

St. Elizabeth Elementary Handbook



2019-2020

Mission Statement



“A vision for the future with respect from the past.”





ST. ELIZABETH SCHOOL R-4 ELEMENTARY HANDBOOK
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Welcome to St. Elizabeth Schools!!



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Dear Parents,

I would like to welcome everyone to St. Elizabeth Schools for the 2019–2020 school year. I am very excited and proud to be a part of the St. Elizabeth family. St. Elizabeth is known for our strong traditions, community support and respect. At all times hold yourself to high standards and push yourself to make the right choices. Be proud to be a Hornet!

This handbook is designed to provide you with some basic information about our elementary school and the policies that have been put in place to help children be successful. Please read and keep it close at hand for future reference. It is important that both parents and students understand what is outlined in this handbook. In addition, you will be receiving information throughout the year from your child’s classroom teacher.

St. Elizabeth Elementary School offers an excellent educational program. The curriculum and co-curricular activities offered will help prepare students for a bright, well-rounded future. We challenge students to become active participants in education and help us promote life-long learning. I encourage students to take educational risks, try new things, be cooperative, be fair in interactions with fellow students and faculty members, and support school activities and projects.

Our staff is looking forward to an outstanding year at St. Elizabeth Elementary School! It is my goal to support and encourage my staff and students to believe in themselves and be who they want to be. It will be a great year, and I look forward to getting to know our students better.

If you have any questions or concerns at any time, please do not hesitate to contact me.

Sincerely,

Alicia Burrows
PreK-12th Principal
(573) 493-2246
alicia@ste.k12.mo.us

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of





Welcome to St. Elizabeth Schools!!



race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities.

Administration

Superintendent	Doug Kempker	doug@ste.k12.mo.us
Principal	Alicia Burrows	alicia@ste.k12.mo.us
Director of Special Services	Brenda Clayton	brenda@ste.k12.mo.us
Athletic/Activities Director	Sheila Heckemeyer	sheila@ste.k12.mo.us

Faculty

Administrative Assistant	Liz Heckemeyer
District Bookkeeper	Mary Oligschlaeger
Counselor	Sarah Wankum
Preschool Lead Teacher	Marcia Clayton
Preschool Aide Teacher	Kristin Hickman
Preschool Aide Teachers	Ashley Wilde
Kindergarten Teacher	Kristi Green
1st Grade Teacher	Tiffany Lackman
2nd Grade Teacher	Brooke Gruenloh
3rd Grade Teacher	Katia Steinbeck
4th Grade Teacher	Amanda Malmberg
5th Grade Teacher	Catherine Engelmeyer
Librarian/Reading Teacher	Pat Struempf
Physical Education Teacher	Caleb Heckemeyer
Music Teacher	Eric Veile
Art Teacher	Dana Voss
Computer Teacher	Lauren Kliethermes
Learning Resource Teacher	Margie Chipman
Learning Resource Teacher	Amber Ridenour
Speech Clinician	Lerilee Huhman
Classroom Aide Teacher	Lauren Kliethermes
Classroom Aide Teacher	Linda Volmert
School Nurse	Patty Doerhoff

Staff

Maintenance	Warren Buechter
Custodian	Bernard Holtmeyer
Custodian	Blaine Kemna
Custodian	Jacqueline Wankum
Custodian	Carl Wieberg
Cook	Karla Buechter
Cook	Kathy Finch
Transportation Director	Diane Juergensmeyer
Bus Driver	Frank Bax
Bus Driver	Greg Hoecker
Bus Driver	Frank Holtmeyer



“A vision for the future with respect for the past.”





Bus Driver
Bus Driver

Brent Irwin
Charlene Trusley

School District Philosophy

In carrying out its responsibilities, the Board of Education is guided by the desire to use the resources of its community, staff and students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board of Education will attempt in every case to act in the best interests of our students.

School District Mission Statement

It is the mission of the St. Elizabeth School District R-4 to have a vision for the future with respect for the past.

School District Vision Statement

It is the vision of the St. Elizabeth School District R-4 to create a safe learning community that maximizes each individual's performance for future success through a challenging education system characterized by pride.

School District Goals and Objectives

1. Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
2. Recruit, attract, develop, and retain highly qualified staff to carry out the district mission, goals, and objectives.
3. Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. Promote, facilitate, and enhance parent, student, and community involvement in district educational programs.
5. Govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Addressing Concerns

Sometimes when trying to find the best solution to a question, concern or problem, it seems easiest to just go straight to the top. However, with so many children and families in our school, it is very important for everyone to follow the natural chain of command.

WHAT WE EXPECT FROM PARENTS:

FIRST: Talk with your child and get as many details as possible.

SECOND: If you feel you need more information, contact the teacher. If the teacher has asked for time to resolve the problem, please respect that time frame, if reasonable, and then follow up with him/her.





THIRD: After a reasonable amount of time has been allowed to resolve the issue and you feel the problem still persists, contact the principal.

WHAT YOU CAN EXPECT FROM THE SCHOOL:

FROM THE TEACHER:

- The teacher will ask you and your child questions regarding the problem.
- The teacher will listen respectfully to you and your child.
- The teacher will ask the child and the parent what they have done to resolve the problem, if appropriate.
- The teacher will seek out other school resources to help the child and parent to solve the problem (counselor, principal, etc.).
- The teacher will need a reasonable amount of time to address the problem and work to resolve it.
- The teacher will immediately turn the problem over to the principal if the problem solving process turns into a negative, accusatory conversation.

FROM THE PRINCIPAL:

- The principal will ask you and your child questions about the problem.
- The principal will listen respectfully to you and your child.
- The principal will ask the teacher, the child, and the parent what they have done to solve the problem, if appropriate.
- The principal may ask other students questions in a confidential manner to help resolve the problem, if appropriate.
- The principal will not be able to share the specific consequences given to other students or personnel, if such consequences are deemed appropriate, because of confidentiality.
- The principal will work until the problem is solved, utilizing participation with the student(s), teacher(s) and parents.

