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ALTON ELEMENTARY SCHOOL

Alton Elementary School has approximately 410 students in grades kindergarten through sixth. Each grade has three classrooms, with a teacher-student ratio of approximately one teacher for every 19 students. The Alton R-IV School District completed the Missouri School Improvement Program (MSIP) standards review during the 2008/09 school year. By action of the State Board of Education in May 2009, the district is classified under the Missouri School Improvement Program as fully **ACCREDITED**.

The curriculum consists of the core courses -- reading, language arts, math, science, health, and social studies -- and students also receive instruction in physical education, art, and music. In addition, the computer lab enables students to access information using the latest technology -- a must for young children leading the way into the twenty-first century. We have a full-time librarian, providing support across all areas of the curriculum, in a very up-to-date library.

Support services are offered for all students needing extra help through Title 1 services. A gifted program is available for students qualifying. A full-time elementary counselor is on staff to help students and to oversee testing and evaluation. Alton R-IV employs a full-time nurse. A special education staff, consisting of three resource teachers and a speech clinician, meet the individual needs of students qualifying for services under Public Law 94-142. The school provides services for our preschoolers through the Parents as Teachers program and the Early Childhood Special Education program.

We value excellence in education. We recognize student achievement formally through an honor roll and a principal's honor roll, and informally through teacher/principal praise and support. We welcome and expect parental support and input. We have an active Parent/Teacher Organization (PTO) and a Parent Volunteer Program.

We believe strongly in our mission "**All Children Can Learn and Be Successful.**" Welcome to a progressive school system.

ALTON R-IV SCHOOL BOARD

Mike McElmurry.....	President
Grover Crews	Vice President
Brad Alexander	Treasurer
Debra Stubblefield.....	Board Secretary
Kevin Arasmith	Member
Edd Hatten.....	Member
Mark Hodge	Member
Keith Combs.....	Member

IN MISSION STATEMENT

The mission of the Alton R-IV School District is to provide an educational environment for the students that will foster their intellectual, physical, social and career development so that they can become productive citizens in our constantly changing world. We believe that *all students can learn and be successful*.

EDUCATIONAL PHILOSOPHY

In a democracy the worth and happiness of the individual are of first importance, but the individual's conduct must be acceptable to other members of the society. We believe that it should be the aim of education to develop the type of growth which will promote the welfare and improvement of democracy as a way of life. We recognize that many agencies contribute toward the growth of all individuals. Although the school is perhaps the only agency whose chief concern is the development of each individual to the utmost of his or her social, emotional, physical, and intellectual potential, we believe that education should be a cooperative effort on the part of the parent(s), guardian(s), all interested persons, and agencies.

EDUCATIONAL GOALS

Since we subscribe to the basic philosophy stated above, we believe that the Alton R-IV School District should provide a continuously evolving educational program that offers equal access to educational opportunities regardless of race, creed, or social-economic status. Each student will have the opportunity to develop socially, emotionally, physically, and intellectually to the best of his or her ability as a lifelong learner. It is the desire of the Alton R-IV School District that its graduates acquire the knowledge and skills that will enable them to

- gather, assess and apply knowledge from all disciplines as lifelong learners.**
- recognize and solve problems.**
- communicate effectively.**
- make responsible decisions.**
- become responsible members of society.**
- apply current technology.**

Alton R-IV School District, Alton, Missouri
Adopted by the Alton Board of Education, March 12, 1998

2010-2011 Calendar

Grades K- 12

Rt. 2, Box 2181 - Alton, MO 65606 - 417-778-7217

Sheila B. Wheeler, Superintendent

Shane Benson, Elementary Principal

Holly Reese, Coordinator of Special Programs

Registration	TBA
Mentor/Protégé Workshop/New Teacher Orientation	TBA
Teacher Orientation	August 16, 17
Classes Begin	August 18
Open House (6:00 - 7:30 p.m.)	August 19
Labor Day - No School	September 6
Teacher In-service - Dismiss at 12:00	September 17
End of 1st Quarter (44 Days)	October 15
Parent/Teacher Conferences (4:00 - 7:00) Issue Grade Cards	October 21
Parent/Teacher Conferences - (8:00 - 12:00) Issue Grade Cards - No School	October 22
Teacher In-Service - Dismiss at 12:00	October 29
Fall Break - No School	November 15
Thanksgiving Vacation (Dismiss at 12:00 on November 25)	November 25, 26
End of 2nd Quarter (44 Days - Dismiss at noon).....	December 22
Christmas Vacation (No School)	December 23 - January 2
First Day of School After Break	Monday, January 3
Issue Grade Cards	January 7
Teacher In-Service - Dismiss at 12:00.....	January 14
Dr. Martin Luther King Holiday (No School-Make-Up Day).....	February 17
Teacher In-Service - Dismiss at 12:00.....	February 18
Presidents' Day (No School-Make-Up Day)	February 21
End of 3rd Quarter (47 Days)	March 10
Spring Break - (No School-Make-Up Day)	March 11-14
Issue Grade Cards	March 18
Spring Break - (No School-Make-Up Day)	April 1
Spring Break - (No School-Make-Up Day)	April 22-25
Last Day of School - Dismiss at 12:00 - End of 4 th Quarter (41 Days)	May 13
Teacher Workday - (No School-Make-Up Day)	May 16
*Make-Up Days.....	May 16, 17, 18, 19, 20, 23, 24

Number of Days in Session

<u>First Semester</u>		<u>Second Semester</u>	
August	10	January	20
September	21	February	19
October	20	March	21
November	19	April	18
December	16	May	10
Total 86		Total 88	

1. If any days are to be made up as of Monday, January 17, 2011 (Dr. Martin Luther King Holiday), then this day will be utilized as a make-up day.
2. If any days are to be made up as of Monday, February 21, 2011 (Presidents' Day), then this day will be utilized as a make-up day.
3. The next days to be utilized as make-up days are March 11, 14, April 1, 25, May 16, 17, 18, 19, 20, 23, 24.

