

**CUBA ELEMENTARY SCHOOL
STUDENT - PARENT
HANDBOOK
2017-2018**



Be Respectful, Be Responsible, Be Safe

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Cuba Elementary

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Cuba, MO 65453
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Dr. Kim Peterson
Elementary Principal

Ms. Kristie Lenauer
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CUBA ELEMENTARY MISSION

Cuba Elementary will VALUE, MOTIVATE, EDUCATE, EVERYONE, EVERYDAY!

CUBA ELEMENTARY BUILDING GOALS

1. To increase student achievement in reading, communication arts, and math;
2. To provide teachers with continued professional development;
3. To increase parent/family involvement; and
4. To provide a respectful, responsible, and safe climate so all students can learn.

PARENTS CONTRIBUTION TO SCHOOL SUCCESS

Parents are the child's primary teacher. Good behavior habits and positive attitudes towards school begin at home. Parents can contribute to their child's success in school by:

1. Assuring prompt and regular school attendance and complying with attendance rules and procedures.
2. Talking with your child daily about school activities and showing an active interest in their assignments.
3. Provide a regular time and place for homework assignments.
4. Teaching the child about respect for the law, those in authority, the rights of others, and for private and public property.
5. Encourage and model the "3 B's": Be Respectful, Be Responsible, and Be Safe.

Cuba Elementary Behavior Matrix: The 3 B's

Location	Voice Level	Be Respectful	Be Responsible	Be Safe
All Settings	0-4	<ul style="list-style-type: none"> Show kindness and compassion to others SSS Accept consequences without arguing Give me Five 	<ul style="list-style-type: none"> Be here. Be on time. Follow directions first time given Take care of all property 	<ul style="list-style-type: none"> KHFAOOTY Stay in assigned location
Hallway	0	<ul style="list-style-type: none"> Wait your turn; do not pass 	<ul style="list-style-type: none"> Go directly to your destination Follow pawprints on right side of hall 	<ul style="list-style-type: none"> Always walk Facing forward Hands at side
Cafeteria	0 in line 2 at tables	<ul style="list-style-type: none"> Allow students/ classes exiting to go first Use polite manners Pick up trash and belongings 	<ul style="list-style-type: none"> Use time wisely Take only what you need Use a restaurant voice 	<ul style="list-style-type: none"> Seat to seat, feet on floor, facing forward Report spills
Playground	4	<ul style="list-style-type: none"> Practice good sportsmanship Share equipment and take turns Play fair and follow the rules Respond to whistle (FREEZE) 	<ul style="list-style-type: none"> Dress appropriately for the weather Leave disagreements on the playground 	<ul style="list-style-type: none"> Use equipment properly and return to bin Ask permission to leave playground Be a Problem Solver:
Restrooms	1	<ul style="list-style-type: none"> Give other's privacy Take Turns 	<ul style="list-style-type: none"> Return to class promptly Flush toilet 1 pump of soap and count to 10 at the hand dryer Quick, Quiet, Clean 	<ul style="list-style-type: none"> Use equipment appropriately Report problems to teachers Keep water in sink
Bus	2	<ul style="list-style-type: none"> Use polite language Share seat with others Wait your turn to get on and off 	<ul style="list-style-type: none"> Arrive at bus stop on time Follow school behavior expectations at bus stop Keep food and other objects in backpack 	<ul style="list-style-type: none"> Back to back, seat to seat, feet on floor Keep aisle clear Walk to and from the bus Inform bus drivers of issues immediately
Classroom	0-3	<ul style="list-style-type: none"> Allow others to learn Listen politely and wait your turn to speak Have a positive attitude 	<ul style="list-style-type: none"> Be responsible for materials and assignments Stay on task Leave all non-school items at home or in backpack 	<ul style="list-style-type: none"> Move safely

GENERAL INFORMATION

ENROLLMENT

If your child is new to the district, we must receive the following items:

- Completed enrollment package
- Transfer records from previous school
- STATE ISSUED birth certificate
- Social Security card
- Current record of immunizations (state law requires all K-12 students show proof of up-to-date immunization before being allowed to start school)

We ask that all parents meet with Dr. Peterson and/or Ms. Lenauer during the enrollment process. Once enrollment is complete, students will be allowed to start the following day. If your child previously attended Cuba Elementary School, we have already have a permanent file for them. A Data Sheet with up-to-date information and a current immunization record will need to be completed.

DATA SHEET - STUDENT INFORMATION

Each year your child is required to turn in to the office a new data sheet with your current address, home number, work phone number and emergency phone numbers.

Not only is this a state requirement, but also it is **absolutely vital that we have this information for your child's protection in the event of an illness or injury.** Cuba Elementary must have 100% compliance with this requirement. If you do not have a phone number, please contact the office so we can be advised on how you can be contacted. If during the school year you move or change telephone numbers, please contact the main elementary office at 885-2534 ext. 1177.

CLASSROOM REQUEST FOR UP-COMING YEAR

Class lists for the following school year will be mailed to you in June. Parents may request one teacher they **DO NOT** want their child to have for the up-coming school year by submitting a letter to the elementary principal by May 4, 2018. Parent requests for changes will not be honored once class lists have been mailed out.

WITHDRAWAL FROM SCHOOL

Please notify the school office several days in advance if you are moving and withdrawing your child from school. This allows sufficient time to process the withdrawal and prepare the student's records for transfer to the new school. State Law requires that all discipline records be transferred to the new school. All textbooks must be returned and school debts [library fine, lunch charges etc.] must be paid before a student can be cleared and records released to their new school.

SCHOOL CLOSINGS/EARLY DISMISSALS

Should it become necessary to close school, the superintendent will notify the local radio and television stations, and parents will receive a call through Bright Arrow. For scheduled early dismissals, parents/guardians will be called the night before using Bright Arrow. It is important the office has your correct number, or you will not receive the notifications.