THE SCHOOL DAY

The K-5 school day begins at 8:05 a.m. and ends at 3:03 p.m. Students should not arrive at school before 7:45 a.m. If your child arrives before 7:45 a.m., you will have to pay the fee of the Before Care Program of \$6.00.

STUDENT ATTENDANCE

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five and twenty-one years.

Missouri Compulsory attendance laws require all elementary age students to be in regular school attendance. Attendance is very important. It is impossible for a child to make up everything missed because of absence. Make-up work alone creates a hardship on students and teachers alike. The best school work cannot be done unless attendance is regular and punctual.





It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum.

Each student is expected to attend school regularly and to be on time for his/her classes. This is necessary for the student to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Absence from a class period can never be completely made up, because the student will have missed class discussion, teacher presentations, and the opportunity to participate in the normal routine of the school day.

Parents/guardians should notify the school if their child will be absent. Daily calls are made to parents/guardians of students who are absent/tardy without parental notification to the school. Parents/guardians are strongly encouraged to call the office (493-2246) by 8:00 a.m. on the day a student will be absent. When your child is absent due to dentist/doctor appointment, verification from the 3rd party is encouraged and may be required in some instances.

Perfect attendance is when a child attends every day, never being late or leaving early.

Good attendance is missing 13 hours or less.

If your child is absent, please make arrangements for picking up his/her assignments and homework on the day of his/her absence.

ENTRANCE AGE

To be admitted to kindergarten in the St. Elizabeth School District, a child must be five (5) years old before August 1.

SCREENING

All children in the district are screened prior to entry into kindergarten. Parents are notified of the screening by mail and given an appointment to bring their child in for screening.

VISITORS

All visitors must check in at the office. Parents are always welcome, but when possible, should make an appointment to see a teacher or administrator to prevent having to spend time waiting.

Because small children can be a distraction to students, we ask that you do not bring non school-aged children to school during your visits.

Occasionally the school receives requests to allow students from other schools to visit a classroom for a day. This is usually done with a St. Elizabeth R-4 student serving as host. As a





general rule, such visitation is to be discouraged, since it is a disruption to the normal routine of the classroom. However, if such a request is made, it must be done as follows:

The request must be made through:

- ❖ The building principal
- ❖ By the parents of the child serving as host and
- ❖ At least one day before the proposed visit.

TELEPHONE

The telephone is located in the office. It is to be used for business purposes only. Students will not be allowed to use the office telephone unless it is an emergency. Plans to go home with friends etc. should be pre-arranged. Students may use phones only when absolutely necessary.

SCHOOL CLOSINGS

We would recommend that all parents inform their children in advance of what to do in the event school is dismissed early. At times like this it is impossible for all of the children to be able to call home for information. Closing information will be sent via textcaster and school facebook. Closing information will be available on the following television and radio stations: KOMU-TV Channel 8, KRCG-TV Channel 13, ABC TV- Channel 17, KCLR 99.3 FM, Y107 106.9 FM and KWOS 950 AM.

Please inform the classroom teacher, in writing, of alternate arrangements that are made for your child. (Example: Susie is to go to her grandmother’s house.) Please be sure to update the teacher if there is a change in alternate arrangements.

LEAVING SCHOOL DURING THE DAY

1. Students are not to leave school during the day without checking out through the principal’s office. The following procedures will be followed when checking out early from school.
 - ❖ Students who know they must leave early during the day must have written permission from the parent. Phone calls from parents will be accepted in cases in which notes were not brought to school.
 - ❖ A staff member will notify a parent of a child who has become ill during the day and needs to go home.
 - ❖ If your child will be picked up by someone other than a parent, you need to send a note in the morning to the school indicating this. This includes brothers, sisters, or other relatives. PLEASE NOTIFY THE OFFICE IF THERE ARE SPECIFIC PEOPLE WITH WHICH YOUR CHILD SHOULD NOT BE RELEASED TO.
 - ❖ Parents (or the person picking up the student) should report to the principal’s office when picking up students. Students will not be released from the classroom, playground, gymnasium, or lunchroom until the supervising person has been notified by the office.





- ❖ Families in separate households must have current, mutually signed legal documentation outlining custodial specifications.

LUNCHROOM – MEAL CHARGE POLICY 5550

This policy will be reviewed by the BOE each year and distributed prior to the first day of school.

Students may bring their own lunch from home or may purchase a school lunch. To provide an accurate count for the kitchen, we do not permit part-time lunch purchases except for special dietary reasons.

The school uses a computerized system for the lunch program. Parents may monitor their student's account by accessing the parent portal in SIS. With this system each student deposits money into an account set up in his/her name. Using the computer gives the school accurate daily lunch account information. Deductions are made from the student's account. Extra food may be purchased in grades 4-12. If your student has a negative balance, he/she will not be permitted to purchase extra food.

Families are encouraged to participate in the free and reduced lunch program. Families may apply at any time during the year. Applications will be made available to each family prior to the first day of school. The application must be completed by the parent/guardian and returned to the office for a determination to be made. The identity of those participating in the free/reduced lunch program will remain confidential. Regardless of the lunch price for your family, students enter a pin number at the lunch line.

The computerized system is a prepayment program. It is recommended that parents deposit at least enough money into the account to allow each student 10 meals before another deposit is needed. When a student's account falls below a \$0 balance:

- He/she is notified that an additional deposit must be made.
- Students will be allowed to charge a maximum of \$25.
- No extra food may be purchased if balance is below \$0.

When the student's account reaches -\$25 he/she will be offered an alternative meal of milk, peanut butter, and a serving of fruit or vegetable.

At the end of the year a letter with your student's ending balance will be sent home. Positive balances will be forwarded to the next year. If your student was a senior and left a positive balance, it will be deposited in a younger sibling's account. If there are no siblings in school, a refund check will be enclosed in the report card envelope.