ELEMENTARY STAFF

Shane Benson	Principal
Gloria Corley	Counselor
Margaret Hufstedler	Kindergarten
Kelly Stubblefield	Kindergarten
Beverly Wright.....	Kindergarten
Karen Alexander	First Grade
Amy Janes	First Grade
Rita Richardson.....	First Grade
Marilyn Cockrum.....	Second Grade
Robin Holman.....	Second Grade
Shirley Roberts.....	Second Grade
Cassie Todd.....	Third Grade
Brenda Steele	Third Grade
Allison Warren.....	Third Grade
Tamara Brown	Fourth Grade
Cheryl Walsh	Fourth Grade
Tina Craig	Fourth Grade
Jennifer Barr.....	Fifth Grade
Tasha Reeves	Fifth Grade
Susan Chronister.....	Sixth Grade
Renea Church.....	Sixth Grade
Desley Cunningham.....	Sixth Grade
Ed Hackworth	Art
Melissa Hufstedler	Music
Melinda Langston	Librarian
David Quinn	Physical Education
Anna Clary	Computer Supervisor
Donna Barton	Gifted
Michael Frommel	Special Education Coordinator/Resource Room
Angela Brown	Resource Room
Beverly Goans	Resource Room
Rachel Johnson	Speech Implementor
Kathryn Johnson	Mathematics
Lisa McElmurry	Mathematics
Alice Ollar	Reading Specialist
Jane Reese	Communication Arts
Sandra Dorris	Parents as Teachers
Wes Conrad.....	Custodian
Kalan Roberts.....	Custodian
Joe Wheeler.....	Custodian Supervisor/Technology Coordinator

SUPPORT SERVICES

SPECIAL EDUCATION SERVICES

Students are referred for special education evaluations by teachers and parents. Services may include the speech and language program, behavior disorders program, learning disability program, and/or educable mentally handicapped program.

Students are referred to the speech and language clinician by teachers and parents for evaluation of sound usage, language skills, voice quality, and fluency of speaking. Students in need of speech and language services meet with the speech clinician and/or other resource teachers for individual or small group classes.

A behavioral disorders program is to help children who have specific behavior tendencies or patterns that may affect their learning in the regular classroom. A learning disability program is to help children who have special learning patterns. An EMH program is designed to aid students who perform at a level significantly lower than their peers. Specialized instruction is given to help them develop their maximum skill levels. These programs are supported with state and federal funds. Children must be tested and parents are invited to attend a staffing where it is determined whether the child is placed in a resource program. Parent permission is required in writing before students are placed in a program.

TITLE I SCHOOL-WIDE PROGRAM

Title I math and reading teachers are provided through federal Title I monies. This teacher works with the teacher in the regular classroom and helps support the classroom teacher's program by helping children who are having difficulty in basic skill areas. Emphasis of programs and funds is placed on educational needs of the students as identified by parents and teachers. A Resource Library is available for parents to check out educational resource materials for themselves and/or for their child.

TEACHER OF THE GIFTED AND TALENTED

Gifted education is available for academically gifted students in grades kindergarten through twelve. This program is supported by state and local funds. The students are tested to determine qualifications for the program. After qualifying, participation is voluntary.

GUIDANCE COUNSELOR

The elementary counselor is available to all the students in the school. The counselor's job consists of many responsibilities. Some of the roles of the counselor are as follows:

1. Counseling
 - A. Individual
 - B. Small Group
 - C. Large Group (Classroom)
2. Consulting
 - A. Parents - In regard to the social, emotional and educational concerns of their children.

- B. Teachers - Help plan activities and programs for individual growth.
- C. Administration - Policies, curriculum, and procedures that affect the needs and development of students.

3. Coordinating

- A. Kindergarten Screening
- B. School-Wide Testing
- C. Orientation for New Students
- D. Special Programs

CHARACTER EDUCATION MISSION STATEMENT

The mission of the Alton R-IV School District, through a partnership with home, business, and community, will strive to develop an educational program for students that encourage the development of positive character traits.

**PRESCHOOL SERVICES
PARENTS AS TEACHERS**

Parents as Teachers (PAT) is available for preschool children (ages 0-5), to provide appropriate and useful information and guidance to parents on what skills their children will be mastering at each stage of development and what parental practices could help with that development. The program helps parents feel more confident in themselves as parents and promotes children's eagerness to learn so that they can be successful when they reach kindergarten. The program also detects delays, potential problems, and advanced abilities at an early age so that parents can get the appropriate help. PAT assists families in interfacing with other community agencies to help serve the TOTAL needs of the family. An important goal of PAT is to promote a home-school partnership as early as possible. Services include personal visits, group meetings, and screening.

EARLY CHILDHOOD SPECIAL EDUCATION

Early Childhood Special Education (ECSE) services are available for qualifying preschoolers, ages 3-5, who have developmental skill delays. Services include complete diagnostic evaluations and educational intervention services through a ECSE teacher.

POLICIES AND PROGRAMS

1. Attendance

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows.

Any time a student is absent and the parents have not contacted the school, the school will notify the teacher. The teacher will contact the parent or guardian.

When a student has accumulated five excused absences or one unexcused absence in any semester, the school will set up a conference with the parents to discuss the student's attendance and current level of academic performance. One or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending regularly.

When a student has accumulated eight excused absences or two unexcused absences in

a semester, the school will schedule a conference with the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

When a student has accumulated ten excused or three unexcused absences, the school may arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.

When a student has accumulated twelve excused absences or three unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division of the Department of Social Services or the local prosecutor.

More than twelve excused absences or three unexcused absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The school may require additional documentation.
5. Religious observances, with written excuse from parents.
6. Other appointments that cannot be scheduled outside attendance hours, such as court dates, with written excuse from parent.
7. Out-of-school Suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

2. Make-Up Work

If your child has missed school due to illness or other reasons, we ask that you use the following guidelines in getting his assignments.

- (1) **No homework will be sent on the first day of a student's absence.** If only one day is missed, students will be expected to find out missed assignments upon their return the following day. On the second consecutive day of absence, parents should call the office before noon to request homework assignments. These assignments may then be picked up after 2:00 p.m.
- (2) In case of absences known in advance, make-up work will be given upon return.

