



Sweet Springs R-VII School District

Elementary
Student – Parent
Handbook

2016-2017
School Year



*“It’s kind of fun to do the impossible.”
-Walt Disney*

WEB PAGE
[HTTP://sweetsprings.k12.mo.us](http://sweetsprings.k12.mo.us)

SWEET SPRINGS R-VII ELEMENTARY STAFF

Principal- Ms. Melanie Schlup		Secretary- Holly Webb		
Pre-School	Kindergarten	1st Grade	2nd Grade	
Jeanne Welch	Mandy Hume	Renee Bridges	Stephanie Crank	
Sindy Phillips	Kelley Weber	Shannon Honeycutt	Amy Heaper	
3rd Grade	4th Grade	5th Grade	6th Grade	
Caitlin Lobaugh	Nicole Hartman	Eden Guy	Emily Mulcahey	
Leigh Hartley	Regina Wilkinson	Cindy Heimsoth	Robin McMains	
Art	Phys Ed	Music/Band	Technology	
Jacob Corcoran	Loretta Rennison	Pam Surbaugh	Loretta Rennison	
Sharon Meinershagen		Anthony Webb		
Medical Staff	Library Aide	Speech		
Cleawni Choate	Kim Hudson	Christie Hedgpeth		
Counselor	Special Education	Title One Reading	Parents as Teachers	
Daniel Conner	LaDonna List	Connie Dohrman	Christie Hedgpeth	
Joan Clouse	Rebecca Fitzwater	Leslee Diamond		
Maintenance Supervisor	Custodial Staff	Paras	Bus Drivers	Kitchen Staff
Eric Bredehoeft	Robert Thomas	Stacy Marlin	Randy Bredehoeft	Teresa Clausen
	David Yount	Amy Winston	Mary Williams	Sheri Heaper
	Paul Merrill	Kim Hudson	Eric Bredehoeft	Sherry Johnson
			Sam Ed Yokley	Brenda Wulf
			Erin Wiskur	Patricia Kelley

BOARD OF EDUCATION

President: Brian Vogelsmeier
Treasurer: Cindi Sims
Members: Paula Staples, Eric Giffen, Robert Fuehring

Vice President: Troy Schroeder
Secretary: Darla Reid

The Board of Education will set the policies for the operation of the school. This is done with the leadership and recommendations of the superintendent and principals in accordance to the Board policies. Board policies are available in each Principal's office, the Superintendent's office, and on the school website.

DISTRICT MISSION STATEMENT

To provide an educational environment which will encourage students to realize their potential and to serve as a resource for the community in promoting lifelong learning experiences.

VISION STATEMENT

To provide a foundation for success in future endeavors for all students

DISTRICT GOALS

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

DISTRICT PHILOSOPHY/BELIEF STATEMENTS

1. Quality education is essential to a progressive community.
2. All children deserve optimum learning opportunities.
3. Each person has the right to realize his/her potential.
4. Each person has the right to a safe, caring and positive learning environment.
5. All students can learn through a variety of styles and modalities.
6. Quality instruction by well-trained and professionally developed staff is necessary for maximum learning.
7. In the learning process each person should have access to current educational tools including technology.
8. Skills should be taught that will enable each person to become a responsible and productive citizen able to complete and cooperate in the ever-changing global society.
9. Critical thinking skills should be developed in all learners.
10. Learning is acquiring knowledge and knowing how to use resources effectively.
11. Learning should be exciting, interesting, and stimulating.
12. Each person has the responsibility to participate in the learning experience.
13. Learning is a life-long process.
14. Personal excellence is achieved through positive attitude and effort.

RULES AND REGULATIONS REGISTRATION REQUIREMENTS

At time of registration, the parent, legal guardian or student must provide one of the following:

1. Proof of Residency in the District - Residency is defined as: physically residing in a school district and domiciled within that district. The domicile of a minor child shall be the domicile of the parent/legal guardian.
2. Proof of Request of Waiver - If the parent/legal guardian cannot provide proof of residency, a waiver of proof of residency may be requested from the school board within 45 days prior to registering. Upon receiving the waiver request, the board will convene a hearing as soon as possible, as but not later than 45 days of receipt of the waiver request.