ARRIVAL/ PARENT DROP-OFF PROCEDURES

Student safety is our primary concern. With the number of students we have, it is extremely important for the following procedures to be observed when dropping your child off before school.

- **Students should arrive at school no earlier than 7:45 a.m.** Please do not drop students off prior to this time, as there is not adequate supervision by certified personnel.
- ALL students must be dropped off at the main entrance which is located in the back of the primary building next to the gym. All other doors in the elementary will be locked at all times.
- **Please do not park or leave cars unattended in the parent drop off lane.** Two parking lots are available for parents needing to exit their cars.
- If you wish to walk your child into the building, you must sign in at the office and obtain a visitors pass. You will also need to sign out when leaving the building. It is important for us to have accurate documentation of who is in the building to ensure the safety of our students and staff.
- A bell will ring at 8:15 to signal the beginning of the school day. Parents are required to exit the building at this time so learning may begin.

Breakfast: Served from 7:45-8:05.

Designated waiting areas:

Kindergarten - Kindergarten Hallway

Gr. 1 - Library

Gr. 2-3 - Primary Gym

Gr. 4 -M.S Cafeteria

LATE CHECK-IN

- Classes begin at 8:15. **Students are considered late if they are not in the building when the 8:15 bell rings.** If your child arrives any time after the 8:15 bell, they must check in at the office to get a LATE SLIP. The late slip must be given to his/her teacher upon entering the classroom.
- Parents are not allowed to accompany the child to the classroom once the late bell has rang.

EARLY CHECK-OUT

- Parents picking up their student during the day will go to the Primary Office and sign a "Permit to Leave the Building" slip. Visitors will only be allowed to enter through the main office doors located in the back of the building.
- If you need to pick your child up prior to 3:00, please go to the primary office to check them out. Students will be called to the office for pickup.
- **PLEASE REMEMBER TO HAVE YOUR PARENT PICK UP CARD WITH YOU AT ALL TIMES. ONLY INDIVIDUALS LISTED ON THE STUDENT'S DATA SHEET WILL BE ALLOWED TO PICK THE STUDENT UP.**

AFTERNOON DISMISSAL/ PARENT PICK-UP

ALL K - 4 STUDENTS who walk or are parent pick-up will be released in the Elementary Gym at 3:00.

- Parent pick up students will not be released earlier than 3:00 due to after school traffic.
- Students will be released by the teacher on duty to authorized persons only. **Please make sure to have a pick-up card for each child.**
- Parents who walk to pick up their child may meet them under the awning in the front of the building. Please call the office and designate your student as a "walker". They will be released from the gym once buses have left.
- Parents will not be allowed to park in the bus lane or in the front of the building to pick up their child. Parents may not walk through the elementary building to the gym.

First load buses will leave promptly at 3:05 p.m.

TRANSPORTATION CHANGES

- **Bus changes will not be allowed after 1:00 p.m.**
- If you would like to change your child to parent pick-up, you may do so until 2:30 p.m. **Students will not be taken off the bus if a parent does not call in by the appropriate time to make a transportation change.**
- If you leave a message to change your students transportation for the afternoon, please include the following information:
 - Child's name
 - Classroom teacher's name
 - Address where student is being dropped off (if it is a bus change)
 - Your name and a phone number where you may be reached in case there are questions.
- **Please do not leave a messages on the voice mail after 1:00 for bus changes; those changes will not be made.**

Note: Students are not allowed to stay after school with siblings in M.S. or H.S. due to lack of supervision.

ATTENDANCE POLICY

Regular and punctual attendance by all students is necessary for the proper functioning of the entire school program. Students who have good attendance generally have good grades and enjoy school more. When students are not present in class, the benefit of classroom instruction is lost and can never be entirely regained.

- Students are allowed seven (7) days excused/unexcused absences during each semester. Parents and/or guardians will be notified by letter after their child has been absent three (3) days, seven (7) days, and ten (10) days.
- Parents will be notified by the school based social worker on the 14th absence to set up an additional meeting with the attendance board. Students missing more than 14 days of school may be required to attend summer school. If your child does not attend summer school, or his/her attendance falls below 80%, your child may be retained to their current grade level.

General Information on Absences:

- All absences must be verified by a telephone call to the school by 9:00 a.m. the day of the absence. If the school has not been notified by 9:00 a.m., the parent will be called for verification.
- Students who become ill at school must be checked out through the nurse's office.
- Students leaving school for any other acceptable reason must be signed out in the office by the parent.
- Students absent from school will not be allowed to participate in school activities scheduled during daytime and/or evening hours.
- Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent record.

BY LAW THE SCHOOL MUST NOTIFY THE PROPER AUTHORITIES WHEN EDUCATIONAL NEGLECT EXISTS. ONLY IN CASES OF SERIOUS EXTENDED ILLNESS, A SERIOUS ACCIDENT, OR OTHER EMERGENCY SITUATIONS, WILL ASSISTANCE OF THE DIVISION OF FAMILY SERVICES NOT BE SOUGHT.

Prearranged Absence:

If your child is going to miss 2 or more days of school for something other than illness, please contact the elementary principal to prearrange the absence. It is the child's responsibility to obtain their school work prior to the absence, and turn it in on the day they return. If the work is not complete when they return, they will receive zeros on the assignments. These days will be counted into the child's allowed number of days for the year.

Homebound Instruction:

Medical emergencies, extended illness, or serious accidental injury causing the student to miss three or more days need to be addressed on an individual basis with the building principal. It is the parent/guardian's responsibility to request homebound instruction during these emergency situations.

LATE POLICY

STUDENTS WILL BE CONSIDERED LATE after the 8:15 bell rings. If your child arrives any time after the 8:15 bell rings, they must check in at the office to get a LATE SLIP. Parents will be notified by letter after the student is tardy 3, 7, and 10 times. Parents will be required to meet with the attendance board if their child is late 7 times in one quarter. If the child continues to be late, a referral to the juvenile office or prosecuting attorney may be made.