- (3) Make-up assignments for homework are subject to the following schedule: Two days allowed for each day missed up to five days (i.e., one day missed--two days allowed for make-up; two days missed--four days allowed for makeup, etc.). Absences that exceed five days will be allowed two weeks for make-up. Extreme cases will be considered on an individual basis.

3. Late Arrivals/Early Withdrawals

It is very important for your child to arrive at school on time and remain at school the entire day, unless injury or illness occurs. If your child must leave early or come to school late, an adult must come to the office and sign the child in/out.

Students who persist in being tardy may be asked to miss recess or take work home in order to make up what they missed.

If your child arrives late, a tardy slip must be issued before he/she may go to class. Attendance is kept on the time lost during early/late arrivals/departures and the information is kept on his permanent record.

4. Release of Children During School Day

Students are NOT permitted to leave the school grounds during the school day at any time by themselves. Parents requesting release of the child for dental and doctor appointments or emergencies must make the request in the principal's office. Parents should come to the office and sign the child out. Only the principal, or his appointed representative, has the authority to release children from school. Teachers cannot release children from class unless so requested by the school office. This rule is to guarantee the safety of all children in the school. We ask that you go to the office to get your child during school hours.

5. Arrival/Dismissal Time

We encourage students to arrive no earlier than 7:50 a.m. at the elementary building. It is not possible to provide supervision for students before this time.

School will begin at 8:15 a.m. and dismiss at 3:05 p.m.

6. Bad Weather and School Dismissal

In the event of school cancellation due to bad weather, the superintendent will contact the following radio and TV stations, usually before 6:00 a.m. -- KYTV-3, KOLR-10, KAIT-8, KALM, KWPM, KKDY.

7. Homework

The administration and teaching staff at Alton Elementary believe that homework is an important and necessary part of the school experience. We encourage parents to become involved in their child's education by observing their child as he completes homework. This will give your child the opportunity to ask questions and give you the chance to see what your child is learning in school.

8. Achievement Tests

All elementary students will be given an achievement test in April. Students in grades 3-6 will take the state MAP tests in Communication Arts and Math. In addition to this, fifth graders will take the MAP Science test. Students in K-2 will take the nationally normed Terra Nova tests.

The MAP tests classify students' performance on a four-step scale of achievement. The levels are *Below Basic*, *Basic*, *Proficient* and *Advanced*. Students who score *Proficient*

and *Advanced* will receive a **Comet Card** which will allow them to get into all home school-sponsored sporting events free (excluding tournaments).

9. Messages

If a message needs to be left for a child, please **call before 2:30 p.m.**

10. Student Use of Phone

Students may use the school telephone only for emergencies. Forgotten papers, etc., are not emergencies.

11. School Insurance

An accident insurance is available for those parents who wish to have their children insured while traveling to and from school and during school hours. Insurance letters will be sent home during the first week of school explaining the coverage.

12. School Pictures

Color pictures are taken each fall. A picture of each child is needed to use in the office for identification and permanent records. All children should have their pictures taken, but no parent is required to purchase pictures. Payment for pictures must be made in advance.

13. Lost and Found

All items lost or found should be reported to the Principal's office. To help eliminate confusion, children's coats, sweaters, etc., should be marked with their name for identification. Students/parents are encouraged to look in the lost and found box.

14. Illness Policy

Healthy children are better learners; therefore, please do not send children to school if they have fever or have vomited.

Our school guidelines for illness are to send a child home if he/she has vomited at school or has a fever over 100 degrees F. Our goal is to provide immediate care, not prolonged care.

Parents are notified when their child has been injured and in the judgment of school personnel may require further medical attention.

It is essential for parents to have at least three current phone numbers for contacts if an emergency arises.

If a child requires immediate medical attention, the parent or guardian will be notified immediately. The parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and if a parent or guardian cannot be reached, a physician will be called to render treatment.

If, in the judgment of the nurse and principal, an injury or illness is serious enough to require hospitalization the child will be transported immediately by private vehicle or ambulance.

No sick or injured child will be sent home alone or with another student. In all cases a responsible adult will need to accompany the child.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. If parents are unavailable, they must secure transportation and supervision by a responsible adult.

Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

PRESCRIPTION MEDICATIONS

"Do not send medication to the school by the student."

When a pupil is to receive medication during school hours, the parent or guardian must provide the medication in the original prescription bottle plainly marked with:

Pupil's name, physician's name, date, name of medication, dosage, and time of administration.

We must have written permission from the parent or guardian to give the medication. The permission note must include:

Pupil's name, physician's name, date, name of medication, dosage and time of administration, any possible side effects, termination date for administering the medication, and parent's signature.

Send no more than one week's supply at a time, unless other arrangements have been approved by the school nurse.

15. Immunization Law

It is unlawful for any child to attend school unless he/she has been immunized. The parents or guardians of new students must provide the district with appropriate immunization records. Students who have received notification that boosters are due must comply with the law in order to continue attending school. This is in compliance with Missouri State Laws.

16. Kindergarten Screening

Each spring parents and prospective kindergarten pupils are encouraged to participate in screening activities at school. The screening gives the school enrollment information and provides an orientation for parents and students. Prospective kindergarten students not screened at this time will need to be screened in the fall before the start of school.

17. Enrollment and Age Requirements

A child must be five years of age before August 1 to be eligible for the coming year's kindergarten. A child must be six years of age before August 1 to be eligible for the coming year's grade 1.

"Students enrolling in kindergarten or first grade must provide proof of a comprehensive vision examination by January 1 of the first year in the district, in accordance with law."

Transfer students must have a copy of their birth certificate, social security number, and immunization record before being allowed to enroll in school.

18. Placement of Students

Students are assigned to classrooms with the purpose of maintaining heterogeneous grouping and in the best interest of the student. The principal and the counselor work closely together to place students in a classroom that is in their best interest. The principal has the final say in student placement. Once a student has been placed in a particular classroom, the placement is for the entire school year.

19. Parent/Teacher Conferences

Scheduled parent/teacher conferences are planned for one day immediately following the first grading period.