Certain Students are Exempt from the Proof of Residence or Waiver:

- a. Homeless child.
- b. Student assigned to another district by the commissioner of education.
- c. Orphan.
- d. Student with one living parent.
- e. Student whose parents do not contribute to the child's support and cannot pay tuition.
- f. Student receiving tuition credit for parent payment of property taxes in the district.
- g. Student living on certain adjoining agricultural property located partially within the district.

Penalties for Submitting False Residency Information:

- a. Knowingly submitting false information relating to residency is defined as a class misdemeanor.
- b. School board may file a civil action to recover from parent or legal guardian the costs of school attendance for student who enrolled and parent or legal guardian filed false information.

RULES AND REGULATIONS CONT'D.

Optional Pre-Admission Sworn Statement:

Before admission, the school board may require parent/legal guardian to provide a sworn statement or affirmation indicating whether the student has been expelled from school at any school in this state or in any other state for an offense in violation of school board policies. Any person making materially false statement shall be guilty of class B misdemeanor.

ATHLETIC PHILOSOPHY

Extra-curricular activities are an important part of our school curriculum and operate within the school district's educational philosophy. We believe that interscholastic activities supplement the curricular program and are a vital part of the student's total educational experience. The activities program provides opportunities for skill development in areas difficult to duplicate in regular classroom situations. Student participation in any Sweet Springs R-VII extra-curricular program is a privilege which carries with it responsibilities to the school, to the student body, to the community, and to the individual student. This participation will provide opportunity for physical, mental, social and emotional growth and development.

DEPARTING FROM A SCHOOL SPONSORED EVENT

Students will not be allowed to depart from an away game unless accompanied by a parent, grandparent, or an adult sibling. If it is necessary for your child to ride home with someone else the parent must contact the office in advance for approval.

ADDRESS/PHONE CHANGE

Please notify the school office of any change of address or telephone as soon as possible. It is important that we have current information on file if the need arises to contact parents.

ATTENDANCE

It is clearly in the best interests of students to be at school regularly. Paragraph 167.031 of Missouri school Law sets forth legal standards for school attendance. In an effort to promote a high level of academic achievement, the following attendance policy will be enforced. A student will be allowed six absences per semester. The six days are for such things as: illness, death in the family, and legal matters. Unexcused absences would include shopping, recreational trips, and hair appointments.

Students participating in a school-sponsored activity (intramural sports, etc.) are expected to attend school for at least one half of the school day on the day of the event. Failure to attend school for this time period will result in the student not being allowed to participate in the event. To participate in a Saturday event, students must attend school for at least half the day on Friday. Exceptions can be made with prior approval from the principal. Specifically, requests at the night of the event will not be granted. Exceptions might include a dental appointment, which requires several hours travel time. This also includes attending extra-curricular activities or family involvement nights as a spectator.

If a student misses more than six days due to illness, written medical records need to be provided. Notices of absences will be sent home periodically.

- 1) When a child is absent it is the parents' responsibility to contact the school either in person, by phone or by note to explain this absence. A doctor's note should be provided when a child misses school for a doctor's appointment.
- 2) If the parent does not contact the school within two school days of a student's absence the absence will be counted as unexcused.
- 3) After the sixth absence in a semester, a doctor's excuse will be required for any absence to be excused.
- 4) If a child is absent more than 10 days during a semester the Department of Family Services will be contacted. (After the 10th absence DFS will not be contacted if the parent furnishes a doctor's excuse).
- 5) If a child is absent more than 20 days during a school year the prosecuting attorney's office will be contacted. (After the 20th absence the prosecuting attorney will not be contacted if the parent furnishes a doctor's excuse).
- 6) It is the student's responsibility to get and complete make-up work accrued during excused absences. The student will be given one day to make up each day missed (for instance if a child misses three days they will be given three days to make up the work).
- 7) Students will be required to make up tests scheduled and announced prior to their absence on the day they return to school.

ATTENDANCE CONT'D.

- 8) Tests announced during an absence will be treated as any other make up work and students will be given the same amount of days to make up work, as they were absent. (If a child misses three days they will be given three days to make up the work).
- 9) Work not made up on time will receive no credit
- 10) Any out of school suspension is an unexcused absence.
- 11) Any implementation and interpretation of this policy is left to the discretion of the principal.

BUS TRANSPORTATION

All students riding a bus to school or between buildings are subject to district rules and regulations. Any misbehavior which distracts the driver is a hazard to the safe operation of the vehicle and as such creates unnecessary safety risks for other children. Riding district transportation to school and on extracurricular activities is a privilege that can and will be removed if regulations are not followed. The bus driver is in charge of students and the bus. The driver has the right to assign students to seats and enforce proper conduct. The driver will not discharge riders at any location other than the regular stop or at school. A student who is suspended for thirty or more days will have the right to appeal the decision to the principal. Any student that does not obey the driver promptly and in an orderly manner will be reported to the building principal.

School bus drivers will report any of the following student behaviors:

Failure to remain seated	Throwing objects out of bus	Profanity
Refusing to obey driver	Throwing objects on bus	Vandalism
Fighting/Pushing/Tripping	Hanging out of window	Bothering others
Rude or Discourteous behavior	Destruction of property	Violation of safety procedures

This list is not intended to be exhaustive but representative of most student bus problems.

Bus Discipline Referral Process:

First Referral:

Warning by the principal. Call parents, if necessary. Notification of parents by written referral copy. Signed referral should be returned to the school.

Second Referral:

Automatic one-day suspension from riding the bus. Parent notification. Parent conference, if necessary. Signed referral should be returned to school.

Third Referral:

Automatic three-day suspension from riding the bus. Parent notification and conference with Principal. Possible exclusion from riding the bus for the remainder of the year.

Fourth Referral:

Automatic five-day suspension from riding the bus. Parent notification and conference with Principal. Possible exclusion from riding the bus for the remainder of the year.

Fifth Referral:

Student will be suspended from riding the bus for the rest of the school year.

CAFETERIA

All students will remain at school during lunch period. Hot lunches will be served to all students who desire them. When students pay by check there will be no money refunded. The entire check will be applied to the student's lunch bill and/or future meals. Some students may desire to carry lunch; if so, they will sit in the cafeteria also. We have a breakfast program in the cafeteria each morning from 7:25. Students may charge up to three meals. After three meals have been charged, an alternate lunch will be provided for the student until his/her lunch account is brought up to date. Lunch balances will be emailed the first day of each school week. Parents are welcome and encouraged to come and eat lunch with their child. Please make prior arrangements with the office. The district prefers that students do not bring soda pop as part of their sack lunch for nutritional reasons. Gum will not be allowed in the cafeteria.

Cafeteria Prices:

<u>K-6</u>	<u>7-12</u>	<u>Adult</u>
Breakfast: \$1.20	Breakfast: \$1.20	Breakfast: \$1.70
Lunch: \$1.95	Lunch: \$2.15	Lunch: \$2.25
Extra Milk: \$0.35		

Reduced Breakfast is 30 cents and reduced lunch is 40 cents.

OUTSTANDING DEBT

Students who have an outstanding fine (normally unpaid lunch bill, or missing library book) will need to pay the balance immediately. If the student continues to be in debt to the district for two calendar weeks, the student will not be allowed to participate in any extra-curricular activities until such time as the bill is paid. This would include all elementary students as well as incoming seventh grade students.

CURRICULUM INFORMATION

MATHEMATICS

Mission Statement: To provide an educational environment which will encourage students to realize their mathematical potential and serve as a resource for the community in promoting lifelong mathematical learning experiences.

Rationale Statement: The basis of the Sweet Springs R-7 math curriculum is built around the belief that math should be taught as a process approach by which students can solve problems faced on a daily basis. Through the teaching of computation skills and problem solving approaches, we will build a foundation in which children will feel comfortable and will experience success in dealing with daily task relating to mathematics.

General Goals for Graduates:

1. To develop problem solving skills based on mathematical concepts and principles.
2. Students should come to understand that math is a discipline through which we gain understanding and control over real-world situations.
3. To prepare students for a life where math and technology are playing an increasing important role in all aspects of society.

K-6 Course Description: Math courses taught in grades K-6 help students develop a general knowledge of basic operations (+,-,x), time, money, fractions, geometry, decimals, and problem solving. The courses build a foundation which help students experience success in dealing with daily tasks related to mathematics.

ENGLISH LANGUAGE ARTS

Mission Statement: To provide a curriculum in which all students have many opportunities to apply the communication skills they learn in the classroom in a variety of real life situations.

Rationale Statement: The Sweet Springs R-7 communication arts curriculum is designed to lead to the production of literate, competent users of the communication arts processes. The district strives to provide students with a balanced program of integrated study that includes emphasis both on the understanding and appreciation of language and literature and on the application of the language arts processes.

General Goals for Graduates:

1. To develop a problem-solving approach to writing that can be adapted to a variety of writing approaches.
2. Students should develop skills ranging from literal comprehension to advanced techniques for interpretation and critical reasoning.
3. Students should develop an understanding and appreciation of literature and writing skills which are present in all aspects of society.

K-6 Course Description: The communication arts curriculum is intended to present a spiral curriculum. The concepts, central to the communication arts, are introduced at the earliest possible time and are built on in increasingly challenging ways. The curriculum is designed to emphasize that communication skills are learned early but take years of practice to master. Communication arts provide the basis upon which reading, writing, and discussion in all disciplines are built, and that all of the communication arts processes are equally important.

SCIENCE

Mission Statement: By providing an understanding of the physical and natural world around us the mission of the science curriculum is to produce scientifically literate individuals who will be able to realize their potential and serve as a resource for their community in promoting lifelong learning experiences.

Rationale Statement: The main purpose for the study of science is to make all students aware of the wonders of the natural world and the immense power and knowledge that is gained through scientific inquiry and scientific processes. Science education should help students gain an understanding of the natural and physical worlds in which we live and how human activity affects those worlds. Through greater understanding and appreciation of scientific principles and concepts our students will be in a better position to face a world that is more and more technologically and scientifically oriented.

General Goals for Graduates:

CURRICULUM CONT'D

1. To help students develop positives towards science.
2. To develop problem solving skills based on science concepts and principles.
3. To develop scientific literacy which will help students to:
 - a. become aware that science, mathematics, and technology are interdependent, each with strengths and limitations.
 - b. understand and use key concepts, principles, and laws of science.
 - c. recognize the phenomena of the natural world as well as its diversity.
 - d. use scientific knowledge and scientific ways of thinking for individual and social purposes.
4. Students should come to understand that science is an intellectual and social endeavor by which we gain understanding and control over real-world situations.
5. Science processes are used to gather information, create and evaluate hypothesis, pose theories for understanding the universe in which we live, and communicate these theories to others.
6. To prepare our students for a life where science and technology are playing an increasingly important role if all aspects of society.

K-6 Course Description: Instruction focuses on major concepts in life, earth, and physical science. Students are taught to build critical thinking and problem-solving skills necessary in everyday life. Hands-on activities are utilized to demonstrate how science can be applied to help students prepare to meet future challenges.

SOCIAL STUDIES

Mission Statement: To provide an educational environment which will encourage students to be informed, responsible citizens and be active participants in various groups to which they belong. This would include family, school, private associations, city, state, nation and global systems.

Rationale Statement: The primary purpose for the study of Social Studies is to give students an understanding of the privileges and responsibilities of living in a democratic society. Through their study of social science, students will develop decision-making skills that will allow them to understand the relationships of individuals, groups, governments and economic systems. Such understanding provides citizens with the necessary skills for dealing with social questions of today and tomorrow.

General Goals for Graduates:

1. To understand our heritage and the democratic traditions of this nation.
2. To understand and respect themselves and the perspectives of others.
3. To understand how individuals, groups, organizations and social systems function and relate to each other.
4. To be knowledgeable and have the ability and will to solve problems using critical thinking and decision-making skills.
5. To understand how the present is related to the past and the future.
6. To understand geographic conditions and how they affect world relationships.

K-6 Course Description:

Social Studies courses develop a general knowledge of history, geography, government, and economics. These courses build a foundation which help students experience success in handling real-life situations related to social studies.

DIRECTORY INFORMATION

Please be advised that the school district will disclose "Directory Information" concerning your child upon request. This will include the following information: the student's name, parents name; date and place of birth; grade level; bus assignment; enrollment status (e.g. full-time or part-time), address, school based activities and sports; telephone number participation in officially recognized extracurricular activities, height and weight of members of the athletic teams, dates of attendance, diplomas and awards received, artwork or coursework displayed, photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or an invasion of privacy. If you do not want this type of information about your child released, please send a note to your child's principal.

DISCIPLINE

It is the philosophy of the Sweet Springs R-7 Board of Education and the entire R-7 staff to provide the best education possible for all who enter our educational system.

It is the right, responsibility and duty of every certified and non-certified member of the R-7 staff to administer the discipline code. Students should be cognizant that non-certified staff has the support of the local board and administration in handling of discipline.

RECOVERY ROOM

Students who have make-up work to do may be sent to the Recovery Room. In this case the teacher will send the student to the recovery room while the class is reviewing whatever the student missed or while the student makes up a test etc.

Students will also be sent to the recovery room by the principal for continued misbehavior or for misbehavior that requires more than a conference with the principal. Students who spend the day in the Recovery Room for misbehavior will not be allowed to participate in extra-curricular activities that evening or on the weekend if the recovery time is on a Friday.

CODE OF CONDUCT

The **Student Code of Conduct** is designed to foster student responsibility and citizenship, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Parents/guardians may be required to personally pick-up students for out of school suspension or after school detention. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property. It is the policy of the Sweet Springs R-VII School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. Any offense that constitutes a “serious violation of the district’s discipline policy” (see school board policy) will be documented in the student’s discipline record in accordance with law.

Generally, teachers and principals utilize many approaches to help modify behavior when needed. Some examples may include, but are not limited to:

Conferences: these may occur with the student, teacher, parent and principal.

Loss of Privileges: students may miss recess or other privileges as a consequence for misconduct and/or to help solve a problem or issue. A student may be suspended from the bus as a consequence for severe or ongoing bus infractions.

In-School Suspensions: students stay at school to complete work inside/outside the classroom.

Out-of-School Suspension: students may be suspended from school

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Students who are suspended for any offense listed in ‘160.261, or any act of violence or drug-related activity define by School Board policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district with the exceptions listed in School Board policy.

1. **Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

First Offense: No credit for the work, grade reduction, or replacement assignment

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from Extracurricular activities

2. **Arson**—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

3. **Assault**

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion

4. **Bullying**

The Sweet Springs R-VII School prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with district policy.

Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

- a. Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.
First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension
Subsequent Offense: 1-180 days out-of-school suspension or expulsion
5. **Bus Misconduct or Transportation Misconduct**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation riding privileges may be suspended or revoked.
6. **Dishonesty:** Any act of lying, whether verbal or written, including forgery
First Offense: Nullification of forged document. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension
Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion
7. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** -- Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or 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.
First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension..
Subsequent Offense: Detention, in school suspension, 1-180 days out-of-school suspension or expulsion
8. **Drugs/Alcohol**
 - a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
 - b. Possession of or Attendance while under the influence or soon after consuming any unauthorized prescription drug, alcohol, Narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
First Offense: In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
 - c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, II, IV or V in section 202 of the Controlled Substances Act.
First Offense: 1-180 days out-of-school suspension or expulsion.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.
First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out – of- school suspension
Subsequent Offense: In school suspension, 1-180 days out-of-school suspension, or expulsion.
10. **Failure to Meet Conditions of Suspension** –Coming within 1,000 feet of any public school in the district while on suspension for an offense that require reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy.
First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

11. **False Alarms**—(see also Threats or Verbal Assaults) Tampering with emergency equipment, setting off false alarms, making false reports: communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property..
- First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Restitution.. In school suspension, 1-180 days out-of-school suspension, or expulsion.
12. **Fighting**—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension.
- Subsequent Offense: In school suspension, 1-180 days out-of-school suspension, or expulsion.
13. **Hazing (see Board policy JFCF)** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance 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 occur even when all students involved are willing participants
- First Offense: In-school suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
14. **Incendiary Devices** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.
- First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension
- Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension
15. **Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
16. **Sexually Explicit, Vulgar or Violent Material** - students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law
- First Offense: Confiscation. Principal/Student conference, detention, in-school suspension;, or 1-180 days out –of school – suspension.
- Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
17. **Sexual Harassment (see Board policy AC)**
- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, request for sexual favors and other unwelcome sexual advances.
- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
- Subsequent Offense: In School suspension, 1-180 days out-of-school suspension, or expulsion
- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonable interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.
- First Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion
18. **Technology Misconduct (Board policy EHB and regulation EHB-R)**—
- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations

- of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology ; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
- First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of school suspension, or expulsion.
- b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day,, including instructional class time, class change time, breakfast or lunch.
- First Offense: Confiscation, principal/student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion
- c. Violation other than those listed in “a,” or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
- First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of school suspension, or expulsion.
- d. Use of audio or visual recording equipment in violation of Board policy KKB
- First Offense: Confiscation, principal/student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
19. **Theft**--Theft, attempted theft or knowing possession of stolen property.
- First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension
- Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
20. **Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion
- Subsequent Offense: In school suspension, 1-180 days out-of-school suspension or expulsion.
21. **Tobacco**
- a. Possession of any tobacco products on school grounds, school transportation, or at any school event.
- First Offense: Confiscation of tobacco product. Principal/Student conference, in-school suspension
- Subsequent Offense: Confiscation of tobacco product. Detention, In-school suspension, or 1-10 days out-of school suspension.
- b. Use of any tobacco products on school grounds, school transportation, or at any school activity.
- First Offense: Confiscation of tobacco product. Principal/Student conference, detention, In-school suspension, and/or 1-3 days out-of-school suspension
- Subsequent Offense: Confiscation of tobacco product. In-school suspension, or 1-10 days out-of school suspension.
22. **Truancy**—(see Board policy JEDA) Absence from school without the knowledge and consent of parents/guardian and/ or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.
- First Offense: Principal/Student conference, 1-3 days in-school suspension
- Subsequent Offense: Detention, 3-10 days in-school suspension
23. **Unauthorized Entry**- entering or assisting any other person to enter a district facility, or office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

CODE OF CONDUCT CONT'D.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out of school suspension

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

24. **Vandalism**—(see Board policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion

Subsequent Offenses: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion

25. **Weapons (see Board policy JFCJ)**

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion

- b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. '930(g)(2)

First Offense: One calendar year suspension or expulsion. (The superintendent of schools may modify the punishment based on individual circumstances)

