

**Logan - Rogersville**

**Elementary School**

**Student Handbook**

**2011-12**

## **SCHOOL DISTRICT GOALS AND OBJECTIVES**

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the school district. In discharging this responsibility the Board has addressed four primary areas: education, professional personnel, school environment and operations. It is the commitment of the Board to develop policies, rules and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations, as well as those for each administrative and/or instructional level.

The goals of the Logan-Rogersville R-VIII School District are to ensure that:

1. All students graduate from high school.
2. All students complete a rigorous and meaningful path of studies with specific learning outcomes.
3. All students will proceed to college, technical school or vocational school or job opportunities with the knowledge and skills necessary to be successful.

The primary objectives of the Logan-Rogersville Schools are as follows:

1. To provide free and equal educational opportunities for all children, and to assist each individual in developing to the maximum of his/her capacity in these learning experiences.
2. To develop a sense of expectancy in the use of intelligence and good judgement in solving problems.
3. To impart to children their cultural heritage--a basic responsibility to each generation.
4. To provide an opportunity for maximum participation in the development of a sense of moral values and creativity in living.
5. To promote an environment wherein students may recognize opportunities, accept responsibility, and develop the desire and habit of rendering services peculiar to their individual abilities to the society of which they are a part.
6. To develop an understanding of and appreciation for the physical world and the intelligent use of national and world resources.
7. Promote a desire to improve the Logan-Rogersville Schools.

## **EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION**

The following belief statements provide the foundation for the mission of the Logan-Rogersville R-VIII School District. We believe:

- All people have worth and the right to be treated with dignity and respect.
- All students will have the opportunity to learn to the extent of their abilities.
- The family is critical to the success of the learning process.
- The quality of learning directly affects the quality of life.

- Any compromise in a commitment to excellence in education is unacceptable.

## **MISSION STATEMENT**

The mission statement of the Logan-Rogersville R-VIII School District is:

“To provide all students with the skills and knowledge necessary for successful participation in our changing society.”

The Logan-Rogersville School District of Missouri, being an agency of the state of Missouri, has the responsibility of providing free public education for all school age residents within the legal boundaries of the school district. This “privilege to learn” is established by the Missouri State constitution of 1945.

The dignity and worth of the individual are the cornerstones for the philosophy of the Logan-Rogersville R-VIII School District. In keeping with this principle, the opportunity for self-realization to the maximum of each child's ability is extended to all children of the district. The school attempts to provide an individualized education experience while keeping in mind the present and future demands and needs of the world in which we live.

The educational program shall provide for experiences in self-development in terms of the students' intellectual, social, physical and career needs. We also believe that a pattern of responsible behavior should be developed with sound lesson plans, shall be the process of achieving these worthwhile positive behavior patterns.

A continuous effort shall also be made to develop the understanding that adherence to moral principle is essential to the stability, unity and lifeblood of any society.

Through the establishment of a respect for the individual in all faculty-student relations, the total school experience becomes a workshop in the democratic way of life.

## **NONDISCRIMINATION POLICY**

The Logan-Rogersville R-VIII School District is committed to a policy of nondiscrimination in all aspects of the school program. The School District shall seek to maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living. For example, a deliberate effort will be made to promote good human relations by avoiding all vestiges of prejudice and discrimination in employment, assignment and promotion of personnel; in curriculum development and instructional materials; and in the availability of programs and services to students and patrons of the school district regardless of any existing disabilities.

The School District shall continue to evaluate its policies and procedures to insure that discriminatory practices do not exist and to emphasize positive human relationships.

### **ACADEMIC ACHIEVEMENT (Board Policy IK)**

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluative process.

### **ACCIDENTS**

Parents will be notified immediately of an accident that is serious. We contact parents concerning all blows to the head which seem more than a routine bump.

**ADMISSION TO SCHOOL – School Board Policy JEC**

**RESIDENCY:**

All students who attend Logan-Rogersville Schools will reside in this school district. In accordance with the Safe Schools Act, prior to enrollment the parent or legal guardian must establish proof of residency. Submitting false information relating to residency is defined as a Class A misdemeanor. Students will begin school the first full day after enrollment.

**ALL STUDENTS:** In order to enroll, the school **must** be given proof of up-to-date immunizations as required by state law, Section 167.181.RSMo., proof of residence, and proof of age in the form of a copy of the child's **certified** birth certificate (kindergarten). Admission to school will be denied until these documents are provided.

**EARLY CHILDHOOD SPECIAL EDUCATION OR TITLE I SERVICES:** To enter any Early Childhood Special Education or Title I program, a child **must** be three (3) or four (4) years old before August 1, in the year entering, and meet the admission criteria for Special Education or Title I services. A child will be denied attendance in Special Education or Title I programs if proof of age is not provided by the 1st day of the entering year. A copy of the child's **certified** birth certificate is needed at the time of registration. All immunizations must meet the requirements of state law, Section 167.181.RSMo.