Additional conferences can be arranged (by parent or teacher) any time during the school year. You may call the school secretary and she will help to arrange a time that is mutually convenient for both the parent and teacher.

20. Physical Education

The general objective of the elementary school physical education program is to provide a comprehensive program of physical activities which will consist of a series of physical fitness tests supported by vigorous activities, such as calisthenics, rhythms, tumbling, posture, relays, sport skills, and games.

Each child will be required to participate in this program unless excused for health reasons by the child's physician. Exception to this rule would be temporary illness of short duration. A written statement from the parent will suffice.

All children should wear tennis shoes and dress accordingly on the day for physical education.

21. Recess

Pupils are not permitted to stay in their classrooms during recess periods except if they have their teacher's permission to work on some school project.

If you or your doctor wish your child to remain inside because of health problems, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored up to one week. Parents should secure a note from the child's doctor when they request additional time.

During the winter months frequent checks are made concerning temperature and wind velocity to determine length of recess periods. Please don't send notes requesting children to remain in during recess because it's "too cold."

22. Retention

The board of education, administration and staff of the Alton Elementary School District are dedicated to the progressive and maximum educational development of each student. The district personnel have a responsibility to place pupils at a level that will ensure suitable growth academically, socially, and emotionally.

Pupils normally progress from task-to-task and level-to-level determined by individual diagnosis, prescription, and teaching. Pupil retention will be considered as an educational tool after all regular and special services have been employed to help the child establish a base for further learning.

The retention of pupils will be considered on the basis of the student's best interest. Each case will be decided on its own merits. The primary factor to be considered when deciding whether a student should be retained is academic achievement. However, other factors such as social and emotional maturity, educational history, age, physical size, attitudes, school attendance, etc., must also be reviewed carefully.

Senate Bill 319 requires that the school assess the reading levels of all students in grades 3-6. Students reading two years below grade level will have an Individualized Reading Improvement Plan. This plan will require the student to have a minimum of 30 hours of additional reading instruction or practice outside the school day. At the end of the 2005-2006 school year, students in grade four whose reading level is below third grade will be required to attend summer school. At the end of 2006 summer school, they will be reassessed to determine their reading level. If they are still reading below the third grade level, they will not be promoted to the fifth grade. Students with Individual Education Plans (IEPs) are exempt from this requirement.

The principal upon the recommendation of the teacher and/or parent, and consultation with other personnel, will make the final decision concerning the student for the

ensuing year. The recommendation to parents that their child be retained will occur only after a very thorough and complete professional analysis has been completed. Because retention must be based on the firm commitment that it would benefit the child, the recommendation will be a team decision using the combined knowledge of all professionals working with the student. The staff should be aware of the research of the retention issue and board policy.

Guidelines for Retention

1. Children will normally be retained only one time during their elementary school career.
2. Except under unusual circumstances, retention when found advisable should occur during the first three years.
3. A staffing must be held to review the data prior to discussion with the parent. The following must be included in the staffing: principal, classroom teacher, specialist (e.g., Chapter 1 or resource room teacher), and the counselor.
4. Appropriate assessment data (e.g., reading test scores, a measure of intellectual ability and/or current academic achievement; teacher, counselor, and/or principal observations; Light's Retention Scale) must be collected prior to a staffing.
5. In making the judgement to retain a student, reading level should be one of the conditions considered in the decision. Both formal and informal methods of assessment shall be used in determining individual reading achievement.
6. Parents should agree to the retention. While we will strive to gain parent approval and support, the school board policy is very clear that school districts make the final decision.
7. A student receiving a total of two (2) semester "F"s in core subjects (math, communication arts, science, social studies) may be required to successfully complete summer school prior to promotion. In order to successfully complete summer school the student must complete all assigned work and may miss no more than 2 days of summer school.

Students with excessive absences may be required to successfully complete summer prior to promotion. "Excessive absences" is defined as missing ten (10) or more days during a semester.

Students being retained or mandated to attend summer school may not participate in end-of-the-year promotion activities.

23. Room Parties

There are two scheduled parties during the school year -- Fall Festival and Valentine's Day. There will be a gift exchange at Christmas with treats given to the students. Parties will begin no earlier than 2:00 p.m.

In kindergarten-second grade, parents may bring treats for birthday children during snack time. Birthday parties for third-sixth are discouraged. However, if parents want to send treats, teachers may distribute these during a time causing the least disruption to class time. Elaborate parties (i.e., decorating with streamers, balloons, etc.) are not allowed.

24. Free and Reduced Meals

Free and reduced price breakfast and lunches are available for those students in need of such services who meet the requirements set forth by the State of Missouri. Application for free and reduced lunches will be sent home the first day of school.

25. Food Service Program

Alton School provides a breakfast and lunch program for students. Parents/ Guardians are responsible for paying for their child's meals and extra milk, or applying for free/reduced meals. Prices are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Adults	\$1.00	\$1.60
Elementary Students	.75	\$1.10
Reduced	.30	.40
Extra Milk	.30	.30

Payments can be made in advance by the day, week, or quarter. Meal charges are not to exceed \$20.00.

All students are required to eat in the lunch room. This includes students who bring lunches from home. Children are required to remain in the lunch room for a minimum of 20 minutes before being dismissed. All children are expected to observe good manners and obey lunch room rules. Throwing of food or other inappropriate behavior will not be tolerated.

Public Law 95-166 required the USDA to restrict the sale of non-nutritious foods in participating schools. Therefore, students and staff are discouraged from taking deliveries for lunch.

26. School Dress Code

All students are expected to come to school clean and neat in appearance. The building principal will make the final decision if questions arise. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Student dressing and grooming will be the responsibility of the individual and parents/guardians.

1. Dress and grooming will be clean in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear (no bare feet).
3. Dress and grooming will not disrupt the teaching/learning process, cause undue attention, or be indecent. (Examples of inappropriate attire: short shorts, partial shirts, mini skirts, "biker" shorts, etc.)
4. Students may not wear clothing with patches or suggestive writing on clothing or hats having vulgar, sex, drug, tobacco or alcohol connotations.
5. Hats or headgear are not allowed in classrooms.

When the weather becomes colder, we do expect students to dress appropriately for outside recess. Long pants, tights with dresses, coats, etc., are a necessity. If a student is not dressed appropriately for cold weather, it is the parents responsibility to provide more suitable wear. Thus, parents will be called to bring proper attire or the student will be kept inside during outdoor activities.

27. School Visitation

Parents are welcome to visit school. However, we ask that you call the office for scheduling information. **All visitors must sign in at the office before proceeding to classrooms.**

Students are NOT allowed to bring visitors to school (i.e., cousins on vacation).

28. Student Discipline Procedure

At Alton Elementary School teachers have the right to teach and students have the right to learn. Every student has a right to an education. Disciplinary measures which deprive a student of this right will be used only when necessary. Preferably, before any student is suspended or expelled from school, a number of conferences between staff members, student and parent(s) will take place. However, severe behavior disruptions could necessitate immediate suspension. Student behavior that unduly disrupts classroom work, involves substantial disorder in the building or on the school grounds will not be tolerated. Behavior will not be allowed which impairs the safety of others, damages the building or property of others, and/or breaks state law.

29. Classroom Discipline

As a minimum the following Classroom Behavior Rules will be followed at Alton Elementary:

1. Follow directions immediately.
2. Be in your seat and ready to work when the bell rings.
3. Have all required supplies.

Classroom Consequences

- _____ First Step - Warning and conference with student, and loss of privilege.
Second Step - Warning, conference with student, letter/phone call to parents, and loss of privilege.
Third Step - Warning, letter/phone call to parents and office referral.

Office Consequences

- _____ First Referral - Warning, conference with student, letter to parents, and loss of privilege.
Second Referral - Conference with student, letter to parents/In-School Suspension, or swats.
Third Referral - Conference with student, letter to parents/Out-Of-School Suspension, or swats.

Students will proceed through Steps 1, 2 and 3 in the classroom. At Step 3 they will be given an office referral. After the first office referral they will again proceed through Steps 1, 2 and 3; again receiving a second office referral at Step 3. After the 2nd office referral they will again proceed through Steps 1, 2 and 3 before receiving a 3rd office referral. **Students who have not corrected their behavior after the 3rd office referral will be dealt with individually at the discretion of the building principal.**

30. SCHOOL SUSPENSIONS

Students may be assigned to in-school suspension or out-of-school suspension for violations of policies, rules and regulation. These assignments, and the designated time period for them, shall be determined by the principal or his designee. In-school suspension will be held in a designated spot where the student can be supervised yet removed from interacting with his/her classmates. Failure to obey the rules while in suspension may result in additional consequences. The student may not participate in any school functions **nor be on school grounds** during the time of suspension unless he/she has prior approval from the principal or his/her designee.

Any student who is suspended for any offenses listed in 160.261, RSMo. Or any act of violence or drug related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of the school district unless prior approval is given by the principal or designee.

31. Corporal Punishment

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is a part of the behavior continuum at Alton Elementary. Corporal punishment shall be used only when other alternative means of discipline have failed, and then only in reasonable form and administered by the principal in the presence of a teacher or the counselor.

32. Discipline Guideline for More Serious Behavior Problems

NOTE: The following procedures are discipline guidelines. It is the building principal's prerogative to modify discipline procedures, depending on age and previous behavior record of a student, and dispense an appropriate discipline technique that meets the particular circumstances and individual student needs.

I. VIOLATIONS AGAINST PERSONS

To report threats against students, teachers and/or schools call the Missouri School Violence Hotline: 1-866-748-7047.

A. ASSAULT-STUDENT

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. The following actions are based upon assumed non-critical assault situations. Critical situations will be dealt with as with on a case-by-case basis.

FIRST OFFENSE:	1-3 days in-school suspension or corporal punishment. Notice to appropriate authorities. Possible parent conference.
SECOND OFFENSE:	3 to 5 days in-school suspension or corporal punishment. Notice to appropriate authorities. Parent conference before going to class.
THIRD OFFENSE:	3-5 days out-of-school suspension or corporal punishment. Notice to appropriate authorities. Parent conference before going to class.
FOURTH OFFENSE:	5 to 10 days out-of-school suspension and parent conference before going to class, or expulsion. Notice to appropriate authorities.

B. FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

FIRST OFFENSE:	1-3 days in-school suspension or corporal punishment. Parent notified.
SECOND OFFENSE:	3-5 days in-school or corporal punishment. Parent conference before going to class.
THIRD OFFENSE:	1-3 days out-of-school suspension or corporal punishment. Conference with parent before going to class.
FOURTH OFFENSE:	3-5 days out-of-school suspension; parent conference before going to class. Critical situations will be dealt

C. WEAPON

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. Any person who possesses a weapon in violation of this policy will be asked to leave, and district administrators may report the incident to law enforcement officials, ban the person from school property or school events or seek other legal remedies. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal law, any student who brings or possesses a firearm or weapon, as defined by law, on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

D. VERBAL ABUSE TO STAFF

Disrespectful language to a staff member.

- FIRST OFFENSE: 1-3 days in-school suspension or corporal punishment. Parent contacted.
- SECOND OFFENSE: 3-5 days in-school suspension or corporal punishment. Parent conference before going to class.
- THIRD OFFENSE: 1-3 days out-of-school suspension. Parent conference before going to class.
- FOURTH OFFENSE: 3-5 Days out-of-school suspension. Parent conference before going to class.

E. VERBAL ABUSE TO STAFF OF A THREATENING NATURE

Disrespectful language to a staff member that is threatening in nature.

- FIRST OFFENSE: 3-5 days in-school suspension or corporal punishment. Parent notified.
- SECOND OFFENSE: 3-5 days out-of-school suspension. Parent conference before going to class.
- THIRD OFFENSE: 5-8 days out-of-school suspension and possible expulsion.

F. BULLYING

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 cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance in any group, class organization, club or athletic team including, but not limited to, a grade level, student organization, or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

- FIRST OFFENSE: 1-3 days in-school suspension or corporal punishment. Parents notified.
- SECOND OFFENSE: 3-5 days in-school suspension or corporal punishment. Parent conference before going to class.
- THIRD OFFENSE: 3-5 days out-of-school suspension: Parents conference before going to class.