ATTENDANCE INCENTIVE PROGRAM

Our attendance incentive program encourages students to be in school every day possible. All minutes missed, regardless of doctor's note or any other verified absence, count against a student's attendance. The class with the highest percent of attendance for the quarter within a grade level will enjoy a pizza party. Students with perfect attendance for the month will receive various rewards and incentives throughout the year.

ATTENDANCE AWARDS

- Perfect attendance for the month: Attendance Reward Activity
- Superior attendance for the year (98% or greater): Certificate
- Perfect attendance for the year (0 marks): Name on school plaque and certificate

GRADING SCALE

Kindergarten students will receive grades with a skills checklist.
Grades 1-4 will use letter grades.

A	95-100%	B+	87-89%	C+	77-79%	D+	67-69%	F-	59% & below
A-	90-94%	B	83-86%	C	73-76%	D	63-66%		
		B-	80-82%	C-	70-72%	D-	60-62%		

HONOR ROLL:

- 3rd and 4th Grade students are eligible for honor roll. They will be listed on the honor roll and published in the paper.
- * Principal Honor Roll: Any student receiving all A or A-'s
 - * Honor Roll; Those students with at least a 7.0 grade point average; all grades must be C- or higher.

HOMEWORK

If you wish to pick up homework for a student who is absent more than one day, please call the office and make arrangements before 9 a.m. This will allow teachers enough time to gather the needed books and assignments. Students missing one day of school can obtain their homework from his/her teacher the following day.

Students shall have one day for each day absent to make up assignments. It is the student's responsibility to complete and return their work. There may be assignments which cannot be made up. Please discuss this with your child's teacher.

ACADEMICALLY AT-RISK STUDENTS

After mid-term of each quarter, students with two or more F's will be referred to the Student Assistance Team (SAT). Parents will be contacted by a SAT member to discuss concerns, strategies, interventions, and/ or programs to benefit the student. The child's progress will be monitored by the classroom teacher and the SAT Team.

READING PLAN: "NO CHILD LEFT BEHIND" STATE MANDATED RETENTION

Reading assessments will be used to determine if a Reading Plan should be developed to provide additional remediation. Reading Plans will be developed in the fall of each school year for 3rd and 4th grade students. The classroom teacher, Title I teacher, counselor, and parents will determine the method of instruction necessary for the student to show improvement and must include a minimum of thirty additional hours of instruction or practice outside the regular school day. This information will be shared with the extended school day teacher.

If a child is retained due to their reading level being one or more years below grade level, he/she should attend an accelerated summer reading program, and/or attend the extended school day reading program the following year.

Third Grade Students:

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, a reading improvement plan will be created for implementation during the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day within the child's fourth grade year. In addition, the district may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans:

Within forty-five (45) days of the conclusion of the fourth grade year, the district shall administer another reading assessment to fourth grade students who are on a reading improvement plan.

If this assessment reveals the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. **If the student is still reading below a third grade level, the student shall not be promoted to fifth grade. This is a STATE-MANDATED RETENTION.**

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, Cuba Elementary may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

RETENTION/PROMOTION POLICY

1. The teacher complete a SAT Referral for students who are at risk of failure resulting from:
 - Grades (2 or more F's)
 - Reading one or more grade levels below expectation
 - Poor attendance [missing 14 or more days of school in one year]
 - Maturity level
2. SAT will discuss strengths and areas of concern. Interventions will be put in place to help the student be successful; academic or behavior assessments may be conducted as well. Parents will be contacted once the referral is received, and will continue to be included throughout the process.
3. A letter will be sent home at the beginning of the third quarter to arrange a team meeting with parents to address concerns and actions to be taken.
4. A team approach will be used to decide for or against retention based on the provided documentation. Parents will be invited to participate in the meeting. If they choose not to be present, the decision of the team will be enforced.
5. The team may recommend summer school for the student to avoid retention. However, if summer school is chosen rather than retention, the student will be expected to have a 90% attendance rate or retention will be enforced.
6. Parents who do not agree with the team's decision to retain will be required to sign a document showing their disagreement. The student will be retained the following year if the child continues to perform below expectations.

VISITORS

ALL VISITORS MUST SIGN IN AT THE ELEMENTARY SCHOOL OFFICE AND RECEIVE A VISITOR'S PASS BEFORE ENTERING THE BUILDING. Parents and other adults are welcome to visit school at prearranged times. If you are coming for a conference or need to speak with a teacher, you must make an appointment in advance. Parents will not be allowed to visit the classroom during instructional time unless invited by the classroom teacher. Students who are not enrolled in Crawford County R-II shall not be in the classrooms when school is in session.

BREAKFAST/LUNCH CHARGES

Teachers will collect lunch money daily. However, payments may be made for the month/year and will be credited to the students account. Parents will be notified of breakfast and lunch prices at the beginning of each school year.

Students are allowed a **MAXIMUM OF FIVE [5] CHARGES**. This includes both breakfast and/or lunch charges. After five charges, children will not receive breakfast, but will receive an alternative sandwich lunch until all charges are paid in full.

DRESS CODE

Students are expected to present a proper and appropriate appearance and dress in a manner that will not disrupt the educational process. The principal has the discretion to interpret what is proper and appropriate in their building, and to handle cases of violation. See-through mesh tops, cut-away tops, half shirts, and clothing with obscene writing, alcoholic beverages, or tobacco advertisements are not permitted. No hats or sun visors are to be worn in the school building, except on designated "hat days" or with a High Five Coupon.

TELEPHONE POLICY

Students will be discouraged from using the telephone at school. Forgotten homework, books, or permission to go with a friend are not reasons to use the office phone. Teachers will use their own judgment to determine when it is appropriate to send a student to the office to use the phone. Students will not go to the office to receive calls from parents or make after school arrangements.

LOST AND FOUND

Unidentified items found on school grounds will be taken to the lost and found box located in the elementary gym. Items will be disposed of at the end of each quarter.