**KINDERGARTEN:** To enter kindergarten, a child **must** be five (5) years old before August 1, in the year entering. A child will be denied attendance in kindergarten if proof of age is not provided by the 1st day of the entering year. A copy of the child's **certified** birth certificate is needed at the time of registration. All immunizations must meet the requirements of state law, Section 167.181.RSMo. No early school admission is allowed for children whose birth date is August 1 or after.

**FIRST GRADE:** To enter first grade, a child must be six (6) years old before August 1, in the year entering. However, any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade.

**IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE: School Board Policy JHCB**

All immunizations must meet the requirements of state law, Section 167.181.RSMo., as follows:

**EARLY CHILDHOOD SPECIAL EDUCATION OR TITLE I PROGRAMS:**

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HIB	HB (HEPATITIS B)
4 Doses	3 Doses	1 Dose	1 Dose	1 Dose	1 Dose	3 Doses
		On or after 1st birthday.	On or after 1st birthday.	On or after 1st birthday.	On or after 1st birthday.	For all students born on or after Jan. 1, 1990

**KINDERGARTEN:**

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HB (HEPATITIS B)
4 Doses	3 Doses	2 Doses	1 Dose	1 Dose	3 Doses
Last dose on or after 4th birthday.	Last dose on or after 4th birthday.	On or after 1st birthday.	On or after 1st birthday.	On or after 1st birthday.	
Pertussis is re- quired for all students 6 years of age and younger.	MAXIMUM DOSES: 4	At least 28 days must separate the two doses.			
MAXIMUM DOSES: 6					

**GRADES 1 THROUGH 7:**

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HB (HEPATITIS B)
3 Doses	3 Doses	2 Doses	1 Dose	1 Dose	3 Doses
Last dose on or after 4th birthday. Pertus-	Last dose on or after 4th birthday.	On or after 1st birthday.	On or after 1 <sup>st</sup> birthday.	On or after 1 <sup>st</sup> birthday.	Third, Fourth and Seventh Grades

sis is required for all students 6 years of age and younger.  
 MAXIMUM DOSES: 6  
 MAX DOSES: 4  
 At least 28 days must separate the two doses.

**GRADES 8 THROUGH 12:**

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HB (HEPATITIS B)
3 Doses	3 Doses	1 Dose	1 Dose	1 Dose	3 Doses
Last dose on or after 3rd birthday.	Last dose on or after 3 <sup>rd</sup> birthday.	On or after 1st birthday.	On or after 1 <sup>st</sup> birthday.	On or after 1 <sup>st</sup> birthday.	Eight and Ninth Grades
TD booster required 10 years after last dose.					

**ARRIVAL AND DEPARTURE TIMES FOR STUDENTS**

Students should not arrive at the Upper Elementary before 8:25 a.m., the Elementary before 8:10 a.m. and the Primary School before 8:15 a.m. unless they are enrolled in before school child care.

	SCHOOL BEGINS	SCHOOLS ENDS
PRIMARY	8:40	3:40
ELEMENTARY	8:30	3:30
UPPER	8:35	3:35

Any child who arrives at school late or leaves early must report to the office for attendance and lunch count purposes.

For security and attendance purposes, during school hours students should be dropped off and picked up ONLY at the front door of the schools. Parents dropping off or picking up children should come to the office and not go directly to the classroom, and we will call the students on the intercom.

It is helpful if your child knows each morning whether you are picking them up or if they need to ride the bus. This eliminates last minute changes. Please send a note to your child's teacher with pick-up instructions, then it won't be necessary to check in or call the office.

**ASSIGNMENTS - HOMEWORK - MAKEUP WORK**

Assignments should be realistic, but long-term assignments may not be practical for many elementary pupils. The amount of time spent and type of homework will vary with individuals depending on their needs and work habits. Large amounts of homework should not be necessary unless a child is not completing his work in the classroom.

Students should have the opportunity to make up assignments given while the child was absent. If the teacher knows in advance that a child will be absent, assignments may be made prior to the absence.

**ATTENDANCE POLICIES**

It is imperative that elementary students attend school every day unless they are ill or otherwise excused. Many activities at this level are hands-on and performance based. Skills learned during these times cannot be sent home or completed in worksheet form.

When a student is going to be absent, parents need to contact the school office to verify the child's absence. Any student who is absent two days in a row without verification, a phone call will be made to the parents from the school office. Any student who is absent from school for excessive days and makes no contact with the school, or does not provide a verifiable excuse, the parents will receive a letter from the building administrator. A letter will be mailed after 10 days of absences. Division of Family Services may be called to get involved after 20 days of absences if necessary.

At the end of the year, a perfect attendance award is given to all students who are in attendance every day of school. To achieve this award, students must arrive on time each morning and stay until the bell rings at the end of the day. Perfect attendance is required until the time the award is presented. Students are to check with the office when arriving late and leaving early.