The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. It is assumed that the classroom teacher will handle many of the more minor violations of rules which do not warrant referral to an administrator.

WHILE THIS IS A GENERAL STATEMENT OF POLICY, EACH STUDENT AND INCIDENT WILL BE DEALT WITH INDIVIDUALLY AT THE DISCRETION OF THE ADMINISTRATION.

II. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

A. POSSESSION

Possession, use, or attendance under the influence of controlled substances, alcoholic beverages or substances represented to be such.

- FIRST OFFENSE: 3-10 days out-of-school suspension with parent conference before admission.
- SECOND OFFENSE: Will seek expulsion by Board of Education.

B. SALE OR DISTRIBUTION OF CONTROLLED SUBSTANCES,

alcoholic beverages, or substances represented to be such.

- FIRST OFFENSE: 10 days out-of-school suspension.
- SECOND OFFENSE: Will seek expulsion by Board of Education.

C. TOBACCO USE

Students found to be in possession of or using tobacco on school grounds.

- FIRST OFFENSE: 1 to 3 days in-school suspension or corporal punishment. Notify parents.
- SECOND OFFENSE: 1 to 3 days out-of-school suspension or corporal punishment. Notify parents.
- THIRD OFFENSE: 3-5 days out-of-school suspension.

III. VIOLATIONS AGAINST PROPERTY

A. EXTORTION

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

- FIRST OFFENSE: 1-3 days in-school suspension or corporal punishment. Parent notified.
- SECOND OFFENSE: 3-5 days out-of-school suspension. Parent conference before admission to school.
- THIRD OFFENSE: 5-7 days out-of school suspension
- FOURTH OFFENSE: Will seek possible expulsion by the Board of Education.

B. FALSE ALARM

Pulling the fire alarm. Reporting false information (i.e., reporting a student is badly hurt when he isn't) that causes unnecessary procedures to be invoked.

- FIRST OFFENSE: 1-3 days in-school suspension or corporal punishment. Parent notified.
- SECOND OFFENSE: 3-5 days out-of-school suspension. Parent conference before admission into school.
- THIRD OFFENSE: 5-7 days out-of-school suspension and possible expulsion.

C. THEFT

Stealing or attempting to steal private or school property. Referral to legal authorities will be made in appropriate cases.

- FIRST OFFENSE: Restitution and 1 to 3 days in-school suspension or corporal punishment. Parent notified.
- SECOND OFFENSE: Restitution and 3-5 days in-school suspension or corporal punishment. Parent conference.
- THIRD OFFENSE: Restitution and 2-5 days out-of-school suspension. Parent conference before admission into school.
- FOURTH OFFENSE: Restitution and will seek expulsion by the board.

D. WILLFUL DAMAGE TO SCHOOL STAFF OR STUDENT PROPERTY

Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff, or students. *Referral to legal authorities will be made in appropriate cases.*

- FIRST OFFENSE: Restitution. 3-5 days in-school suspension or corporal punishment. Parent notified.
- SECOND OFFENSE: Restitution. 1-5 days out-of-school suspension. Parent conference before admission into school.
- THIRD OFFENSE: Restitution. 5-10 days out-of-school suspension or possible expulsion.

IV. VIOLATIONS AGAINST SCHOOL ADMINISTRATION

A. TRUANCY

Absence from school without the knowledge and consent of parents/guardians and/or school administration.

- FIRST OFFENSE: 1 to 3 days in-school suspension or corporal punishment. Parent Conference.
- SECOND OFFENSE: 3 to 5 days in-school suspension or corporal punishment. Parent Conference.
- THIRD OFFENSE: 1 to 5 days out-of-school suspension. Parent Conference. *If truancy continues, the proper authorities may be contacted.*

V. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

A. USE OF OBSCENE/OFFENSIVE LANGUAGE

Use of words or gestures which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, or political or scientific value. Words (cursing) or gestures that are offensive in nature and do not comply with community standards.

- FIRST OFFENSE: 1-3 days in-school suspension or corporal punishment. Parent conference.
- SECOND OFFENSE: 3-5 days in-school suspension or corporal punishment. Parent conference.
- THIRD OFFENSE: 1-3 days out-of-school suspension. Parent conference before admission into school
- FOURTH OFFENSE: 3-10 days out-of-school suspension. Parent conference before admission into school.

B. USE OF LANGUAGE THAT IS DISPARAGING OR DEMEANING

Words or gestures which are used solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion, ethnic origin or gender.

- FIRST OFFENSE: 1-3 days in-school suspension or corporal punishment.
Notify parents.
- SECOND OFFENSE: 3-5 days in-school suspension or corporal punishment.
Parent conference.
- THIRD OFFENSE: 1-5 days out-of-school suspension. Parent conference
before admission into school.

C. IMPROPER USE OF COMPUTER TECHNOLOGY

The Internet and computer are an integral part of the educational process and are to be used for educational purposes only. Inappropriate use of Internet and e-mail services, such as downloading and/or printing inappropriate materials or sending of offensive or obscene e-mail, is prohibited. If inappropriate e-mail is received, the student must notify the teacher who will take steps to remove the message immediately. The offensive e-mail must not be shared with other student, forwarded, or printed by the student. All users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology.

- FIRST OFFENSE: Loss of privileges and notification of parent.
- SECOND OFFENSE: 1-3 days in-school suspension or corporal punishment.
Notify parent.
- THIRD OFFENSE: 3-5 days in-school suspension or corporal punishment.
Parent conference.
- FOURTH OFFENSE: 1-5 days out-of-school suspension. Parent conference
before admission into school.

D. BUS MISCONDUCT

All students should remember that riding a bus is a privilege. If a student continuously exhibits inappropriate behavior on the bus, he/she may have the privilege revoked. It then becomes the parent's responsibility to provide transportation for the student. Any behavior problem that the bus driver has attempted to solve and has been unsuccessful in solving should be reported to the building principal. Depending on the seriousness of the problem, the age of the student, and the report by the bus driver the principal will then use the following:

- FIRST OFFENSE: Warning, swats, in-school suspension or
suspension from bus
- SECOND OFFENSE: Suspension from bus
- THIRD OFFENSE: Possible permanent suspension from bus

(See Number 37 for bus conduct guidelines.)