On the last day of school student's balance should be in the positive or at \$0.

If a student ends the year with a negative balance:

- All charges not paid will be carried forward into the next school year.
- Grade cards may be held until the balance is paid in full.
- Graduating seniors must pay all charges in full. Failure to do so may result in withholding of student diploma.

LUNCHROOM REGULATIONS

The cafeteria should be a relaxed place where students and faculty can enjoy their lunch. It is each student's responsibility to conduct himself/herself in such a manner as to ensure the well-being and enjoyment of others.

- ❖ Students are expected to talk to each other in a normal tone of voice.
- ❖ Students will use good table manners, and they are expected to finish eating in the time allotted.
- ❖ Food and other items are not to be taken from the cafeteria unless directed by the teacher.
- ❖ Students will enter and exit the cafeteria in an orderly manner without changing places in line. Horseplay is not appropriate.
- ❖ Students will sit where the lunchroom supervisor assigns them. Students are expected to keep their hands and feet to themselves at all times. Students will not reach across the table, or take or give food to others without permission.

KINDERGARTEN SNACKS

Each morning kindergarten student will have the opportunity to participate in a snack. To have milk at snack time, the students must buy milk card. The cost of milk is not covered under FREE and REDUCED lunch approval.

DISCIPLINARY ACTIONS EXPLAINED

St. Elizabeth School District R-4 believes that the behavior of students should reflect standards of good citizenship. Students are expected to respect authority, school policies, and the law; assume personal responsibility for their education and behavior; maintain high standards of courtesy, decency, and morality; respect personal and school property; and exhibit pride in their work and achievement.

If repeated attempts to correct behavior are unsuccessful, a referral is made to the school administration. The discipline guide enclosed includes consequences including detention, suspension, reports to legal authorities, alternative learning program, or expulsion. The discipline system is in effect on school grounds, during extra-curricular functions and on the way to and from school. Extenuating circumstances exist, and although guidelines are outlined, consequences will be assigned at the administrators' discretion with Board of Education's input as necessary.





The Board of Education has delegated the authority for maintaining school discipline to the principal. The principal is granted the power to enforce discipline in one of the following manners.

Before-School Detention (BSD): In certain cases, students will be obligated to spend one hour in detention before school. The parents and students will be notified no later than the day before they must stay, so transportation arrangements may be made.

In-School Suspension (ISS): Students in ISS are isolated from the rest of the student body and are expected to complete all assignments made by their teachers.

Out-of-School Suspension (OSS): In the event that all other attempts to correct improper behavior fail, suspension from school may become necessary. See the Student Disciplinary Chart on the following pages.

BEFORE SCHOOL DETENTION (BSD – 1 HOUR)

The Before School Detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held from 7:00 to 8:00 AM. If a student fails to serve his/her BSD, he/she will be assigned In School Suspension. If students do not cooperate in ISS, they will be sent to Out of School Suspension.

Rules:

1. Transportation is the responsibility of his/her parent/guardian.
2. Students will work on school assignments or enrichment. Sleeping, talking or refusal to work on schoolwork will void detention.
3. Food, beverages, electronic devices, games, etc. will not be allowed.
4. Each student must work independently.
5. Students who do not comply with rules will be suspended.

In minor problem situations or situations in which problems are anticipated, the following may be used:

- ❖ Student conference with teacher and/or principal
- ❖ Parent conference with teacher and/or principal
- ❖ Parent and student conference with teacher and/or principal
- ❖ Counseling
- ❖ Withdrawal of one or more student activity privileges

SCHOOL RULES THAT APPLY TO ALL GRADES

1. Students are not admitted in the building until 7:45 a.m.
2. Students shall not wear caps or hats in school buildings.
3. Students shall not run in classrooms or hallways.
4. Movement to class, lunch, etc. will be in a quiet and orderly manner.
5. Students shall not use profane language.
6. Students shall be respectful to teachers, staff and other students.





7. Students in K-5 will not be allowed to chew gum in any class, unless it's a special occasion declared by the teacher.
8. Students shall not engage in fighting, hitting, pushing, scuffling, etc.
9. Students are not to damage other students' or the school's property.
10. Students are not to use or possess alcohol, drugs, or tobacco in any form on school premises.
11. Students are not to bring soda, candy, or gum into the school before, during, or after school hours unless directed by a teacher.
12. Students are not to possess such items as radios, water guns, fireworks, cigarette lighters, knives, or other nuisance items.
13. Once on school property, students will not be allowed to leave without checking out through the office.
14. Students who ride to school or to a school activity on a school bus must also return to school on that bus unless excused in advance by parents.
15. Students may be in the school buildings before or after school only under the supervision of a teacher.
16. For safety reasons, students who do not ride the bus home must wait until all buses are gone (3:03 p.m.) and the bus supervisor has signaled the students that they may leave.
17. Students shall follow any additional reasonable rules or directions that are deemed necessary by the school administration.
18. Students shall not bring food or drink inside the school building at any time unless otherwise granted permission from a teacher. Bringing lunch to school is allowed. Water is permitted in a clear bottle.





DISCIPLINE CODE

Act of School Violence/Violent Behavior

<u>Nature of Offenses</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
Arson – the criminal act of deliberately setting fire or attempting to set fire to property or causing an explosion.	1-180 days OSS Notice to Law Enforcement Restitution Expulsion	11-180 days OSS Notice to Law Enforcement, Restitution Expulsion	Expulsion
Assault – attempting to cause injury to another; intentionally placing in reasonable apprehension of imminent physical injury.	1-180 Days OSS Expulsion Notice to Law Enforcement	11-180 Days OSS Expulsion Notice to Law Enforcement	Expulsion
Bullying – intent to intimidate or inflict physical, emotional, or mental harm to another student or group of students	Conference, Notice to Parents, 1-10 Days OSS or ISS	11-180 Days OSS or ISS	11-180 Days OSS
Defiance of Authority – open disregard for or resistance of authority. Refusal to obey direction of staff authority.	1 -3 hours of Detention or 1 to 10 Days ISS or OSS	1-180 Days OSS or 1-10 Days ISS	Expulsion or 1-180 Days OSS
Fighting – mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. The aggressor may be more severely disciplined.	1-180 Days OSS Expulsion Notice to Law Enforcement	11-180 Days OSS Expulsion Notice to Law Enforcement	Expulsion
Horseplay – actions that are frivolous and rough which could endanger self or others.	Conference with Principal, Notification to Parents	1-3 hours of Detention or 1-10 days ISS or OSS	1-180 days OSS
Weapons – students are forbidden to bring into school or onto school grounds or property any item that is ordinarily considered to be a weapon. Knives, guns, chains, metal knuckles, blackjack, concealed firearm, explosive weapons, firearm silencer, gas gun, machine gun, rifle, spring gun, projectile weapons and shotguns are considered weapons. Weapons may include weapons in addition to those listed above.	Expulsion 365 Days OSS Notice to Law Enforcement		





Exception for unloaded civil war weapon authorized by school board for presentation on school property. Must have prior approval from administration.			
Possession of Other Weapons - items customarily used, or which can be used, to inflict injury upon another person or property.	1-180 Days OSS or ISS	11-180 Days OSS or ISS	Expulsion
Verbal Abuse of Staff –angry, harsh and insulting language directed at a staff member.	1-3 Days ISS or OSS	3-5 Days OSS	30 Days OSS
Verbal Threat – verbal threat to cause severe harm or death.	1-180 Days OSS or ISS/Notice to Law Enforcement/ Notice to Parents/ Must seek school or professional counseling	Expulsion or OSS/Notice to Law Enforcement/Notice to Parents	

Violations Against Public Health and Safety

Possession of Tobacco – student found using or possessing tobacco on school grounds or at a school related activity.	1-3 Days OSS or ISS	1-10 Days OSS or ISS	10 Days OSS
Possession of Alcohol/Drugs – use or attendance under the influence of controlled substances, alcoholic beverages or substances represented to be such, on school grounds or related activities	1-180 Days of OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement	
Possession of Prescription Medication – possession of prescription medication with or without a valid prescription of such medication on school premises or on a school bus.	3-10 Days ISS or OSS Notice to Law Enforcement	3-10 Days OSS Notice to Law Enforcement	Expulsion
Sale or Distribution of Substances – alcoholic beverages, drugs, and/or prescription medication on school premises or on a school bus.	3-10 Days OSS Notice to Law Enforcement	10 Days OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement
Possession of Drugs – students found using or possessing drugs on school grounds or at a school related activity.	1-180 Days OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement	

If a student is suspended for possession, sale or distribution of a controlled substance, his/her suspension may be reduced by half if the student undergoes evaluation by a qualified medical health professional and follows recommended rehab program, if any. Evaluation rehab cost will be at the personal expense of the student and/or family. Any drugs found in the student’s possession will be given to the appropriate law enforcement agency.





Violations Against Property

Extortion – threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.	1-10 Days ISS or OSS	1-180 Days OSS or Expulsion	Expulsion
False Alarm - tampering with emergency equipment, setting off false alarms, making false reports	1-10 Days ISS or OSS or Expulsion	11-180 Days of OSS or ISS or Expulsion	Expulsion
Theft – stealing or attempting to steal private or school property of a value less than \$50.	Restitution and 1-10 Days ISS Notice to Law Enforcement	Restitution and 11-180 Days OSS Notice to Law Enforcement	Expulsion and Restitution
Theft – stealing or attempting to steal private or school property of a value more than \$50.	Restitution and 10-180 Days OSS Notice to Law Enforcement	Expulsion and Restitution	
Willful Damage to Property of School, Staff, or Student – any student who willfully causes substantial damage to any property, real or personal damage to any property, real or personal belongings to the school or staff.	Restitution and 1-180 Days OSS Notice to Law Enforcement	Restitution and 1-180 Days OSS Notice to Law Enforcement	Expulsion and Restitution
Breaking and Entering --the criminal act of entering a residence or other enclosed property through the slightest amount of force (even pushing open a door), without authorization. If there is intent to commit a crime, this is burglary.	1-180 Days OSS Notice to Law Enforcement	1-180 Days OSS Notice to Law Enforcement	Expulsion

Miscellaneous Violations of School Policy

Truancy -- is any intentional, unjustified, unauthorized, or illegal absence from education. Homework and tests must be made up with 20% taken off of grade.	1 to 3 Days ISS or 2 hours of Detention	1-10 Days OSS or 1-5 Days ISS	
Failure to Meet Before-School Detention	1-3 Days ISS or 2 Hours of detention if prior arrangements have not been made	6 Days OSS or 3-5 Days ISS	Expulsion or 6-10 Days OSS
Use of Disruptive Speech or Conduct - conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions, or talking in class when told not to do so..	1 -3 hours of Detention or 1 to 10 Days ISS or OSS	1-180 Days OSS or 1-10 Days ISS	Expulsion or 1-180 Days OSS





DISCIPLINE CODE

Use of Language that is Disparaging or Demeaning: words which are spoken solely to harass other people, such as threats of violence, defamation of a person’s race, religion or ethnic origins.	1 to 3 Hours of Detention or 1 to 10 Days ISS or OSS	1-180 Days OSS or 1-10 Days ISS	Expulsion or 1-180 Days OSS
Disrespectful Conduct or Speech - verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.	1 to 3 Hours of Detention/ ISS	3-5 Days ISS or 1-180 Days OSS	1-180 Days OSS
Use of Obscene or Vulgar Language – language which depicts sexual acts, human waste, and blasphemous language.	1 to 3 Hours of Detention/ISS	3-5 Days ISS or 1-180 Days OSS	1-180 Days OSS
Dress Code - Please see Dress Code Policy on page 19	Change of Clothes	Change of Clothes and 1 Hour of Detention	Parent comes and picks up student
Bus Conduct: any offense committed by a student on a district owned or contracted bus. Serious offenses will be treated in accordance with discipline code.	Student Conference, Parent Contact	Loss of Bus Privileges 1-5 Days	Loss of Bus Privileges 1-5 Days or permanent removal from Bus
Cheating – students shall not use the academic work of another as their own work. Students shall not knowingly provide academic work and answers to another student.	Parent Notification; Loss of Credit; 1 to 3 Hours of Detention	Parent Notification; Loss of Credit; 1-3 Days ISS/OSS	Parent/ Student/ Administrator Conference, 5 Days OSS
Public Display of Affection (PDA): students shall not participate in inappropriate displays of affection during school or on school grounds.	Student Conference	1-3 Hours of Detention or ISS	1-180 Days ISS/OSS
Sexual Harassment – sexual advancement, requests for sexual favors, or verbal/physical conduct of sexual nature made by a member of the school staff to a student, student to a member of school staff or student to another student.	1-10 Days ISS/OSS or Possible Expulsion Notice to Law Enforcement	11-180 Days OSS or Possible Expulsion Notice to Law Enforcement	Expulsion Notice to Law Enforcement





Out-of School Suspension/School Grounds - student who has received out-of-school suspension may not be on any part of campus during their suspension period without administrator permission. This includes the school day or school-sponsored activities.	Additional 10 Days OSS	Expulsion	
Use of Food in School – students shall not eat food items or drink beverages in the classroom or hallways without teacher permission. Food/juice must be kept in cafeteria.	Student Conference	1-3 Hours Detention	1 Days OSS or Detention or ISS
Tardies – students will be considered tardy if they are not in the classroom when the tardy bell rings. Students who are tardy to school should come to the high school office for admit slip before entering class.	3rd Tardy; Student Conference and Parent Letter	4th Tardy; 1 Hour of Detention	5th Tardy; 2 Hours of Detention
Hall Conduct (including in hall without a pass)	Student Conference	1 Hour of Detention or 1 Day of ISS	2 Hours of Detention or 2 Days ISS
Classroom Violations – behavior related to disrespect, insubordination, failure to work, classroom disruptions and sleeping in class and dress code violations.	Student Conference 3 Hours of Detention 1-3 Days ISS	1-5 Days ISS/OSS or 3-6 Hours of Detention	10 Days OSS or 1-5 Days ISS

Electronic Devices Policy

Electronics:

Possession and/or use of electronic equipment including, but not limited to: MP3 players, CD players, cellular phones, and video games/systems is strongly discouraged. If a student elects to bring these items to school, the electronic item cannot be in use from 8:00 AM to 3:03 PM on school grounds. Students who bring electronic items to school do so at their own risk, are responsible to secure the item from theft or loss, and must make sure the item is not visible from 8:00 AM-3:03 PM. If a student brings a device and it is in use during the school day, the student is subject to consequences.

Electronic Devices

*Students will receive disciplinary consequences for electronics usage from 8:00 AM-3:03 PM on school grounds. (i.e. rings during class, text messaging during class, taking photos, class disruption, usage on school grounds, etc.) The teacher will confiscate the electronic device, write a discipline referral, and both will be sent to the office.

*Laser pointers are not allowed at any time. Possession of a laser pointer will result in confiscation and a disciplinary consequence.

Disciplinary Consequences:

*Electronic Devices used for taking pictures (i.e. tests, locker rooms, bathrooms) or used in any other inappropriate means will result in OSS (Out of School Suspension).





*Use of electronic devices that disrupts the school environment (including but not limited to cell phones, which interrupt class by ringing, text messaging, or placing a call, use of MP3/music players will result in:

- ❖ First offense – confiscation and student may pick up device with proof of ID at the end of the day.
- ❖ Second offense – 1 detention, confiscation, and parent will pick up the device.
- ❖ Third offense – 2 days of ISS, confiscation, and parent will pick up the device.

Firearms and Weapons in School

Definition of Firearm

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by the action of an explosive.
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

The term *weapon* shall mean a “firearm” as defined above, and shall also include the terms listed below, which are defined as “weapons” in section 571.010 RSMo.

- ❖ Blackjack, Concealable firearm, Explosive weapon, Firearm, Firearm silencer, Gas gun, Knife that the blade exceeds 4 or more inches, Machine gun, Knuckles, Projectile weapon, Rifle, Shotgun, Spring gun, Switchblade knife, etc.
- ❖ Blackjack, Concealable firearm, Explosive weapon, Firearm, Firearm silencer, Gas gun, any knife (regardless of length), Machine gun, Knuckles, Projectile weapon, Rifle, Shotgun, Spring gun, Switchblade knife, etc.

Other weapons

1. Mace spray
2. Items customarily used, or which can be used, to inflict injury upon another person or property.

Students who bring Firearms or Weapons to School

The district will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The district will refer the student to the appropriate criminal justice or juvenile delinquency system, and





2. The district will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the superintendent if the superintendent determines that circumstances justify such a modification.
3. The district may, at its discretion, provide a student suspended under this regulation with educational services in an alternative setting.

PLAYGROUND RULES

1. Any playground equipment carried from the classroom to the playground is the responsibility of the student who took the equipment outside.
2. No student will be allowed to leave the playground area with any adult without prior notification from the office.
3. Pupils should have permission from the teacher before leaving the playground or any other area of the school.
4. Fighting and or obscene language is not appropriate on the playground or any other area of the school.
5. In order to avoid disturbing other classes, pupils should line up promptly and be quiet before entering the building.
6. Rocks, sticks, walnuts, snow, etc. are not play objects and should not be used as such.

BUS RULES AND REGULATIONS

The safety of students during their transportation to and from school is a responsibility which they and their parents share with bus drivers and school officials. The Board of Education wants each student to know what is expected of him/her when he waits for and rides on a school bus.

Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day if the incident occurs in the morning or the next morning if it occurs in the evening.

Rules which students are expected to follow are:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly.
2. Students must be on time for the bus both morning and evening.
3. Students should stand at a safe distance (6 feet) from the curb or roadway while waiting for the bus.
4. Load and unload in prompt orderly fashion. Do not crowd or push, and take seats promptly.
5. Classroom conduct is to be observed by pupils at all times. Ordinary conversation is permissible.
6. Remain seated while the bus is in motion until it comes to a complete stop.
7. Students must not at anytime extend objects out the windows. This includes: hands, arms,





- head, or any other object.
8. Students should have a note from the parents if the student is to get off the bus at any place other than the designated location.
 9. Damage to the bus should be reported to the driver immediately. Students who damage the bus will be required to pay for the damage.
 10. The bus driver has the authority to assign seats to students.

DRESS CODE

Dress Code and Grooming:

The school has a responsibility to help students learn what is expected of them by society in areas of hygiene and dress.

The general appearance of the student body reflects the attitudes and behavior of the school. With this in mind, all students are expected to be clean and free of odor while in school. One should bathe and shampoo regularly as well as use deodorant on a daily basis. Hair should be combed and hands and nails must be clean.

The following articles of clothing will not be allowed:

1. Hats, bandannas, arm bands, leg bands, sunglasses
2. Pajama pants (except on arranged days) and pants with holes above the knees.
3. Shirts or blouses that do not cover the midriff, see through clothing, deep V-neck designed blouses
4. Any shirt with unacceptable slogans, advertisements for alcohol, or any drug or tobacco related pictures or slogans.
5. Any shirt with obscene, vulgar, profane or suggestive nature.
6. Any accessory or pin of vulgar, rude, profane or suggestive nature
7. All students must wear shoes, boots or other types of footwear.
Please, no flip flops in grades K-3.
8. In the case of certain activities, the student might need to adjust his/her hair and/or clothing during the class activity in the interest of maintaining safety standards

SEXUAL HARASSMENT

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

If you believe there has been a violation of this policy, you should report it to a teacher, counselor, or the principal. All allegations of sexual harassment will be taken seriously and investigated. If substantiated, corrective or disciplinary action will be taken.





Although the vast majority of students at St. Elizabeth School District R-4 follow the rules, imposition of sanctions should be expected if any student chooses to violate the rules.

HAZING AND BULLYING

Updated Definition: “Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “Cyberbullying” means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

In order to promote a safe learning environment for all students, the St. Elizabeth School District R-4 prohibits all forms of hazing, bullying and student intimidation. District employees are required to report any instance of bullying of which the employee has firsthand knowledge within two days of the incident to the principal. The principal shall promptly investigate all complaints of hazing and bullying, completing the investigation within ten school days, and shall administer appropriate discipline to all individuals who violate this policy. Students participating in or encouraging inappropriate conduct will be disciplined in accordance to school policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying.

District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violates this policy may be disciplined or terminated.

The principal will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

Definitions:





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

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

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

LIBRARY REGULATIONS

The purpose of the library is to serve the students and faculty by providing selective materials of educational and recreational value.

Books may be checked out of the library for a period of two weeks. At the end of this period of time they may be checked out for an additional two weeks. Students or teachers may place books on reserve at any time. Tech equipment must be reserved by the teacher by notifying the librarian prior to the time it is to be used.

Any books taken from the shelves must be returned to the librarian's table by the librarian's desk rather than replacing them on the shelves. The librarian will return all materials to the proper shelves.

Classroom and study hall teachers may send small groups of five or less to the library by giving the librarian or person in charge prior notification. Where a larger group is involved, the librarian or person in charge must be consulted to determine if the library and/or librarian is available.

The library is to remain quiet at all times and visiting among students will not be permitted without prior teacher permission. If help is desired, consult the librarian on duty.

It is the librarian's responsibility to see to it that the room is in order (newspapers and magazines neatly in the rack, paper off the floor, etc.) Last hour students must place their chairs on top of the tables before leaving.





At the end of the school year, all books not returned to the library must be paid for by the student before a grade card is issued to the individual.

Any additional rules governing the use of the library may be set by the librarian as necessary.

Illness Policy

If your child is ill or experiences any communicable disease symptoms listed below ***within 24 hours of attendance***, it is important that you DO NOT bring your child to school. Should your child become ill while attending school, a parent or designated adult will be contacted and will be asked to make arrangements for the child to be picked up in a timely manner.

The guidelines are as follows:

- ❖ Fever of 100 degrees or higher
- ❖ Vomiting or diarrhea
- ❖ Unidentified skin rashes
- ❖ Head lice
- ❖ Communicable disease

Influenza A & B -- Students testing positive must be fever free for 48 hours before returning to school without taking fever -reducing medications such as Tylenol or Motrin.

STUDENT SERVICES

Counselor – A school counselor is available to work with parents, students, and teachers. The counselor can assist in the areas of improving study habits, solving personal problems which interfere with school success, providing information about student abilities, achievements, and interests, and solving problems with fellow students or teachers. The counselor is a trained listener and puts the welfare of the student as a priority. You may contact the counselor through the office or direct contact.

Speech Therapist – A speech therapist is available to work with students who have a communication issue. A communication issue may be caused by speech and/or language difficulties in the areas of articulation, voice, fluency, and language. All kindergarten and 2nd grade students are screened at the beginning of the school year to identify any potential communication problems. A teacher or parent can also make a referral to the speech therapist if he/she suspects a problem. The student will be screened and if he/she fails the screening, parents are contacted for consent to further evaluate the student. In addition to direct therapy with the student, the speech therapist will work with families and teachers in helping the student to improve his/her speech/language skills. You may contact the speech therapist with any questions or concerns.