**ALL-DAY CHILD CARE:**

ALL-DAY CHILD CARE **WILL NOT** BE PROVIDED AT THE UPPER ELEMENTARY ON SCHOOL HOLIDAYS, HALF DAY DISMISSALS OR SNOW DAYS.

**BAND**

Band is part of the 6<sup>th</sup> grade schedule for students who choose to participate. There are specific times when students can add or drop band. During the 1<sup>st</sup> week of school, at the end of 1<sup>st</sup> qtr. & 2<sup>nd</sup> qtr. (1st sem.) students may add or drop band. After 1<sup>st</sup> sem. students will not be allowed to add band but they may still drop band. Students who drop band will take a study skills class. Grades in core subject areas must be maintained at a “C” average in order to stay in Band, those who do not maintain their grades will be pulled from Band and placed in a study skills class.

**BEFORE/AFTER SCHOOL CHILD CARE**

We have both before and after school child care for school age children. It is operated by a certified teacher. Information concerning childcare may be obtained by calling the office.

The Before School Programs operate in all three elementary schools. The After School Program operates only at the Upper Elementary. Students attending the After School Program will be shuttled from the Primary and Elementary School and will go directly to the gym after school.

The price for the morning sessions at all elementaries is \$1.00 per day. The charge is \$5.00 per day for the afternoon session. The morning programs operate from 7:00-8:20 a.m. The afternoon program operates from 3:45-6:00 p.m. Grade cards will be held for any outstanding charges from Before/Afterschool childcare. Afterschool care will be available for the one-hour early dismissal days scheduled for each Friday.

**BIRTHDAY PARTIES**

Birthday parties are not permitted during class time because of the number of students involved in each class. With prior permission, parents may bring cupcakes or some other appropriate, purchased refreshment to the class in honor of a child's birthday. The children may have refreshments during snack or recess time.

**BREAKFAST, LUNCH AND MILK FOR STUDENTS**

The elementary schools have a computerized lunch program. A debit card is used each time they eat breakfast, lunch or drink afternoon milk. Parents are encouraged to send larger amounts of money and pay less often. The computer will keep track of all deposits received and meals or milk issued. Please send all money in a sealed envelope with the student's name, teacher's name and amount enclosed.

Free or reduced price meals are available for those students in need of such services who meet the requirements set forth by the State of Missouri. There is a charge for afternoon milk (grades K-5) even though the child has been approved for free or reduced meals. Contact the school office for further information.

STUDENT BREAKFASTS	---	\$1.25
STUDENT LUNCHES	---	1.85
AFTERNOON MILK	---	.40

Payment should be prompt. Alternative lunches will be served if accounts reach more than a negative \$5.00.

Our campus allows parents to bring their child a special lunch from a restaurant; however, if you plan to eat with your child you will need to go to your child's classroom.

### **BRINGING ANIMALS TO SCHOOL**

Without prior approval, animals should not be brought to school. Students should be encouraged to avoid confinement of wild creatures.

### **BULLY PROOF PROGRAM**

The Elementary Schools have implemented a Bully Proof Program. Information is provided to students through the building counselor and implemented by all faculty and staff in accordance with Board Policy JFCF.

### **BUS RULES FOR PUPILS**

The following regulations govern our children's behavior on the school buses. The children will also receive a copy of the rules from the Driver. Also see "Acts of School Violence".

1. The Driver is in charge of the pupils and the bus. Pupils must obey the Driver promptly and cheerfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in roadway while waiting for the bus.
4. Unnecessary conversation with the Driver is prohibited.
5. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
6. Pupils must keep head and arms inside the bus windows.
7. Pupils must stay seated while the bus is in motion.
8. Students must observe directions of the Driver and supervisory personnel when leaving the bus. When crossing in front of the bus, students must walk in front of the extended crossing arm to be seen by the Driver and cross only when the Driver signals it is safe.
9. Any damage to bus should be reported at once to the Driver.
10. Students must get off the bus at their regular boarding place unless the Driver and Principal receive a note or call from parents.
11. No profane or loud language to be allowed.
12. No fighting or scuffling allowed.
13. Students must keep their hands off others.
14. Water, snow or ice shall not be permitted on bus.
15. No objects should be thrown, flipped or shot on bus at any time.
16. Students cannot save seats for others.
17. No animals to be brought on bus.
18. No weapons shall be permitted on school bus.
19. Students may be assigned seats by the bus driver.
20. No food is to be eaten on bus.
21. No drinks are to be consumed on bus.

22. No radios, stereos, CD players, etc., are to be brought on the bus. (Headphones are acceptable)
23. No solicitation (fund-raising, etc.) is allowed on the bus.
24. All backpacks, carry-on bags, etc., must be carried in front or behind when loading and unloading - NOT ON THE SHOULDERS. Backpacks and/or bags must be kept out of the bus aisle at all times.
25. No balloons allowed on the bus.
26. No large floral arrangements or arrangements in glass containers allowed on the bus.