VI. OFFICE REFERRAL FROM TEACHER

When a student is referred to the office by a teacher for continuous disruption and/or noncompliance with school rules, the following guidelines will be used.

Kindergarten Through Second Grade

1st Office Referral

Parent contacted, appropriate behavior and problem solving strategies discussed as well as privilege loss. In-school suspension warning is issued.

2nd Office Referral

Parent contacted and an in-school suspension of one day enacted or corporal punishment.

3rd Office Referral

Parent contacted and an in-school suspension of two days enacted or corporal punishment. Out-of-school suspension warning issued.

4th Office Referral

Parent contacted. Out-of-school suspension.

Third Through Sixth Grade

1st Office Referral

Parent contacted, behavior discussed and in-school suspension warning issued and consequences imposed.

2nd Office Referral

Parent contacted, 1-4 days in-school suspension or corporal punishment.

3rd Office Referral

Parent contacted, out-of-school suspension, or swats.

Upon returning to school from a suspension, a parent conference is recommended with the child's teacher and the principal.

WHILE THIS IS A GENERAL STATEMENT OF POLICY, EACH STUDENT AND INCIDENT WILL BE DEALT WITH INDIVIDUALLY AT THE DISCRETION OF THE ADMINISTRATION.

33. Playground Rules

Children are expected to obey all safety rules and regulations.

1. Children are not to stand up in swings or on slides while playing.
2. No rocks, gravel, sticks, snowballs, etc. should be thrown on the playground.
3. Children are not to leave the playground without permission to retrieve balls or other playground equipment.
4. Jumping out of swings or off of other playground equipment is absolutely forbidden. Use of equipment other than its intended use will not be tolerated.
5. Students are expected to line up when the bell rings. Students are to enter the building in an orderly manner.
6. Wooden baseball bats, hard Frisbees, footballs and other potentially unsafe toys will not be permitted without specific permission from the teacher.

Faculty and Administration may establish other rules in order to promote safety and welfare of students or other personnel.

34. Behavior at Sports/School Events

Students at sports events or other school functions, at home or away, are expected to be orderly and respectful to persons and property. Failure to do so will result in the student being disciplined and could result in suspension from school and/or sports events. Remember! You represent an ALTON COMET. Act accordingly.

35. Student's Rights and Responsibilities

Each Student Has the Right To:

- A. Have the opportunity for a free education in the most appropriate learning environment.

- B. Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive to the educational process).
- C. Be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited.
- D. Expect that the school will be a safe place with no fear of bodily harm.
- E. Expect an appropriate environment conducive to learning.
- F. Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- G. Expect to be fully informed of school rules and regulations.

Each Student Has The Responsibility To:

- A. Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
- B. Respect the human dignity and worth of every other individual.
- C. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- D. Study diligently and maintain the best possible level of academic achievement.
- E. Be punctual and present in the regular school program.
- F. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- G. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- H. Refrain from gross disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- I. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school-sponsored activities.
- J. Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.

36. After-School Student Dismissal

No students will be allowed in the building after school is dismissed without parent supervision. If a student needs to enter the building for forgotten homework, etc., he/she should come to the office or ask the custodian. Students are not allowed to play on the playground after school dismissal without parent supervision. All students must proceed to their proper destinations.

37. Transportation

All bus routes and bus assignments are made by the school district transportation officer.

A. BUS NOTES

Bus students may ride only the bus to which they are assigned. If a bus student must ride a different bus or get on/off at a different location, or if a walker must ride a bus, a note (preferred) or a phone call from the parent or guardian must be sent to the office. A bus pass will then be written by the child's teacher. Bus drivers will not allow students without a bus pass to get off at a different location or ride a bus they are not assigned to. A student without written or verbal permission for such a change will be sent home as to their regular schedule.

B. WALKERS AND PARENT PICK-UPS

Students who walk home and those picked up will be released before the school buses depart. If different walking or pick-up arrangements are necessary a written or verbal permission must be provided by parent or guardian.

C. RULES GOVERNING STUDENT BEHAVIOR ON STUDENT BUSES

1. The driver is in charge of the students and the bus. There will be no horseplay (such as pushing, shoving, tickling, poking, pestering, etc.)
2. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. The driver will sound the horn and students must be waiting to board the bus.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom behavior is expected. Ordinary conversation is allowed. No excessive noise (i.e., yelling) is allowed that might distract the driver.
6. Students must not at any time extend arms or head out of bus windows. Students will remain in a seated position.
7. Students must not try to get on or off the bus or move about within the bus while it is in motion. Students will remain seated until the bus has come to a complete stop before rising to exit or move.
8. Students must observe directions of the driver when leaving the bus. Students should never cross the road in front of the bus without looking both ways first, and motioned by the driver.
9. Any damage to the bus should be reported at once to the driver.
10. Younger passengers should sit near the front of the bus. However, this rule will only be enforced as it becomes necessary.

Each driver should attempt to solve his own problems first by using one or all of the following:

- A. Talk privately with students whose behavior is unsatisfactory.
- B. Assign seats to students who constantly create problems.
- C. Contact in person or call parents of problem students.
- D. May not refuse to transport student without the approval of the building principal.
- E. Do not remove student from bus in route to school or home.

Any behavior problem that the driver has attempted to solve and has been unsuccessful in solving should be reported to the principal.

Depending on the seriousness of the problem, the principal will use the behavior continuum listed in the previous section.

When a driver is unable to solve a problem and the student is taken to the principal, the driver should accompany the student when at all possible.

When a student is taken to the principal by a driver, the principal will communicate to the driver the disciplinary action that was taken. The driver should be prepared to state behavior strategies already tried.

38. Unauthorized Items Brought to School

Students are not to bring any items to school that could cause a disturbance. Items such as radios, tape recorders, etc., are not to be in school and are not to be played in halls or in classes unless prior arrangements have been made with the teacher and permission has been given. They will be taken from the student and held until the end of the day. If such an incident reoccurs, then the item will be held until a parent comes for it.

