly, monthly, by the quarter or the semester. Charging is discouraged. When an unpaid lunch bill reaches \$30.00, students will be served

a sack lunch and milk until the account is paid up to date. Qualifying individuals are encouraged to apply for free and reduced price meals.

School-Wide Title I Services

Title I is a federally funded program which provides additional help and instruction for students. The purpose of Title I is to enable all students to meet the academic challenges through the use of accelerated instructional alternatives.

Screening

Vision, vision intervention, hearing, speech, scoliosis, lice, height and weight screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Parents will be notified of any other screenings provided by the district. Parents will receive notification of screenings when an opt-out option is available.

GUIDANCE SERVICES

The guidance program provides services to students, teachers, parents/guardians, and community members. The Guidance Department shall be an information center for the entire district. Students and parents/guardians are encouraged to take advantage of the guidance program for their own benefit.

The Guidance and Counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by the school counselor with the support of teachers, administrators, students, and parents/guardians.

The Guidance Program includes:

1. *Guidance Curriculum* - Consists of structured development experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills.

2. *Individual Planning* - Activities which help all students plan, monitor, and manage their own learning as well as their personal and career development. Within this component, students evaluate their educational, occupational, and personal goals and plans. The activities are generally delivered on an individual basis, or by working with individuals in small groups, or advisement groups.

3. Responsive Services - Responsive services consist of activities to meet immediate needs and concerns of students, whether these needs or concerns require counseling, consultation, referral, or information. This component is available to all students and is often student initiated.

4. System Support - Management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the following areas: Professional Development, Staff and Community relations, Consultation with teachers, Advisory Councils, Community Outreach, Program Management and Operations, and Research and Development.

5. Special Services - The counselor will assist in the coordination of the special service programs with the support of the special education teachers, classroom teachers, and special education director.

The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

Equal Educational Opportunity

It is the policy of the Lutie R-VI School not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to:

1) Mrs. Nancy Wray, Elementary Principal

HC 4 Box 4744

Theodosia, MO 65761

2) Mr. Marty Witt, Superintendent

HC 4 Box 4744

Theodosia, MO 65761

District Wellness Program

The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year. The primary goals of the Lutie R-VI School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

Due Process

Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When inappropriate behavior is alleged which could result in serious consequences, student rights will be protected by the following steps:

1. Students will be given notice of the charges against them.
2. Students will have an opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.

The student may appeal the decision successively to the principal, superintendent, and finally, the board of education.

PUBLIC NOTICE

The Lutie R-VI School District would like to inform you that:

Public schools in the State of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. 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 children with a developmental delay.

Public schools in the State of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one(21) that reside

in the district. This census must be compiled by December of each year. This information is treated as confidential and must include: the name of child; parent/legal guardian's name and address; birth date and age of child; the child's disability; and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact the Lutie R-VI Director of Special Services at 417/273-4274.

NO CHILD LEFT BEHIND

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, district must provide to each individual parent:

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

Standard Complaint Resolution Procedure
For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

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

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

Submit to:

Mr. Marty Witt, Superintendent

Lutie R-VI

HC 4 Box 4744

Theodosia, MO 65761

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 not 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, misapplies, 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.

INTERNET PLAN

To be Signed by the Student and Parent/Guardian and Collected by the Teacher

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.

Transmission of any material in violation of the United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Internet use for product advertisement or political lobbying is prohibited.

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Lutie R-VI Board of Education, under this agreement, is the delegated authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user. MOREnet will serve as a resource as well as final authority in disputed matters regarding appropriate use. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. MOREnet or the District shall not be held liable for any division to restrict or regulate access to Internet materials.

Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. FOLLOW WRITTEN and ORAL CLASSROOM INSTRUCTIONS.

Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.

Users shall not play games or use the computer resources for other non-academic activities.

Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the sending of unwanted mail. Vandalism and harassment will result in cancellation of user privileges.

Parent/Guardian
Signature _____

Student
Signature _____

We have read and understand the rules, policies, and expectations of the Lutie School District as outlined in the Student Handbook.

Student Signature Date

Parent/Guardian Signature Date

Please sign and return to the Office the first day of school.

Thank you for your cooperation.

Permission to be Photographed or Video Taped

Permission for your student to be photographed or video taped for publication in papers, on school web site, or on television is given at this time. If you do not wish to imply permission by signature above of this form please supply a written statement. A WRITTEN STATEMENT MUST BE PROVIDED TO BE FILED IN YOUR STUDENT FOLDER.

Bus and Discipline Plans

To be Signed by the student and Parents and collected by the Teacher

Bus Transportation Information and Safety Procedures

Your child's safety is our utmost concern. In order for your child to be transported to and from school in a safe manner, all bus riding rules must be obeyed. In the event your child chooses not to obey the rules and receives one or more School Bus Conduct Notice, the following procedures will be implemented.

First Misconduct: Warning by the Bus Driver

Second Misconduct: A letter is mailed to the parents warning of a three-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.

Third Misconduct: Three-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.

Fourth Misconduct: Five-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.

Fifth Misconduct: Ten-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.

We appreciate the help and support you give to your child to make the bus ride as safe and pleasant as possible. **Severe misconduct incidences will cause circumvention of the usual procedures.**

The Superintendent has the authority to suspend a student for as many as ten days, without regard for the number of incidences. Parents will be contacted by phone or letter.

Parent/Guardian

Signature _____

Student

Signature _____

Please review the disciplinary actions described in the handbook with your child. Students who behave appropriately will be positively rewarded with praise, stickers, stamps, positive notes sent home, and free time. When students choose to break a rule, consequences will be imposed.

There is a zero tolerance for violent language and behavior, defiance, or disrespect to staff members.

Severe behavior (such as fighting, verbal abuse, or destruction of property) may result in the principal going directly to the last consequences.

Parent/Guardian

Signature_____

Student

Signature_____

Comments: