

MACKS CREEK ELEMENTARY HANDBOOK

SCHOOL ENTRANCE REQUIREMENTS

In keeping with section 163.017 of Missouri School Laws, the Macks Creek R-V School District will accept for enrollment to kindergarten all resident pupils properly trained to care for themselves before entering kindergarten providing they reach their fifth birthday on or before August 1st of the current school year. Children must reach the age of six on or before August 1st for entrance to grade one. Proof of age required by the presentation of the child's birth certificate at the time of enrollment or pre-enrollment. In addition, all state required immunizations must be completed or in the process of completion. A pre-enrollment for kindergarten students occurs during the spring of each year. The exact dates are available through the Macks Creek R-V Website, local newspapers and public notices.

All students preschool to sixth grade are required to have a student information form on file in the elementary office, with annual revision. Parents should call the office regarding any change (change of address, telephone number, medical condition of child, etc.). The office must have an emergency contact number on file; this is very important in case of an emergency or the child is ill.

VISION AND HEARING SCREENING

Vision and hearing screenings are required for:

- All students new to the district
- Kindergarten-3rd grade
- Every other year after 3rd grade, as time allows

NEW STUDENT REGISTRATION

New students entering during the school year should contact the school office for enrollment information. You should bring immunization records, address of the school last attended, present address, phone number and a copy of the child's birth certificate. Parents/guardians of new students will have to complete a student information form. It is important to return this form to the office as soon as possible.

In accordance with this policy, every student coming into the district will be required to complete a Prior Discipline Affidavit. If the superintendent has reason to suspect that the admission of a student will create an immediate danger to the safety of others, a hearing will be convened within (3) days of the request to register

WITHDRAWAL FROM SCHOOL

As soon as a student knows he/she will be moving from the district, but at a minimum of two days before leaving, the student should notify his/her teacher and the elementary office to ensure all bills are paid and books returned. No record release is issued until all bills are paid and books returned. In order to ensure a smooth transition to the new school, parents should phone or visit the elementary office to complete the withdrawal of their child.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents should notify the school's office immediately upon change of address and/or telephone number. Please notify the school if a contact number has changed or service is disconnected or restored. **Please notify the school immediately of any changes in emergency contact phone numbers.**

IMMUNIZATION REQUIRED FOR SCHOOL ATTENDANCE

Before enrolling or attending school, students must have up-to-date immunization records. Documentation of these immunizations or exemptions are required before the child enrolls. Immunizations must be current. A copy of the required immunizations is available from the Camden County Health Office or the school nurse. **Students must present immunizations records to school, and all immunizations must be up-to-date before attendance.**

Dtap/DTP/DT: All students are required no less than 4 doses. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.

Tdap:8-12 Grades: Tdap, which contains pertussis vaccine, is required.

Polio:Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months

MMR:First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

Hepatitis B: All students are required no less than 3 doses. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.

Meningococcal: Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age. Grade 12: Two doses of MCV are required unless the first dose was administered to a

student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.

ILLNESS AT SCHOOL

Should a student become ill at school, the child is referred to the school nurse. If the child needs to go home, parents are notified. Parents are responsible for having their child picked up from school. Students should not attend school when one or more of the following conditions exist:

- Temperature of 100 degree or higher.
- Vomiting in the last 24 hours
- Two or more diarrhea episodes in the last 24 hours
- Unexplained rashes (rash must be resolve or confirmed non-congaious by a physician)
- Any student with inflammation of the eye (unless cleared by a physician)

If a student has a specific prescription medicine (such as an antibiotic) that needs to be taken at school, it must be accompanied by a written label on the medicine stating the doses per day, the student's name, name of medication and necessary directions. The school nurse has a form that must be signed before medication can be given at school. Parents must bring medications to the school nurse. Prescription medication will not be given if the label contains the name of someone other than the child. **DO NOT** send medications (prescription or over-the-counter) to school in unmarked containers; medications must be in the original container and delivered by the parent/guardian.

If a child is recovering from an illness and should remain inside at recess for a day or two, it is necessary for the student to bring a note from home stating the need for them to remain inside. In case of a long-term need to remain inside, it is necessary to obtain a written statement from a physician to this effect.

MEDICATION DISTRIBUTION

We have standing orders for the nurse to dispense Tylenol, Ibuprofen, Naproxen, and Benadryl. If you want the nurse to dispense any of these medications to your child during the school year, you **MUST** check and sign the medical cards that are given to your child at the beginning of the year.

Your child may only receive one dose of pain reliever daily and no more than two doses a week. If your child is known to require more than one dose a day or more than two doses a week, please contact the school nurse.

HEAD LICE POLICY

The Macks Creek School District follows guidelines outlined by the Missouri Department of Health. All infected children will be excluded from school. Readmission will depend on successful treatment with a recommended pediculicide shampoo, and complete removal of all

lice and nits. **The district has a no-nit policy for readmission.** Students should not ride the bus to school and should return to the nurse's office before going to the classroom or other areas in the building. The student must be examined by the nurse or other authorized school personnel before being readmitted.

Nits hatch in a week and reproduce 8 to 10 days after hatching. It is important to follow directions carefully and to retreat as directed. Written materials are available on environmental measures to use to clear up infestations.

VISITORS

In order to promote good communication and assist with the orderliness of the school day, all visitors are required to report upon arrival to the elementary office. Individuals out of school (preschoolers, friends, relatives, etc.) are not allowed to visit school during class time. Any exceptions must be cleared through the principal's office. Parents are invited and encouraged to visit their child's teacher and classroom; however, we do ask parents to schedule visits and conferences in advance.

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are available daily for each student. Students cannot charge "doubles" unless they have a positive balance in their account to pay for it. Parents are notified by SISK12 message once a month of lunch balances. Classroom teachers supervise the cafeteria. Students are expected to behave in an appropriate manner. Inappropriate behavior (i.e. throwing food at others or on the floor, taking food from another student's tray, etc.) is not allowed. Elementary students must not purchase from vending machines unless special permission is received by their classroom teacher.

Elementary Prices:	Reduced	Full Price
Breakfast	\$.30	\$1.00
Lunch	\$.40	\$1.40

VOLUNTEERS

Our school and our students benefit from the special skills of our community's volunteers. We are convinced students have expanded learning opportunities through the district's use of volunteers. Volunteers are welcome to serve as lunch buddies or book buddies for students. Training for the volunteer program is through the Lake Area Promise Youth Alliance and is offered yearly, or as needed. If you are interested in volunteering, please call the elementary office for more information.

ARRIVAL TIME AND SCHOOL DISMISSAL

Students riding the bus will normally arrive between 7:40 and 8:00 a.m. **Students walking, riding bicycles or arriving by private vehicle should not arrive prior to 7:40 am, as supervisory personnel are not available until that time.** Student supervision is provided from

7:40 – 3:16 p.m. Elementary students should first go to breakfast (if eating) or walk to their classrooms upon arrival. School is dismissed at 3:16 p.m.

INDIVIDUAL EARLY DISMISSAL

Students will not be dismissed early unless they have been checked out through the elementary office. Parents should sign students out at the elementary office. Also, if someone (other than a parent/guardian) needs to pick up your child, please call the office or send a note. Please call the elementary office if your child has any changes in dismissal by 2:00. Only those individuals designated on the student's information sheet may pick up a child without parent permission. This rule is strictly adhered to for the safety of our students.

MONEY

Please do not send money with students unless it is in an envelope properly marked with the following information: Name of child, amount enclosed, and use of money. It is not advisable to send large amounts of cash for any reason.

LOST AND FOUND

Anything lost or found should be reported to the elementary office immediately. **To help eliminate confusion, personal articles and property should be name-marked for identification.** Such markings will increase the chance of children finding lost items. Items will be held for a two (2) week period. All items not claimed at that time will be donated to local charity organizations.

PARTIES

It has been the custom to have a classroom party in the fall (Fall Festival in October), a party before winter break (Winter Celebration in December), and a party for Valentine's Day. The exact date of each party will be announced at school. Parties for any other occasion must have the principal's approval in advance.