CLASSROOM HOLIDAY AND BIRTHDAY PARTIES

- Parties may be held in the classroom for Halloween, Christmas, and Valentine's Day. The teacher and classroom parents will plan all activities for parties.
- If for some reason we are not in session the day parties are scheduled, they will be held the next day we are in session unless otherwise notified.
- Parents may request their children not participate in classroom parties by notifying the classroom teacher at least 1 week in advance; alternative educational activities will be arranged.
- All treats for parties and birthdays must be pre-packaged or purchased from a bakery.
- Parents/ guardians who are attending classroom parties may check in through the gym. Parents will be dismissed to the classroom at the specified party time.

SUMMER SCHOOL POLICY

Students missing an excess of 14 school days in one calendar year (not verifiable by doctor excuses) and is failing 2 or more subjects may be required to attend summer school.

1. The student will have a 90% attendance rate at summer school.
2. The student will demonstrate sufficient effort in non-graded course work as determined by teacher and pre/post test data.

COMMUNICATION

PARENT Portal (SIS)

If you wish to utilize the online SIS Parent Portal, please contact the office to request a form for login information. You will be e-mailed a password to allow you access to your child's records.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held in the fall and spring of each school year. Parents are encouraged to attend each conference. Parents may contact their child's teacher to set up a conference to discuss their student's progress anytime during the year if concerns arise. If your student receives two or more failing grades on any midterm report, please contact their teacher to set a conference date to discuss interventions to improve the child's academic performance.

STUDENT JOURNAL / ASSIGNMENT BOOK

Each student is provided with a Journal/Assignment Book at the beginning of the school year. It is extremely important for parents to review and sign the journal each night, as it serves as the daily parent-teacher communication tool. It gives parents the opportunity to check for homework assignments, notes from the teacher, and if there are papers needing signed. The cost to replace a journal if lost is \$5.00.

REPORT CARDS & PROGRESS REPORTS

Grades are sent home at mid-term and at the end of each quarter. Grades are also emailed home if a current email address is on file with the office.

NEWSLETTERS & REMINDER NOTES

Several items will be sent home throughout the year for the purpose of providing information to parents:

- A monthly newsletter from the office informing parents of upcoming events and building highlights.
- Classroom newsletters to inform parents of activities or concepts being taught.
- Reminders from the office about early out days, special activities, or events.

STUDENT'S PUBLISHED

If you do not wish to have your student published in the local newspaper, school webpage, or throughout the building, please submit a letter to the office stating what recognition you wish to have your child excluded from.

DISCIPLINE CODE & PROCEDURES

It is the shared responsibility of the home and school to teach students to make good choices. Students are expected to put forth their best effort and conduct themselves at all times in a manner that promotes a safe and orderly learning environment, Any behavior or inappropriate language that causes learning to be disrupted, or that infringes upon the rights of others in school, will not be tolerated.

MINOR BEHAVIORS HANDLED BY THE TEACHER OR STAFF MEMBER

These minor behaviors will be handled by the classroom teacher or staff member who witnesses the behavior. The behaviors will be documented, and parents will be made aware of the incident. Students will be retaught appropriate behaviors, and consequences designed to change behavior may be given. Chronic minor behaviors will be referred to the principal for disciplinary action.

Behavior	Minor Offenses: Classroom/ Teacher Managed
Inappropriate Language/ Profanity	Derogatory statements that are offensive to others, name calling, back talk, profanity between students.
Bringing Nuisance Items	Bringing prohibited items such as gum, trading cards, toys, games, water guns, shockers, animals, etc.
Cheating	Academic dishonesty on a classroom or homework assignment.
Disrespect/ Defiance	Rude to staff member, talking back, inappropriate gestures, or refusal to follow directions.
Disruption	Low intensity inappropriate behavior that is able to be corrected through interventions.
Dress Code Violation	Clothing or accessory items which may disrupt the educational environment.
Forgery/ Theft	Theft of item under \$5.
Physical Contact	Aggressive physical contact; horseplay or roughhousing
Property Misuse/ Damage/ Vandalism	Misuse of school, staff, and student property, bathroom stall and cafeteria materials.
Tardy	Unexcused arrival after the 8:15 bell or later.
Technology Violation	Using cell phone, handheld game, or other prohibited technology items.

Possible Consequences:

- Verbal Warning
- Written assignment (Think Sheet, Reflection, Sentences)
- Teacher/Student Conference
- Loss of Activities/Privileges
- Confiscation of item
- Alternate seating
- In-class time out/ Buddy Room
- Lunch isolation
- Logical Consequence
- Behavior Plan
- Communication with parent via note, telephone, or email
- Referral to counselor, school based social worker, or other support staff

MAJOR BEHAVIORS THAT WILL INVOLVE THE DIRECT ATTENTION OF THE PRINCIPAL

The teacher's last step is sending the child to the principal. However, major behavior infractions and chronic misbehavior of the same type of minor behavior will be referred to the principal. The principal will follow provisions listed in "The Safe Schools Act", board policy, and student handbook regarding consequences.

Behavior	Major Offenses: Office Managed
Abusive/ Inappropriate Language/ Profanity	Intentionally hurtful comments that include profanity or threat toward staff; threat to another student.
Arson/ Possession of Combustibles	Starting a fire or causing an explosion with the intention to damage property; possessing objects/substances readily capable of causing property damage.

Assault	Use of physical force with the intent to do serious bodily harm.
Bullying	Repeated and systematic intimidation or harassment that causes substantial emotional distress; may consist of physical violence, verbal taunts, name-calling and put downs, threats, extortion, theft, or property damage
Cheating	Academic dishonesty on an assessment.
Disrespect/ Defiance	Blatant, open disrespect and disregard of adult directions, active refusal to follow directions or accept a consequence when reasonable attempts to de-escalate and enable the student to cooperate have been made, running from staff member
Disruption	Behavior that causes an interruption so severe that students are unable to learn, yelling, screaming, and throwing objects in anger; occurs over an extended period of time.
Extortion	Threatening or intimidating another student for the purpose of obtaining money or materials of value.
False Alarm	Tampering with emergency equipment, setting off false alarms, or making false reports.
Forgery/ Theft	Falsification of parent/ guardian signature without permission. Being in possession of, passing on, or being responsible for removing someone else's property.
Harassment	Threats of violence, defamation of a person's race, religion, gender, or ethnic origin through actions or words (verbal, written, or symbolic). Constitutionally protected speech will not be punished.
Inappropriate Display of Affection	Inappropriate, consensual verbalization, physical contact, or gestures of a sexual nature.
Indecent Exposure	Displaying breasts, buttocks, or genitals.
Physical Contact/ Aggression/ Fighting	Intentional, serious physical contact where injury may occur; mutual exchange of aggressive physical contact.
Property Misuse/ Damage/ Vandalism	Intentional destruction or disfigurement of property.
Sexual Harassment	Uninvited sexually suggestive language or gestures.
Inappropriate Sexual Conduct	Physical touching of another student in the breast, buttocks, or genitals.
Tardy	Unexcused arrival after the 8:15 bell rings.
Technology Violation	Visiting unauthorized or inappropriate sites on computer or other technology device.
Threat of Homicide/ Threat with a Weapon	Words or actions threatening homicide with a weapon, or to intimidate another through fear for his/her life and well-being.
Truancy	Absence from school without the knowledge and consent of parent/guardian and/or school administration.
Use, Possession, Sale, Purchase, or Distribution of Alcohol or Drugs	Possession, sale, purchase, distribution, or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia, including controlled substance and illegal drugs. (Identified under schedules I, II, III, IV, V in section 202 of the Controlled Substance Act)
Use/ Possession of Tobacco	Possession or use of any tobacco product on school grounds, school property, or while attending any school activity.
Use/ Possession of Weapons	Possession or use of a firearm or weapon, real or simulated, which is customarily used for attack or defense against another person; an instrument or device used to inflict physical injury to another person. (Defined in 18 U.S.C. 921 of 571.01RsMo.; see Regulation 2620; Board Policy 2673)

Possible Consequences:

- Written assignment (Think Sheet, Reflection, Sentences)
- Apology/ restitution
- Principal/Student Conference
- Loss of Activities/Privileges
- In-Office Time Out
- Office Detention
- Lunch Detention
- Parent Notified/ Parent Conference
- Behavior Plan
- After School Detention
- In-School Suspension
- Out-Of School Suspension
- Referral to Juvenile Office/ Law Enforcement

After School Detention (ASD)

Detentions will be assigned Monday through Thursday afternoon from 3:00-4:00. Parents are expected to pick their child up in the office promptly at 4:00. If a student is absent or school is cancelled on the day they are assigned detention, they will serve the following detention date. One reschedule date will be allowed if arrangements are made prior to the assigned date.

- * Students not serving the assigned detention will serve ISS the following day.

In-School Suspension (ISS)

In-School Suspension allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades. If the child is absent on a day of ISS, it will be served when the child returns to school. Students are expected to complete daily assignments and follow behavior expectations while in ISS. All rules and regulations of school set forth by board policy shall be enforced.

- * If a student is disruptive, uncooperative, or refuses to complete work during ISS, they may be required to serve additional time in ISS or the remaining suspension in OSS, and are subject to additional consequences.

Out-of-School Suspension (OSS)

Students given OSS may not receive a grade for missed assignments or tests given, and are not permitted to participate in any district functions during the time of suspension.

OFFICE DISCIPLINE PROCEDURES

The following is intended to provide a guideline for the administration of student discipline for students who are sent to the office for discipline. Administrators have the discretion to modify the punishment if deemed necessary. Factors such as age, maturity, and circumstance of the incident must be considered in any decision involving students. Student will conference with principal, an apology will be made if appropriate, and parents will be notified of each incident.

Type of Misbehavior	1st Offense	2nd Offense	3rd Offense
Chronic Minor (3 rd of same behavior)	<ul style="list-style-type: none"> • Conference with student • Office Detention 	<ul style="list-style-type: none"> • Conference with student • 1 -3 Days Office Detention or ASD 	<ul style="list-style-type: none"> • Conference with student and parent • 1 Day ISS
Abusive Language/ Profanity	<ul style="list-style-type: none"> • Conference with student • Office Detention 	<ul style="list-style-type: none"> • Conference with student • 1 -3 Days Office Detention or ASD 	<ul style="list-style-type: none"> • Conference with student • 1-5 days ISS