No water guns, pocket knives, or laser pointers are allowed. These items will be taken

from students and returned only to the student's parent. Consequences will be imposed. Students are not allowed to skateboard on school property.

No pets or animals are to be brought to school without the written permission of the child's teacher.

Communication Devices

Students shall not use, display or turn on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency.

39. Disaster Plans

Fire, tornado, earthquake, shelter and bus emergency drills will be held on a periodic basis so that students may learn the proper procedures. Instructions are posted in each room. Students should follow teachers' instructions in every instance.

40. Change of Address

Please advise the office and your classroom teacher of any change of address or phone number during the school year.

41. Student Files and Permanent Records

Permanent records are kept on each child in the office and are available for viewing by parents/legal guardians upon request. This record includes family records, attendance, grades in school subjects, and standardized test scores. Parents should report any change in the required enrollment information so we may keep our records up-to-date.

42. Grades

A grade card/progress report will be issued at the end of each nine-week quarter.

Grading Scale

A 95-100	B- 80-82	D+ 66-69
A- 90-94	C+ 76-79	D 63-65
B+ 86-89	C 73-75	D- 60-62
B 83-85	C- 70-72	F 59-Below

43. Honor Roll

Students in grades 3-6 will be recognized on "Principal's Honor Roll" when they maintain an A- or above in all subject areas (Reading, Language arts, Spelling, Mathematics, Social Studies, Science, and Health) during a grading quarter.

Students in grades 3-6 will be recognized as "Honor Roll" students when they maintain a B- or above in the seven core subject areas (Reading, Language Arts, Spelling, Mathematics, Social Studies, Science, and Health) during a grading quarter.

44. Parent Volunteer Program

The Alton Elementary has a Volunteer Program. Parents are encouraged to become volunteers to help with individual tutoring, parties, etc. Call the office at 778-7217 and ask for the counselor if you are interested in becoming a parent volunteer.

45. Parent/Teacher Organization (PTO)

The Alton Elementary has an active Parent/Teacher Organization (PTO) that meets regularly. If you are interested in joining, call the elementary office at 778-7217 for further information.

46. Student Health Service

The nurse will periodically check students for head lice and nits. Students found to

have evidence of head lice will be excluded from school. Readmission will depend on successful treatment with pediculide (prescription medicine or non-prescription - RID, etc.) and COMPLETE REMOVAL OF ALL LICE AND NITS. Children will be rechecked for readmission to school. If not clear, the child will be sent home for continued treatment. Screening will be done yearly for scoliosis in grades 5 and 6. Vision, hearing and growth screening for K, 1, 3, and 5 will be done yearly also.

47. Sexual Harassment

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Alton R-IV School District. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator.

48. Snow Routes

Snow routes will be utilized in the case of extended inclement weather. As a general rule, snow routes will be used only after school has been missed two or three days consecutively, and the main roads are clear. If snow routes are run, the announcement will be made by the same media as other school closing announcements.

Alton R-IV Schools

Students, parents, employees and patrons: All vocational programs and vocational classes offered to every student without regard to race, color, national origin, sex, or handicap. Alton R-4 Schools offer vocational programs including: Vocational Agriculture, Vocational Business, Vocational Auto Mechanics, Consumer Home Economics and Industrial Education.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities, include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review/personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirement of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The Asbestos Hazard Emergency Response Act of 1986 (AHERA), was enacted recently by Congress, A1-1ERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos.

An asbestos management plan has been developed for our facilities which includes: notification procedures, education and training of our employees, plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos containing materials.

A copy of this management plan will be available for your inspection in our administrative offices during regular office hours.

We will be implementing the asbestos management plan and taking whatever steps are necessary to insure your students and our employees have a healthy, safe environment in which to learn and work.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student’s privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student’s privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 202024605.

The district has determined that the following information regarding the district’s students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student’s parent in absence of a parent or guardian, or the student (if 18 or older)

does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent:

Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

High school and vocational school students -- Students name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

Upon your request, our district will provide to you in a timely manner, the following information: whether a 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; and 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.

This form was modified from a version prepared by U. S. Department of Education, Family Policy Compliance Office.

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 11/07/2006

Alton R-IV School, Alton, Missouri

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Model Notification of Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- a. Political affiliations or beliefs of the student or student's parent.
- b. Mental or psychological problems of the student's family.
- c. Sex behavior or attitudes.
- d. Illegal, anti-social, self-incriminating, or demeaning behavior.
- e. Critical appraisals of others with whom respondents have close family relationships.

- f. Legally recognized privileged relationships, such as with lawyers, physicians and ministers.
 - g. Religious practices, affiliations, or beliefs of the student or parents; or the student's parent.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of the funding source.
 - b. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

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

The Alton R-IV School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Principal
 Route 2, Box 2180, Alton, MO 65606
 Phone: 417-778-7216/Fax: 417-778-6394
 Parents who believe their rights have been violated may file a complaint with:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5901ec

EQUAL EDUCATIONAL OPPORTUNITIES

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parent/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

*The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

*If the problem is not resolved to the satisfaction of the student and/or parents/guardians. A request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

*If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

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, misapplied, 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:

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and

timely manner.

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, 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.

The contact person to receive complaints is:

Sheila Wheeler, Superintendent

Route 2, Box 2180

Alton, Missouri 65606

Telephone: 417-778-7216

Dear Parents and Students,

On behalf of the administration, Board of Education, and elementary faculty, I want to welcome you to the 2010-2011 school year at the Alton Elementary School. It is our hope that this year will be enjoyable as well as rewarding.

This handbook has been written to provide you with information about your school. It is important for parents and students to read and discuss the handbook and become familiar with the material it contains. We encourage you to keep the handbook for future reference. Please sign and return the form below to your child's teacher.

We welcome your questions, suggestions, and input. The administration and staff are here to assist you.

Sincerely,
Shane Benson, Principal

My child (children), _____, and I have received a copy of the Alton Elementary Parent/Student Handbook. We will read and discuss the contents together.

COMMENTS:

Parent Signature/Date