ATTENDANCE

MISSOURI COMPULSORY LAWS REQUIRE ALL ELEMENTARY STUDENTS TO BE IN REGULAR SCHOOL ATTENDANCE. It is very important for children to be in regular school attendance. Make-up work alone creates a hardship on students and teachers. The best school work cannot be done unless attendance is regular and punctual. A student who misses school for any reason, except suspensions shall be allowed the number of days missed plus one to make up work missed during the absence. If make-up work is not completed by the deadline, a grade of "0" shall be recorded. It is the responsibility of students to make up any work missed during an absence and the teacher's responsibility to provide the student with the assigned work that was missed. **When a student is absent for more than five (5) days in one semester, parents will be notified in writing by the elementary office. When a student reaches ten (10) days in one semester, parents or guardians may be reported to the proper authorities for educational neglect.**

Reasons for verified absences are:

1. Doctor/dentist appointments that are verified by notes from doctor/dentist.
2. Hospitalization or illness verified by doctor.
3. Death of an immediate family member.
4. Quarantine
5. Childhood diseases.

A student who misses 16 or more days in a school year will be considered for retention.

Extenuating circumstances will be considered by the administration.

All unverified absences will result in parents being notified through Infinite Campus or by the building secretary.

TARDINESS

Students arriving after 8:05 a.m. are considered tardy. **A parent/guardian is required to accompany the student(s) to the office in order to complete the necessary tardy forms.**

Frequent tardiness and or checking a student out early is detrimental to academic progress (please see attendance policy).

USE OF DRUGS, TOBACCO OR ALCOHOL

The use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. In accordance with Public Law 101-226, the Macks Creek R-V School Board has adopted disciplinary sanctions (consistent with local, State and Federal laws), up to and including expulsion from school. Age-appropriate, developmentally based drug, tobacco and alcohol education and prevention programs will be provided for all students in all grades of the school.

Possession of/or appearing to be under the influence of controlled substances or alcoholic beverages in or on school property will bring immediate suspension for up to ten days. Selling controlled substances or alcoholic beverages in or on school property will bring immediate suspension for one semester or its equivalent. The Board of Education will be notified for possible action and, if warranted, the police will be notified.

The following disciplinary actions will be used as a guide when deciding discipline. Discipline decisions are made at the discretion of the district's administration and Board of Education.

STUDENT CONDUCT

All students are expected to follow a code of conduct designed to foster student responsibility, respect for self and others, and to ensure the orderly operation of the school district. If a student violates the code of conduct, the school district may, at the discretion of the administration, impose fair and reasonable punishment.

All district personnel (including bus drivers) responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, on any property of the school, during school sponsored activities, or during intermission or recess periods.

DISCIPLINE CODE

We are all proud of the general tone of good discipline that exists in our school. This comes about through a cooperative effort of school personnel, parents, and students working to maintain pride and in providing an atmosphere where an orderly educational process can take place. Most students are very serious about their school experiences. They have a good attitude toward school and generally have little difficulty in following school rules. If, at times, students do not share these principles and attitudes their behavior can create problems for everyone involved—other students, teachers, administrators and parents.

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a disciplinary incident. No discipline code can be expected to list every offense that will result in the imposition of a specific penalty. This will be determined on an individual basis, dependent on a wide range of variables; such as, but not limited to: the age of student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular setting. School administrators must exercise professional judgment in those decisions.

The principal of the school is directly in charge of discipline. Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the conduct occurs at school or school activity and regardless of whether the misconduct adversely affects school safety or student welfare.

CONSEQUENCES OF VIOLATING STANDARDS AND DISCIPLINARY ACTIONS

Violations are grouped into two categories. Options or disciplinary actions available to the responsible school officials for the various violations are as follows:

Category I – Those violations to be handled by the teacher, sponsor or individual immediately at hand or the principal:

1. Conference with administrator/counselor (warning)
2. Parent conference
3. Loss of privilege (recess, trip, etc)
4. Restitution/school service
5. Temporary removal from class
6. Confiscation of nuisance item
7. In-school suspension
8. After school detention
9. Out of school suspension (not to exceed 10 calendar days)
10. A combination of the above
11. Referral to outside authorities

Category II - Violations to be handled by the superintendent/school board include:

1. Serious violations of the district's discipline policy as derived from the Safe Schools Act of 1996 in which board policy and/or state law applies
2. Referral to outside authorities
3. Out of school suspension not to exceed 180 calendar days
4. Expulsion as determined by board of education

SPECIFIC ACTS OF MISCONDUCT

General Classroom Behavior:

Offense- Disruptive conduct in class, such as excessive noise, being out of assigned seat, use of abusive or obscene language, throwing objects or other inappropriate behavior distracting to the learning environment.