School Nurse – Upon registration and entrance of your child into our school, our school nurse will initiate his/her health record, which includes a record of the child’s immunizations as required by law. Please see our Comprehensive Health Plan if you would like more information. We have a school nurse whose duties include a daily routine of administering first aid, counseling with parents regarding health records, etc. We ask your fullest cooperation in providing us with your child’s health and immunization records.

Administering Medicines to Students- If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or principal’s designee will administer the medication in compliance with the regulations that follow.

Prescription Drugs – The medication (prescription drug) shall be in the original container labeled with the physician’s prescription.

Non-prescription Drugs – Oral medication that is non-prescriptive may be administered under the supervision of the school nurse and/or principal’s designee if authorized by the parent. Students are not to carry medication with them at school.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent’s approval, dosage, times and amounts, date prescribed, name of medicine, the purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

Procedures- The school nurse and/or principal’s designee will follow the procedures listed below regarding the dispensing of personal medication:

- ❖ Inform appropriate school personnel of the medication.
- ❖ Keep a record of the medication administered.
- ❖ Keep medication in a locked cabinet.
- ❖ Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student’s health or change of medication.

A Comprehensive Health Plan is available in the nurse’s office with more details of our health services.

TITLE I PROGRAM





Title I is a federally funded program which provides additional instruction in reading and language to students who need extra help in these subject areas. Students receive small group and individual instruction in the Title I room and in the classroom on a regular basis. The Title I program strives to provide an environment that promotes a positive attitude towards reading, provides successful experiences in the areas of reading and writing, builds self-esteem and confidence, and trains parents to be reading partners with their children.

AT RISK PROGRAM

The St. Elizabeth School District R-4 offers an “At Risk” program to assist students whose needs are not being met by other student-assisting programs. Students are identified through a referral process using a combination of the following “At Risk” criteria. (*Basic Criteria)

- ❖ D and F students from the last grading period
- ❖ Low MAP (Below 25th percentile)
- ❖ Students IQ
- ❖ GPA below a 2.00 on a 4.00 scale
- ❖ Absenteeism (10 or more days per quarter)
- ❖ Free and Reduced Lunches
- ❖ Significant family conflict
- ❖ Recurring discipline problems
- ❖ Low organizational ability
- ❖ Lacking study skills

SPECIAL EDUCATION SERVICES

All public schools are required by law to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child’s third birthday through age twenty (20), regardless of the child’s disability. Disabilities include: learning disabilities, intellectual disability, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf, blind, autism, early childhood special education, and traumatic brain injury.

Parents have the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).





The St. Elizabeth School District R-4 has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the office of the superintendent.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; and each child’s disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the superintendent.

Physical Education

All students in grades K-5 participate in the P.E. program. If a student’s participation has some limitations, please inform the elementary office. Students may wear regular clothes in P.E., but tennis shoes are necessary.

HOMEBOUND INSTRUCTIONS

The Board of Education shall make provisions for homebound instruction to students who are ill for an extended period of time, and who, in the judgment of the superintendent of schools or his or her designee, could profit by such instruction. Application for homebound teaching must be made through the principal, approved by the child’s physician and the Missouri Department of Elementary and Secondary Education before homebound teaching can start. Upon approval of the application, homebound instruction will be provided to:

Any child with a health or physical condition which in the opinion of a licensed medical examiner will cause him or her to be absent from school for an extended period of time (at least four weeks) plus determination by school personnel that the child can educationally benefit from such a program;

OR

Any child whose educational needs, as determined and reviewed in a multi-disciplinary staff conference, are most appropriately and effectively met by such a program.

The amount of instruction or supportive services provided through the home and homebound program shall be determined in relation to each child’s educational needs, and his or her physical and mental health.

PAT (Parents As Teachers) – PAT benefits families with children ages birth to five. The service is free and voluntary. It offers:

- ❖ Personalized home visits by a certified parent educator, specially trained in child development.





- ❖ Information and guidance, beginning even before the baby is born, on preparing for the baby, home safety, what to look for as the child develops, effective discipline and constructive play.
- ❖ Periodic screening to ensure that the child has no undetected learning, sensory (hearing and vision) or developmental problems.
- ❖ A referral network that can help parents find special services that may be beyond the scope of PAT.

VIC- (Volunteers in the Classroom) encourages community involvement in the educational process and assists elementary teachers with classroom activities. Parents, grandparents, and other interested persons are welcome to volunteer. Please contact your child’s teacher or the principal if you are interested in volunteering.

GRADING SYSTEM

The grading system is a measure of student achievement in each class. A grade of A,B,C,D, or F shall be assigned at the end of each nine weeks. These letter grades will indicate the following types of achievement:

- | | |
|-----------------------------------|--------------------|
| A – Far above average achievement | S – Satisfactory |
| B – Above average achievement | U – Unsatisfactory |
| C – Average achievement | |
| D – Below average achievement | |
| F – Far below average achievement | |

In addition to the above grades, the distribution of letter grades for each class is recorded on the report card.

Kindergarten will use checklists for grading purposes. K & 1 use E,S,P,N.

Reports to the parents are to be sent home with the students at the end of each nine week period. These are sent home on the day scheduled by the principal.

At the end of each semester grades are turned in to the superintendent’s secretary for recording on the student’s permanent record.

Report Cards

A grade card is sent home at the end of each quarter. Mid-Quarter reports are sent home at mid-term.

STUDENT ACADEMIC ACHIEVEMENT

Promotion and Retention





The purpose of promotions and retentions 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 needs and 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.

Student Retention Policy

Students in grades K-5 who are not classified as handicapped in a particular area will be retained at the same grade level (unless the administration believes this retention would not be in the best interest of the student) if the student receives four or more semester grades of F for the entire year in the following subjects: reading, English, math, social studies, and science. A student may be retained only once in K-5 unless the parent/guardian's approval and consent are obtained.