### **BUS MISCONDUCT**

Students who misbehave on the bus will be sent to the building principal. The first infraction will result in a verbal warning. After the second incident, a letter will be sent home to the parents. Following the third incident, a child will be suspended from riding the bus for 3 days, 4<sup>th</sup> – 6 days, 5<sup>th</sup> – 10 days, 6<sup>th</sup> - off for the remainder of the year.

Serious incidents which occur on the bus will be handled in accordance with our Board Policy Discipline Plan.

### **CAFETERIA RULES**

1. Students must have permission to leave seat.
2. Quiet conversation is required.
3. Good table manners must be observed. (These include: no standing, no reaching, no yelling, holding a fork correctly, using "please" and "thank you.")
4. Please do not bring liquids in glass jars.

### **CALENDAR**

A yearly calendar is available on our district web site: [www.logrog.net](http://www.logrog.net)

### **CHILD ACCESS POLICY – Board Policy JEDB**

The Logan-Rogersville R-VIII School District requires that an *ex parte* order or a divorce decree be on file in the office of their child's attendance center before a parent can be denied access to his/her child.

Parents not granted custody or under an *ex parte order* may contact the principal or counselor for an update on their child's progress.

In custody disagreements we will follow court orders to the letter. The District Resource Officer will be called if there is a problem. Occasionally there will be a marital dispute and a parent will ask the school not to let the other parent see the child. This is impossible without a court order. In this case, we will call the parent to say the contact is being made.

### **CLASS INTERRUPTIONS**

Class interruptions should be kept to a minimum. All visitors should stop in the office before proceeding to the classroom. Pamphlets, notes, flowers, etc., will be handed out just before school is dismissed to protect instructional time. Flowers with glass vases and balloons will need to be picked up at the end of the day, they will not be allowed on the bus. Messages may be taken for students and they can return calls at recess time. In the case of an emergency, students will be called from class to take the call.

### **CLASS PLACEMENT OF PUPILS**

Initial class assignments are made on a heterogeneous, self-contained basis in most instances. The office places the students during the last two weeks of school. If you have questions or concerns about your child's placement, please call the principal before May 1.

New students are placed with the purpose of maintaining even classroom enrollment. When each room has the same number of students, placement will be alternated.

### **COLLECTING MONIES**

Teachers will be asked to collect lunch and milk envelopes, and school picture money. The balance will be collected in the school office.

The office does not collect money for organizations such as Boy Scouts, Girl Scouts, etc. The leaders of these organizations must make other arrangements for the collection of this money.

Teachers may collect money for book clubs if they wish.

### **DAMAGE TO SCHOOL PROPERTY OR LOSS OF SCHOOL MATERIALS**

The student shall replace any property taken, lost, or damaged. They will be expected to pay a replacement price on lost books and the full price on other items that must be replaced. Parents will be notified when their child is expected to replace school property.

### **DANGEROUS WEAPONS IN THE SCHOOL-School Board Policy JFCJ**

According to the Safe Schools Act, any person utilizing a school facility is not to carry, conceal, directly or indirectly sell, deliver or loan any kind of firearms, knives, switchblade knives, knuckles, blackjack, concealable firearms, silencers, explosive weapons, projectile weapons, gas guns, machine guns, rifles, shotguns, spring guns, or other similar deadly weapons in school buildings on or about the school district's grounds. Weapons may also include any other device that is used with the intent to do bodily harm. Violations of this provision will be referred to the appropriate legal authorities. In addition, any student who violates this provision will be subject to the mandates of the Safe Schools Act, the Gun-Free Schools Act (GFSA), and House Bill 345. These include:

1. The suspension from school for a period of not less than one year for any student who brings a firearm to school.
2. An exception that the district's chief administering officer may modify the suspension requirement on a case-by-case basis. One reason for this is to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individual with Disabilities Education Act (IDEA) and section 504 of the Rehabilitation Act. This case-by-case exception cannot be used to lessen the one-year suspension requirement for the bringing of a firearm to school.
3. School districts are not prohibited from offering alternative education programs to suspended students.

### **DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER**

The LR School District has implemented an ALERTNOW System. This system will automatically contact parents when an emergency occurs. The superintendent contacts local radio and television stations so the information is broadcast publically.

At Open House, parents will receive an inclement weather early dismissal form, which should be completed and returned to the classroom teacher detailing the arrangements parents have made for the student due to bad weather. These forms should be updated as necessary.

### **DISCIPLINE PLAN - School Board Policy JG-R**

### **DRESS CODE FOR STUDENTS-School Board Policy JFCA**

Appropriate dress is required. Obscene or disruptive clothing will be addressed in an individual manner. Occasionally, children ask for "dress-up" days. The teacher will officially set these days.

### **ELEMENTARY SCHOOL CURRICULUM**

This information can be found on our district website: [www.logrog.net](http://www.logrog.net)

### **EMERGENCY PLAN - Board Policies EBC & EBC-API**

These plans are posted in every classroom and practiced regularly.