Disciplinary Action: I

Disruptive Behavior in the Cafeteria:

(Good manners and table etiquette are to be practiced at all times in the cafeteria)

Offense-Excessive noise, discourteous to others, moving about, not following instructions.

Disciplinary Action: I

Hall/Restroom Behavior:

Offense- Running, excessive noise, horseplay, disrupting classes in session, throwing items, climbing or swinging on doors or walls.

Disciplinary Action: I

Misbehavior on the Playground:

Offense- Failure to obey any playground rules or regulations. (See Playground Rules)

Disciplinary Action: I

Misbehavior on the School Bus:

Offense- Failure to obey any school bus rules or regulations. (See School Bus Rules)

Disciplinary Action: I

Nuisance/Dangerous Items:

Offense-Bringing any of the following items to school which are not required school supplies and create problems and take time away from and detract from learning: toys, dolls, balls, radios, games, recorders or other gadgets. Only with the written approval from a teacher may one of the items above be brought to school, when it will be used in a learning activity. Bringing items that may be considered dangerous including, but not limited to lighters, matches, laser lights, pocket knives, flammable items.

Disciplinary Action: I

Tuancy:

Offense-Absence from school without the knowledge and consent of parent/guardian and/or the school administration **or** students who leave school during any session shall be considered truant.

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	3 days OSS

Cheating/Lying/Forging:

Offense-Copying homework or an assignment, cheating on a test. Lying or otherwise misrepresenting the truth to school authorities. The use or preparation of forged notes.

1 st Offense	Zero Grade
2 nd Offense	Zero Grade/1 day ISS
3 rd Offense	Zero Grade/3 days ISS

Theft:

Offense-Theft, attempted theft **or** willful possession of stolen property.

1 st Offense	Restitution/1 day ISS
2 nd Offense	Restitution/1 day OSS
3 rd Offense	Restitution/3 days OSS

Profanity/Obscenity:

Offense-Profanity or obscenity, verbal, written or symbolic, at any time, at school, on the playground or while riding the bus.

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	5 days ISS

Public Affection:

Offense-Physical contact that is inappropriate for the school setting.

1 st Offense	Warning
2 nd Offense	1 day ISS
3 rd Offense	3 days ISS

Beverages in School:

Offense- Open containers of beverages brought from outside of school will not be allowed. Students will be instructed to discard the beverage. Students who bring a beverage for lunch may do so as long as the beverage is unopened and finished during the lunch period. A clear water bottle may be used on campus for students to fill at the water fountains. The bottle may not be tinted. All allowable bottles must be colorless. No Energy Drinks at any time are permitted. Lunch and drinks brought to school by parents for lunch must be finished in the cafeteria.

Disciplinary Action: 1

Bullying/Harassment:

Offense- Any student who intentionally picks on another student either verbally or physically on a recurring basis. This will include but is not limited to: name calling, spitting on, pushing, poking, making fun of, or anything construed by the administration as derogatory by one student toward another.

Verbal

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	3 days OSS

Physical

1 st Offense	2 days OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS

The Macks Creek Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as means of harassment or bullying may range from positive behavioral interventions up to and including in **or** out of school suspension.

A Bullying Report Form should be filled out immediately if a parent or faculty member suspects bullying. This allows proper investigation of the incident(s) by school personnel. The Bullying Report Form can be found on the school website.

Fighting:

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

1 st Offense	3 days OSS
2 nd Offense	5 days OSS
3 rd Offense	10 days OSS

Verbal Abuse/Obscene Language or gestures to staff/school personnel:

Offense- Verbal or obscene abuse of profane, vulgar or physical actions that are of an aggressive or insubordinate nature.

1 st Offense	1 day OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS

Sexual Harassment:

Offense- Use of verbal, written, symbolic or physical actions that are sexually harassing.

Verbal/Written

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	3 days OSS

Symbolic/Physical

1 st Offense	2 days OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS

Vandalism/Destruction of Property:

Offense- A person commits institutional vandalism by knowingly vandalizing, defacing or otherwise damaging any school property. Institutional vandalism is a Class A Misdemeanor unless the damage to, or loss of the property is in excess of two thousand dollars, which is

considered a Class D Felony. (Reported to Law Enforcement Officials) **Restitution/May include suspension or expulsion**

Use/Possession of Tobacco:

Offense- Use or possession of tobacco in any form on school property, buses or school activity.

1 st Offense	1 day OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS

Drugs/Alcohol:

Offense- Possession, sale, purchase, distribution of unauthorized prescription drugs, controlled substances, imitation controlled substances, counterfeit substances, narcotic substances, drug paraphernalia, or attendance under the influence of any of the foregoing.

1 st Offense	Up to 180 days OSS
2 nd Offense	Minimum of 180 days OSS

Assault:

Offense- Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

1 st Offense	Up to 5 days OSS
2 nd Offense	7 days OSS
3 rd Offense	10 days OSS

Weapons/Firearms:

Offense- Students are forbidden to bring on school property any item considered to be a weapon, including any firearm or weapon. Examples include black jack, clubs, gas gun, knife, projectile weapon, chains, metal knuckles, razor, spring gun or switchblade knife. This includes any type of weapon by whatever name which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included are explosives of any type, any type or form of ammunition or destructive device. Possession of Weapon/Firearm: Recommendation of suspension for up to 180 days. Weapon Use: Recommendation of expulsion and filing of criminal charges

Threats:

Offense- A serious threat, either written or verbal, is defined as: "A threat of injury that, if inflicted, could cause permanent disabling or result in death of one or more persons or a threat to bring a lethal weapon to school and use it".

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	3 days OSS

*Students who are unable to be successful in the regular classroom setting can be considered for half-days or homebound services, with or without an IEP or 504. Students who are on half-days of homebound services are not permitted to attend any extra-curricular activities while on half-days or homebound.

TRANSPORTATION

KEEP YOUR BUS RIDING PRIVILEGES...
COOPERATE, FOLLOW INSTRUCTIONS OF DRIVER

FOLLOW THESE SAFETY RULES:

- Use classroom voices, language and conduct
- Food or drink is prohibited
- Pets, glass, flammable/dangerous items are prohibited
- Stay seated keeping hands, body and objects to yourself and inside the bus. No fighting!
- Place all debris or all litter in trash receptacle when exiting the bus. Keep school buses clean!
- Do not operate or handle bus equipment or cause destruction of bus.
- Tobacco, alcohol or illegal substances are prohibited.

NOTE: The bus driver is authorized to assign seats.

The rules of conduct and consequences listed are established to maintain safe passage of students riding buses to and from school. These rules apply while students are on the bus and at bus stops. Certain discipline problems may occur on a bus which are serious enough to cause the principal to disregard a step by step approach and take more significant action to resolve the problem(s). The sequence of consequences may be changed and other rules may be established as determined necessary by school administrators to ensure proper safety standards.

Inappropriate conduct:

Standing while bus is moving, throwing items (in and out of bus), yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of bus drivers, etc.

1st Offense – Conference with principal, parent notified by phone or discipline form.

2nd Offense – Conference with principal/parent/driver, or 1-3 days bus suspension.

3rd Offense – Lose privilege of riding bus for 3 or more days depending on severity of misconduct.

If a child is not riding the bus home, is riding a different bus, or is going to a different destination other than the one designated by the parent, it is very important to send a note or call the school.

Without a call or note, the child will have to follow the regular routine. This is done for the safety of the child.

Because of the limited seating on most of the buses, it is not possible for a student to bring home several extra friends. If your child is planning a party and students will need to ride the bus, please make arrangements with the driver prior to that day.

PERSONAL HYGIENE

All students are expected to be clean and free of odor while at school. Students should bathe and shampoo regularly. Hair should be combed and hands and nails must be clean. If it becomes apparent that a student is violating this section on personal hygiene, the student may be required by faculty and/or administration to bathe and shampoo prior to returning to the classroom. If such a request is made, an attempt shall be made to keep the request confidential.

DRESS CODE REGULATIONS

Macks Creek R-V Elementary School depends upon parents to encourage students to dress appropriately. The school reserves the right to disallow certain clothing that could cause disruption in the classroom. This would include, but not limited to:

- 1) Bare waistline clothing
- 2) Sheer and semi-sheer blouses or shirts
- 3) Skirts or shorts that have less than a 3" inseam
- 4) Clothing with offensive or controversial language, messages, or advertisements of drug and/or alcohol products, or clothing that causes disruption to the educational environment and/or is not consistent with the safe schools initiative
- 5) Sleeveless blouses or shirts that expose undergarments
- 6) Clothing that is cut out in such a way as to expose undergarments
- 7) Excessively tight clothing
- 8) Bandanas
- 9) Hats, visors, and caps must be removed in the building;
and/or anything deemed inappropriate and distracting to the classroom learning environment.
- 10) Leggings or jeggings are considered tights or pantyhose. Leggings should be covered by a long shirt, skirt, or shorts.

If a student has worn clothing deemed inappropriate, he/she will contact a parent to arrange for a change of clothing. If the parent is unavailable, the student will wear a jacket for the day or clothing retrieved from the Nurse's Office. If there are further interruptions to the learning environment, the student will stay in ISS for the remainder of the day. This dress code policy applies to all school-sponsored activities and field trips.

PLAYGROUND SAFETY

To help ensure the school premises are as safe as possible for all students, there are guidelines all students should follow:

1. Students should not bring footballs, baseballs or skateboards to school.
2. Students are not to stand up in swings or on slides while playing.
3. No rocks, gravel or sticks, etc. thrown on the playground.
4. Students are not to play around cars parked near the playground.
5. Students are not to bring to school pets, snakes, spiders, etc. w/o advance approval of the teacher.

6. Water guns, knives (including pocket knives), lighters, glass containers, guns, bullets and other gadgets are prohibited.
7. Students are not to leave the playground without permission.

CARE OF SCHOOL PROPERTY

School property, including school buses, all books, and buildings and fixtures should be treated with proper care at all times. Students who damage, destroy, or deface school property shall be required to pay for all damage and restoration. If parents cannot pay for the damage or do not agree with the damage amount, students may spend time in ISS instead of payment. In the case of textbooks, students will be required to spend one day of ISS for each page that has been defaced or destroyed. Grade cards will not be issued until payment or replacement is received.

TELEPHONE

The telephone at school is a business phone. Calls should be limited only to emergencies. Students should never use the office phone or classroom phone without the permission of the principal, nurse/secretary, or a teacher.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic or communication devices are not allowed in the school. If a student must have a cell phone for after-school activities, it must be left in the office or student bag/backpack as soon as they arrive at school and cannot be picked up/taken out until after the last bell rings. **The school is not responsible for any lost or stolen items.**

- 1st Offense: Device is turned in to office and picked up at the end of the day.
 2nd Offense: Device is turned into the office and parent must pick up from teacher.
 3rd Offense: Device is turned into the office and conference with teacher/principal is held.
 4th Offense: 1 day of ISS
 5th Offense: 1 day of OSS

READING CIRCLE CERTIFICATES

All students are encouraged to read and report on outside reading books. One incentive to reading is the Reading Circle Certificate. The types of books chosen for outside reading are indicated in the chart below. The minimum number of books by grade level is indicated in the table.

	K	1	2	3	4	5	6
Fiction				11	12	13	14
Nonfiction				5	6	7	8
Total	10	12	14	16	18	20	22

When a pupil qualifies for six consecutive years and the principal certifies achievement, the pupil qualifies for a Certificate of Life membership.

POLICY OF NONDISCRIMINATION

The Macks Creek R-V School District does not discriminate on the basis of race, color, national origin, sex, age or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: Applicants for admission and employment; students, parents of elementary and secondary students; employees, sources of referral of applicants from admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements. Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Educational amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Title IX/IV Coordinator
Superintendent of Schools
Macks Creek R-V Schools
245 State Rd N
Macks Creek MO 65786
573-363-5911

504 Coordinator
Special Services Coordinator
Macks Creek R-V Schools
245 State Rd N
Macks Creek, MO 65786
573-363-5911

GRIEVANCE PROCEDURES

Our school district is required to publicize the procedures for processing grievances for alleged harassment or discrimination. Those procedures are as follows:

PROCEDURES FOR PROCESSING GRIEVANCES OF ALLEGED HARASSMENT OR DISCRIMINATION BASED ON RACE, CREED, COLOR, SEX, NATIONAL ORIGIN, ECONOMIC STATUS OR DISABILITY

Level I -- A complaint first shall be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the immediate supervisor of the person or persons involved, and/or the building administrator. This written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved, and a recap of the action taken during the informal charge stage. Within ten (10) working days after receiving the complaint, the supervisor or building administrator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the supervisor will inform the superintendent of the formal complaint and disposition.

Level II -- Within ten (10) working days after receiving the decision at Level 1, the complainant may appeal the decision to the district's compliance coordinator (superintendent of schools) by filing a written appeals package. This package shall consist of the complainant's grievance and decisions rendered at Level 1. The compliance coordinator will arrange for a personal conference with the complainant at their earliest mutual convenience. Within (10) working days after receiving the complaint, the grievance officer shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III -- If resolution is not reached in Level II, a written appeals package consisting of the complainant's grievance and the compliance coordinator's decision shall be directed to the Board of Education. This appeals package shall request a hearing before the Board at the next regularly scheduled or specially called meeting. The decision as to whether the hearing will be open or closed to the public will be made in accordance with applicable laws. Within thirty (30) days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

NOTE: The district's compliance coordinator for Title IX is the superintendent and 504 is the special education director. The district's compliance coordinator for Title VI, which may involve other forms of alleged discrimination and/or harassment, is the superintendent of schools. These individuals may be reached at 573-363-5977 or 573-363-5909 respectively or by writing to the Macks Creek R-V School District, 245 State Rd N, Macks Creek, MO 65786.

DEFINITIONS

Grievance - A grievance shall mean the filing of a complaint with the responsible district official that there has been an alleged act of harassment or discrimination.

Grievant/Complainant - An individual who brings either a formal or informal complaint of alleged harassment or discrimination.

SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by a student or faculty member is prohibited. Allegations of sexual harassment by students or staff shall be made to the principal. Following due process procedures, the allegation of sexual harassment shall be investigated; and if substantiated, corrective or disciplinary action taken up to and including suspension and/or expulsion of the student.

RACIAL HARASSMENT

The School District is committed to providing an environment free from intimidating, hostile, or offensive behavior and other harassment. Racial harassment by a student, faculty member, or staff is prohibited. Allegations of racial harassment by students or staff shall be made to the principal. Following due process procedures, the allegation of racial harassment shall be investigated; and if substantiated, corrective and/or disciplinary action taken.

NO CHILD LEFT BEHIND ACT OF 2001 **COMPLAINT PROCEDURES**

See Attachment

NO CHILD LEFT BEHIND ACT OF 2001
(Public Law 107-110)

Upon request, our district will provide to you in a timely manner, the following information:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. 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.
5. Student achievement level on state assessments.
6. Whether a child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

SPECIAL SERVICES-TITLE PROGRAMS

Student success depends on the student, parent, and teacher working as a team. The following agreements have been written to ensure each member of the team understands and agrees with their role and responsibilities.

School Responsibilities

The Macks Creek Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show Me Standards as follows-
 1. Retain highly qualified principals and teachers
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate
- Hold annual parent-teacher conferences to-
 1. Discuss the child's progress/grades during the first quarter
 2. Discuss this compact as it relates to the child's achievement, and
 3. Examine the child's achievement and any pending options at the end of the third quarter, if necessary
- Provide parents with frequent reports on their child's progress as follows-
 1. Weekly packet from classroom teacher
 2. Mid-quarter report sent home by the school
 3. Quarterly grade cards/reports sent home by the school
- Be accessible to parents through-
 1. Phone calls or person-to-person meetings
 2. Scheduled consultation before, during or after school
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows-
 1. Listen to children read

2. Help with classroom decorations and projects
3. Assist with holiday programs or parties, educational trips, etc.

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible
2. Check that homework is completed
3. Monitor the amount of television watched
4. Volunteer in my child's classroom/school
5. Be aware of my child's extracurricular time and activities
6. Stay informed about my child's education by reading all communications from the school and responding appropriately

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will-

1. Attend school every day possible
2. Be respectful toward others
3. Do my homework every day and ask for help when I need it
4. Read or be read to at least 30 minutes every day outside of school time
5. Give all notes and information from my school to my parent/guardian daily

*Macks Creek Elementary has a Title I-School wide program. All teachers and students may be served.