If a student in grades K-5 earns an F on a quarterly report card, the parents will be contacted in writing by the principal's office with a request to schedule a meeting with the teacher assigning the failing grade during the parent conference, or at another time if necessary.

If for any reason, a teacher feels a student might not be promoted to the next grade at the end of the school year, it shall be indicated on the report to the parent as early as possible and not later than the third quarter report for grades K-5. A duplicate copy of all such warning reports and final reports shall be given to the principal before they are sent home and the principal shall place these reports in the student's permanent record.

AWARDS

Elementary students may earn the following awards for attendance and performance: "A" Honor Roll, Honor Roll, Good Attendance, Perfect Attendance (K-5), and other classroom awards.

B.U.G. Awards – B.U.G. (Bringing Up Grades) awards will be given following 2nd, 3rd, and 4th quarters to students in grades 3-5 who have raised at least one letter grade in any core subject without dropping any of their other grades. Students who receive an F do not qualify for this award. Students will receive certificates and pins. B.U.G. awards are based on quarter grades.





“A” Honor Roll –An award will be given to those students who make straight A’s in any quarter.

A student must have all A’s in all of their classes.

“B” Honor Roll –An award will be given to those students who make straight B’s in any quarter.

A student must have at least all B’s in all of their classes.

Good Attendance – A Good Attendance Award will be given to those students who are absent no more than 13 hours in the school year.

Perfect Attendance – Perfect attendance is when a child attends every day, never being late or leaving early.

Classroom Awards – Individual classroom teachers may choose to give other performance/recognition awards.

FIRE, STORM, INTRUDER AND EARTHQUAKE DRILLS

Each student should familiarize him/herself with procedures for fire, storm, intruder and earthquake drills and with proper routes of exit from each classroom. See routes posted in each individual classroom. Fire, storm and intruder drills will be held at least twice a year, and we will have at least one earthquake drill.

Student Technology Usage

We in the St. Elizabeth R-IV School District are pleased to be able to offer our students and staff access to computer technology including access to the internet, certain online services and the St. Elizabeth R-IV information technology network. We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student’s education. We envision a learning environment where technology is a part of us, not apart from us.

The School’s information technology resources and internet access are provided for educational purposes. If you have any doubt whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school’s technological resources:





Students are responsible for replacement or repair due to negligence of any technology equipment.

Students may NOT have access to email unless given special permission by a teacher or staff. This includes sending, receiving or signing in to any non school email account.

Students may NOT have access to the school's WiFi for phones. Only laptops and Ipads which have a preset password are allowed to connect. However students at lunch can use their phones but must use their own data for internet.

Users Must respect and protect the privacy of others by:

1. Using only assigned accounts
2. Only viewing, using or copying passwords, data or networks to which they are authorized
3. Refraining from distributing private information about others or themselves

Users Must respect and protect the integrity, availability and security of all electronic resources by:

1. Observing all district internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks or other resources that do not belong to them, without clear permission of the owner.
4. Notifying a staff member or administrator of computer or network malfunctions.
5. Not downloading software without a teacher, or network administrator's permission.

User Must respect and practice to protect the intellectual property of others by:

1. Following copyright laws
2. Citing sources when using others work

User Must respect and practice the principles of the community by:

1. Communication only in ways that are kind and respectful
2. Reporting threatening or discomfoting materials to a teacher or administrator
3. Not intentionally accessing, transmitting, copying or creating material that violates the schools code of conduct or that is illegal. These include messages or content that are pornographic, threatening, rude, discriminatory or meant to harass, obscenity, stolen material or illegal copies of copyrighted material.
4. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
5. Avoiding spam, chain letters or other mass unsolicited mailings
6. Refraining from buying, selling, advertising or otherwise conducting business unless approved as a school project.





Users may, if in accordance with the policy above:

1. Design and post web pages and other material from school resources
2. Communicate electronically via tools such as email, chat, text or video conferencing
WITH TEACHERS OR ADMINISTRATORS CONSENT.
3. Use the resources for educational purposes

Consequences for violation

Violations of these rules may result in disciplinary actions. See discipline policy in handbook.

Supervision and monitoring

The use of district owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrator reserves the right to examine, use and disclose any data found on school property in order to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network including the internet which may be deemed objectionable to a user or his/her parents, if a minor; for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronics it is also impossible for the district to guarantee confidentiality of emails sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.





Parent Sign Off Page

Sign below and return the form to the school within one week of school starting.

Handbook

- I have read and reviewed the Handbook for the St. Elizabeth School District. I have read the information carefully. I have taken the opportunity to ask questions to the Principal and/or Lead Teacher for any part that I did not understand.
- I do hereby agree to follow the policies and procedures set up by the St. Elizabeth School District, and I will work with the staff to make my child's experiences positive.

Authorization to Photograph, Videotape, Audio Tape or Interview

- I, _____, _____ do/ _____ do not authorize the St. Elizabeth School District to take photographs, films, videotapes, or sound recordings, including interviews, of my child(ren) .
- I consent that the photographs, films, videotapes, sound recordings, and interviews with St. Elizabeth School District may be copied, published, telecast, or broadcast for educational, research, or promotional purposes together with description and editorial statements.

Walking Field Trips in St. Elizabeth





Welcome to St. Elizabeth Schools!!



- I give my child permission to attend walking field trips while they are in the care of St. Elizabeth School District Employee during the 2019-2020 school year.

School District Computer Usage Agreement

- I have read the “St. Elizabeth R-IV School District Computer Usage Agreement” that is in the handbook and understand it. I agree to adhere to the principal’s and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become part of this agreement. Should I break this agreement, I understand that I may lose all network privileges. I also understand that inappropriate or illegal facilities and/or the internet may result in civil or criminal lawsuits.

I have read the above statement and agree to the terms listed above.

Child/Children’s Name _____

Signature _____ Date _____