### **FIELD TRIPS**

When field trips are taken, only teachers and students will ride the bus. Preschool siblings are not allowed on field trips. Any expenses other than the cost of transportation (admission charges, food, etc.) will be borne by the students. Permission slips will not be sent on each trip. The enrollment card has a section that each person should have signed at the time of enrollment. All students are required to ride the bus to and from every school-sponsored field trip, unless the parent or guardian has signed them out from the teacher. Any child leaving early during a regular school day, including track and field day will be counted absent for that part of the day.

### **FUND RAISERS**

We have fundraisers only in special circumstances. The library has a book sale for the convenience of our patrons and students. The PTA raises funds for special needs of our school.

### **GRADING SCALE**

All elementary teachers in grades 1-5 giving grades are required to use this scale.

100 – 98	- A	97 - 95	- A-	94 - 93	- B+
92 - 89	- B	88 - 87	- B-	86 - 84	- C+
83 - 78	- C	77 - 73	- C-	72 - 71	- D+
70 - 68	- D	67 - 65	- D-	Below 65	- F

The 6<sup>th</sup> grade scale will be as follows:

100-95	A	87-83	B	77-73	C	67-63	D
94-90	A-	82-80	B-	72-70	C-	62-60	D-
89-88	B+	79-78	C+	69-68	D+	59-0	F

Art, Music, PE, Computer, Study Skills:

100-60 Pass                      59 and below Fail

### **HAZARDOUS MATERIALS-School Board Policy EBAB**

The Logan-Rogersville School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) as stated in the board policy.

### **HEAD LICE**

Logan-Rogersville Schools enforce a nit-free policy. Should a student be found to have head lice, they will be suspended from school and bus until they have received approval to return from the school nurse.

### **HOMEBOUND TEACHING**

Homebound teaching is available to students who are unable to attend classes for medical reasons. A form has to be filled out by the doctor stating the necessary leave of absence.

### **ILLNESS OF PUPILS**

Students who become ill during the school day will be removed from the classroom. The child will be placed in the health room until parents can be notified and the child taken home. Secretaries will assist in parental notification. It is important that a telephone number where a parent can be reached at all times for sickness and emergencies are on the enrollment card. Students who go home sick from school or have been absent on program or extracurricular activity days may not participate in a program or activity that same night. To return to school or participate in parties, programs, etc., students must be free of fever or any other symptoms for at least 24 hours.

### **IMMUNIZATIONS**

(See Admission to School)

## **INSURANCE FOR PUPILS**

Accident insurance is available to all students in our school system. An application will be sent home with each student. Parents should mail these forms to the insurance company.

## **INTERROGATIONS, INTERVIEWS AND SEARCHES (Board Policy JFG)**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law.

The Division of Family Services (DFS) may find it necessary to interview students during the school day or during periods of extracurricular activities when an emergency situation exists or when interviewing in the home setting would be inappropriate. The DFS worker will contact the school principal or designee prior to coming to the school to arrange the interview, when possible. A law enforcement officer may accompany the worker when the report alleges sexual abuse or serious physical abuse. The principal will verify and record the identity of the DFS staff person, who will explain the need to question or interview the student at school.

## **INTRUDER POLICY**

If there is an intruder in the building that is felt to be a threat to the safety of the students and faculty, an announcement will be made over the intercom as to what instructions should be followed. When conditions are secure an "ALL CLEAR" will be announced over the intercom. It is imperative that any visitors entering the elementary buildings stop in the offices to sign in and get a visitor's badge to wear while in the building.

## **JUVENILE CRIME**

Missouri State Law, SS SCS HB 174, HCS 325 and HCS 326, contains the following provisions concerning juvenile crime:

### **Prosecution of Children as Adults**

1. Children who are between the ages of 12 and 17 can be prosecuted as adults for felony offenses, as determined by the juvenile court findings, based on the seriousness of the offense; protection of the community; whether the child will benefit from treatment in the juvenile system; and the child's record, maturity, and age.
2. The court is required to have a certification hearing if the child is alleged to have committed first or second degree murder, first degree assault, forcible rape, forcible sodomy, first degree robbery, distribution of drugs or has committed two or more prior unrelated felony offenses.
3. Children previously certified to be prosecuted as adults can be prosecuted as adults for subsequent offenses without another certification hearing in certain cases.
4. Racial disparity in certification is added as criteria for court consideration in determining juvenile adult certification.

### **Juvenile Court Records**

1. The juvenile court officer, in cases where the child has committed an offense that would be a crime if committed by an adult, is allowed to share the juvenile record with the victim, witnesses, school officials, prosecutors, persons having legal control of the child, or persons who may be treating the child.
2. The juvenile court officer, in cases where the child has committed an offense that would be a felony if committed by an adult, is allowed to share non-identifying information with the public.
3. The record of the proceedings in juvenile court are made public if the child has been accused of an offense which, if committed by an adult, would be a class A or B felony, or a class C felony, if the child has a prior adjudication of two or more unrelated acts which would be classified as A, B, or C felonies.

4. Prosecutors are allowed to access records related to offenses committed by children where a certification petition has been filed.

In accordance with the Safe Schools Act, notification to the school by the juvenile court is required orally or in writing within five days of the filing of a petition for any of the following acts: 1<sup>st</sup> & 2<sup>nd</sup> degree murder, kidnapping, 1<sup>st</sup> & 2<sup>nd</sup> degree assault, forcible rape, forcible sodomy, burglary 1<sup>st</sup>, robbery 1<sup>st</sup>, distribution of drugs, distribution of drugs to a minor, arson 1<sup>st</sup>, voluntary and involuntary manslaughter, sexual assault, felonious restraint, 1<sup>st</sup> degree property damage, possession of a weapon.

If notification is made orally, written notification must follow. Notification is to include a complete description of the conduct including the dates and times.

Superintendents or their designee are to report the above information to teachers and other school personnel on a need to know basis. Upon suspension for more than ten days or expulsion, the district is to notify the juvenile court when a child is under their jurisdiction.

### **LIBRARY**

The elementary libraries are computerized and each student is furnished an ID card for checking out books. All libraries will be open to the students at all times. A class visit schedule is maintained. Books may be borrowed for one or two weeks. It is suggested that one book for kindergarten and two books for grades 1-6 be checked out. If the book is read in less than a week, it should be returned and another checked out. This will provide a wider circulation for our supply of books. Students will be expected to replace a lost or damaged book.

### **LOCKERS**

Lockers are issued to 6<sup>th</sup> grade students at the beginning of the school year. Students are responsible for keeping their locker clean both inside and outside. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office. Students are cautioned not to keep money or other valuables in their lockers. Combination locks are NOT to be used. Lockers may be subject to search at the discretion of school officials.

### **LOST AND FOUND**

Lost and found items are kept in a special receptacle bin at each school. Children should be encouraged to check there if they have lost anything. Small items such as rings, bracelets, and earrings will be kept in the office. All unclaimed articles in good condition will be given to charity at the end of the school year.

### **LUNCHTIME**

School lunch menus are sent home monthly with each student. The menus are also published in The South County Mail and are posted in the classrooms and on our district web site: [logrog.net](http://logrog.net)

#### **PRIMARY LUNCH**

K – 11:40 - 12:15

1<sup>st</sup> – 12:05 - 12:40

#### **ELEMENTARY LUNCH**

2<sup>ND</sup> - 11:25-11:55

3<sup>RD</sup> - 11:50-12:20

#### **UPPER LUNCH**

4<sup>TH</sup> – 11:55-12:25

5<sup>TH</sup> – 11:50-12:20

6<sup>TH</sup> – 12:19-12:44

Fri 6<sup>th</sup> – 12:31-12:56

### **MAP TEST**

The Missouri Assessment Program is a test that is given each spring. This test is designed to address the MO “Show-Me-Standards”. The results of these tests play a huge part in the district’s accreditation. Therefore, we take these tests very seriously. The MAP doesn’t begin until grade three, but all years prior are building blocks to your child’s success on the MAP. The chart below shows the testing grade levels and subjects across the elementary grade levels:

<u>GRADE 6</u>	<u>Math</u>	<u>Communications Arts*</u>	
<u>GRADE 5</u>	<u>Math</u>	<u>Communications Arts*</u>	<u>Science</u>

GRADE 4	Math	Communications Arts*
GRADE 3	Math	Communications Arts*

\*(Reading, Writing Composition, Spelling, Following Directions)

**MEDICATION-School Board Policy JHCD**

If a student is to take medicine at school, the parent should complete a “permission to dispense” form and bring a supply of medicine and the form to the nurse. The nurse will then have the responsibility of overseeing the taking of the medicine. Medication will not be administered to students without a completed permission form.

The administration of medications is the nurse’s responsibility. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medication. However, the school district retains the right to reject any request for the administration of medicine.

The school does not stock or supply medication for headaches or fever. If your child suffers from headaches, please send a supply of medication to the nurse with a completed permission form.

**NOTES OR NEWSLETTERS**

School information will be sent regularly to our parents through notes and our monthly newsletter. Also, school news is sent to our local paper, The South County Mail and posted on our district web site: [www.logrog.net](http://www.logrog.net)

**OBSCENITY**

Obscene language is forbidden. An attempt will be made to correct improper language before involving parents. The counselor and principal are available to assist with repeat offenders.

**OPEN HOUSE**

Open House will be scheduled before the school year starts. Please remember that this is not an appropriate time for a conference with your child’s new teacher. If you have important issues that need to be addressed prior to the start of school, please contact the teacher and set up a separate time to discuss these issues.

**PARENT-TEACHER CONFERENCES**

There will be one scheduled parent-teacher conference in the fall. Parents will have an opportunity to sign up for conference times at open house. A reminder letter will be sent out in October.