READING LEVELS AND STATE-MANDATED RETENTION

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, the district will design and implement a reading improvement plan for 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 during the 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 days of the conclusion of the fourth grade year, the district shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that 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 third grade level, the student shall not be promoted to the fifth grade.

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, the district may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

4th/5th/6th GRADE HONOR ROLL

Each quarter an honor roll will be posted according to the following guidelines:

A Honor Roll-All: A grades with one **B+** allowed, and must have a 3.75 or higher GPA

B Honor Roll-All: B grades with one **C+** allowed, and must have a 3.00 or higher GPA

PROMOTION/RETENTION POLICY

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

FERPA Notice of Designation of Directory Information

The Macks Creek R-V School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name (2) address (3) telephone number (4) date and place of birth (5) major field of student (6) participation in officially recognized activities and sports (7) weight and height of members of athletic teams (8) dates of attendance (9) degrees and awards received (10) most recent previous school attended by student, and (11) photograph.

Directory information may be disclosed by the Macks Creek R-V School District for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the Macks Creek School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

FERPA Educational Rights Annual Notification

Each year the Macks Creek R-V School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your educational records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the Macks Creek R-V School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Macks Creek R-V School District in compliance with FERPA. A copy may be obtained in person or by mail from: Dr. Josh Phillips, Superintendent, Custodian of Records, 245 State Road N, Macks Creek MO 65786. Macks Creek R-V School District

PPRA Notice

The Protection of Pupil Rights Amendment requires the Macks Creek R-V School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Macks Creek R-V School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

This notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.

MACKS CREEK R-V SCHOOL ACCEPTABLE USE POLICY

The Macks Creek R-V School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be utilized in a responsible, efficient, ethical, and legal manner. Macks Creek R-V School District reserves the right to discipline any student for Cyber Bullying; for actions taken on or off campus that are intended to have an effect on any student or said actions affect the safety and well-being of any student while in school.

The Macks Creek R-V School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/ or initiating legal action for any activity through which the individual:

- Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those that violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for the use of a publicly owned and operated communication vehicle.
- Uses the information networks for any illegal activity, including violation of copyrights of other contracts violating such matters as institutional or third party copyright, and license agreements.
- Degrades or disrupts equipment, system or network performance.
- Uses the Macks Creek R-V School District computing resources for commercial gain or fraud.
- Steals data, equipment, or intellectual property.
- To gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of others.
- Posts anonymous messages.

- Possesses any data which might be considered a violation of these rules in paper, electronic, or any other form.

CONSEQUENCES OF VIOLATIONS

Consequences of violations include but are not limited to:

- Suspension of information network access
 - Revocation of information network access
 - Suspension of network privileges
 - Revocation of network privileges
 - Suspension of computer access
 - Revocation of computer access
 - School Suspension
 - School Expulsion
 - Legal action and prosecution by the authorities
- REMEDIES AND RECOURSES**

Anyone accused of any of the violations has all the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The District reserves the right to restrict or terminate information network access at any time for any reason. Furthermore, the district reserves the right to monitor network activity in any form to maintain the security and integrity of the information network.

Student and parent must sign a consent and waiver form agreeing to all components of Acceptable Use Policy.

PUBLIC NOTICE

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

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

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

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

The district will conduct meetings in September and December to discuss the process for private/parochial/home school students, including referral, evaluation, diagnosis, and service options. Contact the District's Special Education Director for more information.

This notice will be provided in native languages as appropriate.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other causes which could close school, an announcement will be made on the following local radio stations and Springfield news media:

KRMS-KY 94 RADIO
KYTV-CHANNEL 3
FOX-CHANNEL 27

KOLR-CHANNEL 10
KJEL-RADIO
CHANNEL 33

Every effort is made to cancel school prior to 7:00 a.m. Staff members are not required to be at school when it is canceled due to inclement weather.

Our ThrillShare message program will go out to all listed numbers given by parents as emergency contact numbers with school closing information.

Every Student Succeeds Act of 2015:

<http://5il.co/4zep>

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures:

<http://5il.co/4zfz>