Arson/ Possession of Combustibles with intent to commit arson	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 1-10 Days ISS or 1-10 days OSS • Restitution if appropriate • Possible notification to law enforcement and juvenile office 	<ul style="list-style-type: none"> • 1-10 days OSS/ notification to superintendent for possible long term suspension • Restitution if appropriate • Notify law enforcement and juvenile office 	
Assault	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 1-10 days OSS • Notification to law enforcement and juvenile office 	<ul style="list-style-type: none"> • 5-10 days OSS/ notification to superintendent for possible long term suspension • Notification to law enforcement and juvenile office 	
Bullying	<ul style="list-style-type: none"> • Conference with student • 1-3 days ASD, Office Detention, or ISS • Referral to counselor 	<ul style="list-style-type: none"> • Parent/ student conference • 1-5 days ISS • Referral to counselor 	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 1-10 days OSS • Notification to juvenile office
Bus Misconduct	<ul style="list-style-type: none"> • Conference with student • Written warning, Office detention, or 1-3 days off bus 	<ul style="list-style-type: none"> • Conference with student • Office Detention or 2-5 days off bus 	<ul style="list-style-type: none"> • 5-10 days off bus • Parent conference with administration required before returning to bus.
Cheating/ Forgery	<ul style="list-style-type: none"> • Conference with student • Zero on assessment 	<ul style="list-style-type: none"> • Conference with student • Zero on assessment • Office Detention or 1 Day ASD 	<ul style="list-style-type: none"> • Conference with student and parent • Zero on assessment • 3 Days ASD or Office Detention
Disrespect/ Defiance	<ul style="list-style-type: none"> • Student may spend rest of day in office • Office detention or 1 day ASD • Referral to counselor 	<ul style="list-style-type: none"> • Student may spend rest of day in office • 1-3 days ASD or Office Detention • Referral to counselor 	<ul style="list-style-type: none"> • Conference with student and parent • Student may spend rest of day in office • 1-5 days s ISS or 1-5 days OSS
Disruption	<ul style="list-style-type: none"> • Conference with student • Student will spend rest of day in office; must earn way back to classroom • Referral to counselor 	<ul style="list-style-type: none"> • Conference with student • Student must earn way back to classroom • 1-3 Days Office Detention or ASD 	<ul style="list-style-type: none"> • Conference with student and parent • Student must earn way back to classroom • 1-3 days ASD or 1-5 days ISS
Electronic Devices (3 rd minor, classified as technology violation)	<ul style="list-style-type: none"> • Conference with student • Item will be confiscated; parent must pick up 	<ul style="list-style-type: none"> • Conference with student • Item will be confiscated; parent must pick up • 1 day ASD or Office Detention 	<ul style="list-style-type: none"> • Conference with student and parent • Item will be confiscated; parent must pick up • 1 day ISS
Extortion	<ul style="list-style-type: none"> • Conference with student • 1-3 days ISS, or 1-3 days OSS 	<ul style="list-style-type: none"> • Parent/ student conference • 3-5 days ISS, or 1-5 days OSS 	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 1-10 days OSS • Notification to juvenile office
False Alarm	<ul style="list-style-type: none"> • Conference with Resource Officer • 1-3 days ASD or Office Detention 	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 1-3 days ISS or 1-3 days OSS 	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 3-10 days OSS/ notification to superintendent for possible long term suspension

Inappropriate Display of Affection	<ul style="list-style-type: none"> Conference with student 1 Day ASD or Office Detention 	<ul style="list-style-type: none"> Conference with student 3 Days ASD or Office Detention 	<ul style="list-style-type: none"> Conference with student and parent 1 Day ISS
Inappropriate Sexual Conduct	<ul style="list-style-type: none"> Conference with student 1-5 days ISS or 1-5 days OSS Referral to counselor 	<ul style="list-style-type: none"> Conference with student 3-5 days ISS or 3-5 days OSS Referral to counselor 	<ul style="list-style-type: none"> Parent/ student conference 1-10 days OSS/ possible notification to superintendent for long term suspension or expulsion
Indecent Exposure	<ul style="list-style-type: none"> Conference with student 1-5 days ISS or 1-5 days OSS Referral to counselor 	<ul style="list-style-type: none"> Conference with student 3-5 days ISS or 3-5 days OSS Referral to counselor 	<ul style="list-style-type: none"> Parent/ student conference 1-10 days OSS/ possible notification to superintendent for long term suspension or expulsion
Physical Aggression/ Fighting	<ul style="list-style-type: none"> Conference with student 1 Day ASD or Office Detention Referral to counselor 	<ul style="list-style-type: none"> Conference with student 3 days ASD or Office Detention Referral to counselor 	<ul style="list-style-type: none"> Conference with student and parent 1 Day ISS
Property Damage/ Vandalism	<ul style="list-style-type: none"> Student charged cost of property and/ or clean up Office detention 	<ul style="list-style-type: none"> Student charged cost of property or clean up 1-3 Days Office Detention or ASD 	<ul style="list-style-type: none"> Student charged cost of property or clean up 1-3 days ISS or 1-10 days OSS/ notification to superintendent for possible long term suspension
Sexual Harassment/ Harassment	<ul style="list-style-type: none"> Conference with student 1-3 days Office Detention Referral to counselor 	<ul style="list-style-type: none"> Parent/ student conference 1-3 days ISS Referral to counselor 	<ul style="list-style-type: none"> Parent/ student conference 1-5 days ISS or 1-5 days OSS
Tardy	<ul style="list-style-type: none"> Parents will receive an attendance letter after a student is tardy 3, 7, and 10 times 4th tardy in same quarter: Student will miss all of monthly Pawsitive Party 7th tardy in same quarter: Parents required to meet with attendance board Additional tardies may result in referral to juvenile office 		
Technology Violation	<ul style="list-style-type: none"> Conference with student Student will spend rest of day in ISS Lose of privileges for one week 	<ul style="list-style-type: none"> Parent/ student conference Student may be suspended for remainder of day Lose internet privileges for one month 	<ul style="list-style-type: none"> Parent/ student conference Student may be suspended for remainder of day and additional 1-3 days Lose internet privileges for rest of school year
Theft	<ul style="list-style-type: none"> Return or reimbursement to other party Conference with Resource Officer Office detention 	<ul style="list-style-type: none"> Return or reimbursement to other party Conference with parent and Resource Officer 1-3 days Office Detention or ISS 	<ul style="list-style-type: none"> Return or reimbursement to other party Conference with parent and Resource Officer 3-5 days Office Detention or ISS; 1-3 days OSS Possible notification to juvenile office
Threat of Homicide / Threat with a Weapon (Defined in 18 U.S.C. 921 of 571.01RsMo.; see Regulation 2620; Board Policy 2673)	<ul style="list-style-type: none"> Conference with parent and Resource Officer 1-3 ISS, or 1-10 days OSS Notification to law enforcement and / or juvenile office 	<ul style="list-style-type: none"> Conference with parent and Resource Officer 3-5 days ISS, or 1-10 days OSS Notification to law enforcement and / or juvenile office 	<ul style="list-style-type: none"> 1-10 days OSS, referral to superintendent for long term suspension or expulsion Notification to law enforcement and/ or juvenile office

Truancy	<ul style="list-style-type: none"> • Conference with Resource Officer • 1 day ASD 	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 1 day ISS • 	<ul style="list-style-type: none"> • 3-5 days ISS • Possible notification to juvenile office
Use, Possession, Sale, Purchase, or Distribution of Alcohol or Drugs	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 10 days OSS, referral to superintendent for possible long term suspension or expulsion • Notification to law enforcement and juvenile office 		
Use/ Possession of Tobacco	<ul style="list-style-type: none"> • Conference with Resource Officer • 1-3 days ISS 	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 3-5 days ISS, 1-3 days OSS 	<ul style="list-style-type: none"> • 1-10 days OSS, referral to superintendent for possible long term suspension • Notification to law enforcement and juvenile office
Use/ Possession of Weapons (Defined in 18 U.S.C. 921 of 571.01RsMo.; see Regulation 2620; Board Policy 2673)	<ul style="list-style-type: none"> • Conference with parent and Resource Officer • 10 days OSS, Referral to superintendent for possible long term suspension or expulsion • Notification to law enforcement and juvenile office 		

****Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Regulation 2620, will be documented in the student's discipline record.**

SEARCH AND SEIZURE POLICY

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and articles of exterior clothing for examination if reasonable under the circumstance. See Board Policy 2150.

MEDICAL INFORMATION

At the beginning of each school year, parents will receive a Medical Information Data Sheet, it is extremely important the form be filled out completely, listing any important information necessary for the health and welfare of their child. This should be updated if personal data changes through the year.

ADMINISTERING MEDICINES TO STUDENTS

When possible, all medications should be administered at home. However, it is sometimes necessary for some medications to be administered at school. The school district has adopted the following policy:

- No medications will be administered without the written authorization from a physician and parent/guardian. The medication must be in a properly labeled bottle.
- Prescription medications must be in a current prescription labeled bottle. Medications will be administered per physician's instructions.
- It is the student's responsibility to come to the nurse's office at the scheduled time to receive their medication. Some circumstances will require special considerations. These will be reviewed on an individual basis.

COMMUNICABLE DISEASE

The school district will follow the recommendations of the Missouri Department of Health in regard to school attendance. Please report any communicable diseases such as chicken pox, strep infections, pink eye, head lice, etc. to the school nurse's office.

SICK CHILDREN/ ACCIDENTS

It is important for the school to be able to contact a parent, guardian, or other responsible adult who can pick-up your child if they are sick or injured. If your child has a fever, or is vomiting, someone must pick them up immediately. Parents are responsible for maintaining current contact information for their child, and updating it if something changes throughout the year so we can contact someone to pick up your child.

- Students must be fever-free for 24 hours before returning to school.
- Every effort will be made to contact a parent/guardian if severe injury occurs.

NO NIT HEAD LICE POLICY

Children with head lice or nits will be sent home immediately. They must be treated with a pediculicidal product and ALL NITS must be removed. The student will not be allowed to return to school until cleared by the school nurse.

PROGRAMS & ACTIVITIES

EXTENDED SCHOOL DAY

This program is provided to students who are reading one or more grade levels below grade level. The students are given intensive reading instruction two evenings per week during the school year. Classes consist of low teacher-students ratios, and are offered in all elementary grade levels.

ACCELERATED READER

Accelerated Reader [AR] is a computer managed incentive program combining carefully selected lists of outstanding and popular books with user-friendly software to assess student recall and understanding of the text. Each book on the list has a point value based on grade level rating and number of words. The student reads a book, and takes a computerized test to check their comprehension. The computer scores the test, calculates how many points the student has earned, and keeps detailed records.

AR COMPUTER LAB NIGHTS

Students and parents have the opportunity to read books together during the school year. Students can select from a wide range of books, read alone or to their parents, and finish by taking an AR test in the Lab. The day and times the lab will be open will be announced at the beginning of the school year.

BOOK IT READING PROGRAM

This program is sponsored by Pizza Hut to encourage reading in grades K-5. Packets will be handed out to teachers when the packets arrive at school.

SIX FLAGS READING PROGRAM

Students are encouraged to read a total of 300 minutes during a specific time period. Students keep track of the total minutes and number of books read. Students who reach their goal receive a free pass to Six Flags. For more information contact Tonya Bowen.

MAP INCENTIVE

A special incentive program will be in place to encourage students to perform well on the MAP test. Special recognition will be given to those students whose scores fall in the following areas:

1. Advanced - Achievement medal and a Certificate of Achievement
2. Proficient - Certificate of Achievement

PARENTS AS TEACHERS

PAT is available to all families with little ones in our school district from prenatal to kindergarten age. Parents as Teachers supports parents through home visits, newsletters, play groups, hands-on group activities, and yearly developmental screening. To enroll or learn more about PAT, please call 885-2534.

PBS: POSITIVE BEHAVIOR SUPPORT

Cuba Elementary is proud to be a PBS school. PBS, is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, development of appropriate social skills, and the use of data-based problem solving to identify student needs and improve school practices. It is our goal to create a positive school environment with students who demonstrate kindness and are respectful, responsible, and safe in all settings.

RESOURCE SUPPORT

SCHOOL COUNSELOR

Counselors for Cuba Elementary students are available for conferences with all children, parents, and teachers. They will teach classroom lessons, see students individually, and provide instruction in small groups. They will work with teachers, parents, and others to promote a positive learning environment. Referrals to the counselors may come from teachers, parents, or at the request of the child. In the event of a crisis during a school break, guidance counselors will be available at the school to aid students desiring guidance services. Mrs. Keogh may be reached at 885-2534, Ext. 1220.

SPECIAL SERVICES

Special Services assess a student's potential and prescriptive ability, and develop individualized programs for exceptional students. Services such as occupational and physical therapy, as well as classes for learning disabled, multi-handicapped, mentally handicapped, hearing impaired, visually impaired, and homebound instruction are available. Please contact Mrs. Gorsuch at 885-2534, Ext. 2190 for inquiries related to special education.