**PARKING LOTS**

There are designated parking spaces for visitors at all elementary buildings. **Please do not use the bus lanes during school hours and do not block any driveway.**

**PARTIES**

There are four scheduled school parties for the children each year – Halloween (no costumes allowed), Christmas, Valentine's Day, and Easter. Sixth grade will not be having parties.

Room mothers usually help with the refreshments for the parties.

If school is dismissed on a day a party is scheduled, the party will be held on the day school is resumed.

**PHONE CALLS FOR STUDENTS**

Messages may be taken for students and they can return calls at recess time. In the case of an emergency, students will be called from class to take the call.

## **PLAYGROUND RULES**

1. All playground equipment should be used as designed.
2. No climbing on anything that is not playground equipment.
3. Touch football only.
4. No baseballs to be allowed on playground.
5. No tripping, shoving, or fighting.
6. No throwing of objects other than balls or items designed to be thrown.
7. Do not leave playground to cross a street unless supervisor is present.
8. Do not enter lagoon area unless supervisor is present.
9. Children must ask permission to return to building.
10. Children should remain on blacktop area when it is muddy.
11. Swings are not to be thrown over the bar or chains twisted. No jumping out of the swings.
12. One person at a time on the rock climbing.
13. Playground supervisors shall disperse on the playground.
14. Stay off parking areas.
15. Supervisors should use common sense and not allow any activity in which children may be hurt.
16. All children should enter the building quietly.
17. If they are properly dressed, children will go outside unless it is raining or in cases of extremely cold temperatures.

## **PTA**

We have an active PTA, which provides a link between the school and parents. We encourage parents to attend all meetings. The PTA sponsors various fundraisers during the year. A magazine fundraiser in the fall and a Fun Night in the spring are the chief sources of income, and are major elementary school activities, so be sure to participate. A variety of events are also held during the year. These are also fundraisers for the PTA.

## **READING POLICY**

Senate Bill 319 is a law that requires students not be promoted to the fifth grade level unless they have at least a third grade reading level. Students with Individual Education Plans (IEPs) are exempt from this requirement. Students who do not meet these standards will also be required to attend summer school.

In an effort to be compliant with this law, Logan Rogersville R-VIII School District has set guidelines, which will be applied when making the decision to retain or promote a student based on the reading level of that student. These guidelines apply to the law mentioned above and are not meant to imply that reading level will be the only factor when retention is considered. Board Policy IKE is already in place and outlines procedures to follow in other decisions regarding student promotion or retention.

## **REPORTING TO PARENTS**

Report cards are sent home on a quarterly basis. In addition, parent-teacher conferences are scheduled for all students at the end of the first quarter. Additional conferences may be arranged by teacher or parental request. Grade cards may be withheld if there are unpaid bills. Teachers usually send home the hours that they will be available for phone calls at school. Home phone calls are usually permissible in case of distraught children or other unusual circumstances.

## **RIDING BICYCLES OR WALKING TO SCHOOL (Upper Elementary)**

Students who live North of Highway 60 may walk or ride bicycles to school with parental permission. Upon arrival, bicycles should immediately be placed at the bicycle rack.

Students arriving before the designated times will be sent to Before School.

All safety rules should be obeyed by students riding bicycles or walking to and from school. If these are abused, the parents will be notified.

### **SAFE SCHOOLS ACT**

The Safe Schools Act (HB 1301 and HB 1298, effective 8/28/96) contains numerous provisions relating to schools, the major ones pertaining to residency, discipline policies, records and expungement, corporal punishment, acts of school violence and reporting requirements (to school personnel, to other schools, or to law enforcement agencies/juvenile authorities), weapons violations, removal and re-admission of students, and alternative education. For a complete copy of the Safe Schools Act, contact your building principal or the Central Office.

### **SCHOOL HANDBOOK**

The student/parent handbook can be found on line at [www.logrog.net](http://www.logrog.net). A copy is in the school office and library.

### **SCHOOL PICTURES**

Individual pictures are made each year in the fall and spring. Notes will be sent out telling the date and time.

Fall pictures will be taken on a prepaid basis. Spring pictures are taken, and then the packet is sent home to be previewed before payment is required.

### **SMOKE-FREE SCHOOL**

The Logan-Rogersville R-VIII School District is smoke free. The use of all tobacco products is prohibited.

### **STUDENTS BRINGING VISITORS TO SCHOOL**

Students will not be allowed to bring visitors to school (cousins on vacation, etc.). Visitors will be reported to the office and parents will be contacted.

### **STUDENT HEALTH SERVICES AND REQUIREMENTS - School Board Policy JHC**

The Board of Education will provide for the health and physical well being of students through the establishment of a district wide student health services program in the school district. The purpose of the district health services program is to help each student attend school in optimum health and to benefit from the school experience.