SCHOOL BASED SOCIAL WORKER

Cuba Elementary has a school based social worker on campus. Mrs. Shearer is available to take any concerns individuals may have. Please feel free to contact her at any time at 885-2534, Ext. 1180.

RESOURCE OFFICER

Funded by a federal grant, the resource officer's role is to work as a security officer, guest speaker, instructor, and counselor. Officer Post conducts drug and safety education programs, as well as attends after-school extracurricular events.

ESOL

Under Title I, the district provides ESOL [English for speakers of other Languages] services. The program is designed to identify and offer additional instructional support for those students whose primary [first] language is other than English. For further information, you may contact our office.

HOTLINES

PARENTAL STRESS HELPLINE	1-800-367-2534
CHILD ABUSE/NEGLECT	1-800-392-3738
POISON INFORMATION CENTER	1-800-366-8888
SCHOOL VIOLENCE HOTLINE	1-866-748-7047

TITLE I SCHOOL-WIDE PARENT INVOLVEMENT PLAN

The following plan was developed by the Title I School-wide Advisory Committee to inform parents of the activities available at Cuba Elementary.

Strategies for Involvement:

1. Parent newsletters are provided by classroom teachers and are sent home monthly to provide parents with information on skills being taught and activities planned for the month.
2. Newsletters from the principal provide parents with upcoming events/activities during the school day and evening hours. The principal will also use the following avenues to post information for parents: Parent Link, district and building webpage, district Facebook page, and school electronic sign.
3. Each year, results from the district selected assessments and the MAP test will be sent home to parents and explained during the parent/teacher conference.
4. At the beginning of the school year, the Annual Title I Review is held to inform parents on the overall School-wide Program, presented by the Title I Advisory Committee.

Shared Responsibilities for High Academic Achievement

1. Parents will receive course objectives, grading procedures, and a discipline plan from their child's classroom teacher at the beginning of the school year.
2. Parent-teacher conferences are held each fall and spring. Parents and/or teachers may schedule a conference as needed to insure the success of the student at other times throughout the year.
3. A Parent/School Compact will be sent home in the beginning school packet. The Complaint Procedures for Federal Programs and parent's rights under the No Child Left Behind Act are found in this handbook on page 24.
4. Monthly handouts are sent home full of activities, suggestions, and ideas to help parents work with their children at home.

Expanding Opportunities for Parent Involvement

1. Mid-term, quarter, and semester grades are provided to parents in a timely manner.
2. Parents are encouraged to serve on any School-wide Committee. Please call 885-2534, ext. 1179 if interested.
3. Throughout the school year, activity nights for families with students in the district will be sponsored by grade levels and Title I teachers. Back-to-School Block Party, Trunk-or-Treat, Carnival, and at least two additional parent involvement activities will be held each year.
4. Extended Day tutoring will be offered to those students that qualify.

NOTIFICATIONS

PUBLIC NOTICE/SURROGATE PARENT ANNOUNCEMENT

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. Disabilities include: autism, cognitive disability, communication disorders, deaf/blindness, early childhood special education, emotional disability, hearing impaired, multiple disabilities, other health impairment, physical impaired, sound system disorder, traumatic brain injury, and visual impairment. 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 requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local school district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty [20] who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to collect includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RsMo. The State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. The Missouri Department of Elementary and Secondary Education will provide training for such persons serving as surrogate parents. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or other language as may be necessary.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Services.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. 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 principal 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 is inaccurate or misleading. Parents or eligible student may ask Alpha School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

{Optional} Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Crawford County R-II School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

STANDARD COMPLAINT RESOLUTION PROCEDURES FOR IMPROVING AMERICA'S SCHOOLS

This complaint resolution procedure applies to all programs administered by the Department of elementary and Secondary Education under the Goals 200: Educate America Act and the Improving America's Schools Act (IASA).

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 the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other persons 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:

Board Policy 1480

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher;
2. Principal;
3. Appropriate Central Office Administrator, e.g., Assistant Superintendent or Director of Student Services, Assistant Superintendent or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction;
4. Superintendent; and
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

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

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.

MISSOURI REVISED STATUTES

RSMO Chapter 569, Section 569.155.1

Arson, Burglary, Trespass, and Related Offenses

(L. 2000 S.B. 944, A.L. 2014 S.B. 491)

Effective 1-01-17

Beginning January 1, 2017--Trespass of a school bus, penalty--schools to establish student behavior policy, when.

1. A person commits the offense of trespass of a school bus if he or she knowingly and unlawfully enters any part of or unlawfully operates any school bus.
2. For the purposes of this section, the terms "unlawfully enters" and "unlawfully operates" refer to any entry or operation of a school bus which is not:
 - a. Approved of and established in a school district's written policy on access to school buses; or
 - b. Authorized by specific written approval of the school board.
3. In order to preserve the public order, any district which adopts the policies described in subsection 2 of this section shall establish and enforce a student behavior policy for students on school buses.
4. The offense of trespass of a school bus is a class A misdemeanor.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Crawford County R-II School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age of Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulation cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

Compliance Coordinator

Curt Graves
Assistant Superintendent
#1 Wildcat Pride Drive
Cuba, MO 65453
(573) 885-2534

DIRECTORY INFORMATION

Directory information is information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

Students in kindergarten through eighth grade - Student'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; 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.

Parents or eligible students will have ten (10) school days after the annual public notice to provide notice that they choose not to have this information released. Written notice must be provided to the Office of the Principal in the building which the student currently attends. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as directory information without the parent or eligible student's prior written consent including in print and electronic publications of the school district.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NO CHILD LEFT BEHIND ACT OF 2001 (NCLB) COMPLAINT PROCEDURES

1. What is a complaint under NCLB?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days.

That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

STUDENTS POLICY 2655
DISCIPLINE: BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, and expulsion and law enforcement contacted. The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

BULLYING REPORTING FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete the Bullying Reporting Form on our district webpage, or you may request it from central office or each building's office. Once you have completed the form, please submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

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