Screening tests for vision, hearing, scoliosis, lice, dental, height, weight and other health-related conditions are done as necessary. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

### **SUBSTANCE ABUSE POLICY FOR STUDENTS-School Board Policy JFCH**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Suspicion of drug abuse by any student should be reported to the principal or counselor. In accordance with the Safe Schools Act, it is unlawful to possess or sell certain types of ephedrine or salts and optical isomers with the intent to manufacture met amphetamine AND no student shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while:

1. On school grounds before, during, and immediately after school hours; or
2. On school grounds at any other time while the school is being used by any school group, or a Board-approved group; or
3. At any school activity, function, or event off the school grounds.

Any student caught in violation of this policy will be suspended, and any student caught selling harmful drugs or narcotics on school property will be expelled from school.

Misuse or distribution of prescription or “over the counter” drugs may warrant the same punishment as illegal drugs.

Parents and law enforcement authorities shall be notified in all cases of unprescribed drug possession.

The proper use of any drug authorized by a medical prescription from a registered physician shall not be considered a violation of this policy.

### **SUSPENSION AND EXPULSION OF STUDENTS-School Board Policy JGD**

Missouri State Law, *SS SCS* HB 174, HCS 325 and HCS 326, allows school districts to suspend pupils from school based on a finding that a student has been charged or convicted as an adult of a felony. The school district allows suspension for a period not exceeding 180 days.

In addition, the board of education authorizes the superintendent of schools to suspend students for severe offenses for not more than one hundred eighty (180) school days and the principals of schools to suspend students for not more than ten (10) calendar days. Suspension can only occur after:

1. The student has been given oral or written notice of the charges against him or her.
2. The student has been given an opportunity to present his or her version of the incident.
3. The student who has denied the charges has been given an oral or written explanation of the facts forming the basis of the charge.

Any suspension by a principal shall be reported immediately to the superintendent, who may revoke the suspension at any time.

### **TARDINESS**

Direct reading instruction is generally provided to elementary students at the beginning of every day. If a child is habitually tardy, this could be devastating to the student learning process. Parents will receive a letter if excessive tardiness is observed. At the Upper Elementary Thursday school will be assigned after receiving six tardies.

### **TECHNOLOGY USAGE POLICY-School Board Policy EHB**

Parents and students are required to sign this policy before using district technology. A copy of our Technology Policy is located in the Principal’s office and library.

### **TELEPHONE USAGE**

Cell phones are not allowed in school for student use. Student cell phones used during school hours will be taken to the office. Parents are to pick up the cell phone from the office.

### **TEXTBOOKS**

All textbooks are furnished by the school. We make an effort to keep updated materials for our students. Textbooks are adopted in a rotation system and books are usually replaced every five years. As textbooks are replaced, the old textbooks may be purchased by a textbook company.

### **THURSDAY SCHOOL**

The Upper Elementary implements a Thursday School, which runs from 3:45 – 6:00. The purpose for this will be due to excessive tardies, incomplete schoolwork, or other infractions set by the building principal.

### **USE OF SCHOOL BUILDINGS**

The use of the school plant by any individual or group shall be under the direction of the superintendent or building principal. A Facility Usage Agreement must be in place before an event can occur.

- a. All groups must have the approval of the superintendent or building principal as to the date and hour.
- b. All charges made are for the purpose of defraying expenses incurred because of the use of the buildings.
- c. One person shall be responsible for the proper use and care of the building.

### **VISITOR AND GUEST SPEAKER POLICY**

Parents are always welcome to visit schools in the Logan-Rogersville R-VIII School District. The Board and administration encourage parents to make significant contributions to the instructional program. Because of crowded conditions and specific learning activities in the classroom, visitors other than parents will not be allowed in the building except on official school business as determined by the building administrator.

All visitors during the regular school day will check in at the building office. Visitors will sign in and get a visitor's badge to wear. It may be necessary that the building administrator request that the parent or person schedule an appointment at a different time to conduct business. Visitors will not be allowed to loiter on the campus or in the buildings.

Persons who the administration feels will disturb or hinder school activities and the instructional process will not be allowed into the building. Visitors approved to visit the school, who cause a disturbance, and who will not leave the school premises upon request, will cause the building administrator to refer charges to the proper legal authorities.

The Board discourages using the school as a site for non-custodial parent/child visitation. The building administrator may deny the non-custodial parent any contact with child for any reason without the approval of the custodial parent or legal guardian.

The Board and administration recognizes the value of guest speakers in the classroom or school to enhance the instructional process. All guest speakers must be approved in advance by the building administrator. The building administrator may ask for the speaker's credentials, the topic, and the nature of the presentation.

### **VOLUNTEERING AT SCHOOL**

Parents who wish to volunteer in some capacity should contact the PTA for available placements. Volunteers are always welcome and appreciated. Parents volunteer in their own child's classroom only when the teacher requests assistance (such as our book binding each spring, etc.).

### **WELLNESS PROGRAM**

Our school has adopted a Wellness Program. Guidelines will be distributed at the beginning of school.

### **YEARBOOKS**

In the spring of each year yearbooks may be purchased. Notes will be sent home concerning the price. Students may place an order for the yearbook at this time. The yearbook will be delivered the same spring. Only elementary classes and activities will be in the yearbook.