Subsequent Offenses: Expulsion

PLAYGROUND RULES

1. While on the playground, all students will follow the directions of the playground teacher.
2. Students will keep all balls, bats or any type of equipment at a safe distance from other students.
3. Playing with sticks, rocks, dirt, or woodchips is not allowed.
4. Any student that is responsible for damaging school property while on the playground will pay for the replacement.
5. No wrestling or fighting, even if it is a game. (i.e. Karate, Ninja)
6. No tackle football.
7. Do not throw trash, waste paper or any paper airplanes.
8. Do not slide on the ice or throw snowballs at any time.
9. Students will never be allowed to climb up the slide, hit anyone or play any tag games on the slide. One person slides down at a time.
10. No hanging off equipment in an unsafe manner.
11. Students are to climb carefully on the monkey bars. No jumping from the monkey bars. No pulling of off the monkey bars.
12. No sitting on top of the play equipment (tunnels, monkey bars, etc.)
13. Students may not come in from recess without permission from the playground teacher.
14. When the teacher signals the end of recess, students are to stop playing and line up immediately.
15. Students are not to play with snakes, birds, ground squirrels, dogs or any other animals found on or around the playground.
16. Students should not climb on or over the playground fence.
17. Students should not play tag on any playground equipment and/or bleachers.
18. Students must ask permission for retrieving balls or equipment outside the playground fence.

DRESS CODE

Students are expected to dress in a manner that does not detract from the educational climate. Distracting clothing as determined by staff and administration will not be allowed. The following is not intended as a comprehensive list, but includes some good guidelines: Shoes should be appropriate for safety and comfort. Wheels on shoes are not allowed in the school building. Caps and hats are not allowed to be worn in the building. Writing on T-shirts or other garments should be non-distracting and non-suggestive and must be acceptable for school (example- no sex, alcohol, tobacco, or other drugs). Bare midriffs and spaghetti straps are inappropriate. Shorts/Skirts should be at the length of his/her fingertips when arms are extended. Pants should stay at the appropriate place around the hips or waist without showing skin or undergarments. No loose chains are to hang from clothing or wallets. Please make sure your child dresses sufficiently for outside recess in cold

DRESS CODE CONT'D.

weather. Shorts are discouraged during cold weather. Students dyeing their hair in multi-colored or in brightly (blue, green, orange etc.) colored styles will be considered a distraction to other students and will be prohibited. Parents may be called to bring a change of clothes if their child(ren) is in violation of the dress code as stated above.

EMERGENCY SCHOOL CLOSINGS

If it becomes necessary to close school early or for school to not be in session at all, an announcement will be made as early as possible on KMMO (102.9 FM) radio in Marshall and KMZU in Carrollton (100.7 FM). School closing information will also be sent as a cellular phone text message and/or E-mail to those students/patrons choosing to subscribe to the TextCaster Alert System.

SCHOOL LATE START

There may be occasions when conditions justify delaying the opening of school by two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. When a two hour late start is announced school will begin at 10:00 and doors will open beginning at 9:30. When school is delayed for two hours, transportation schedules will also begin 2 hours later. For example: if a bus run normally starts at 7:15 a.m., and a two hour delay is announced, the bus run will begin two hours later at 9:15 a.m. During delayed start school days:

- A.M. preschool will be cancelled, but P.M. preschool will run as normal.
- Breakfast **will not** be served, but school lunches will be served as usual.
- School will be dismissed at normal dismissal time.

Delayed opening announcements will be carried on the same radio stations as school cancellations.

FIELD TRIPS

Each grade level will take one scheduled field trip per year. Permission slips will be sent home and required to be signed and returned to the principal's office. If permission slips are not returned, the student will not be allowed to participate in the field trip. Parents serving as room parents will be able to attend field trips with district transportation. Sack lunches from school will be provided for each child attending field trips. Sack lunches will be the same price as normal individual meal costs. Any student exhibiting unsafe and/or severe inappropriate behavior may become ineligible to attend field trip at the discretion of teacher and administrator. In the event that a student is unable to attend a field trip, admission costs may or may not be refundable dependent on the place of destination.

GRADING

ACTIVITY PARTICIPATION POLICY: In order to promote continued academic growth on the part of each student, the following policy has been adopted for Sweet Springs Elementary School students:

A student would be declared academically ineligible to participate in any extra curricular activity if the student:

1. Has an "F" in any class at quarter grade time.
2. Has two or more grades of "D-" at quarter grade time.
3. Has a combination of three or more "D+, D, or D-'s" at quarter grade time.

When a grade has been issued no changes can be made unless an error in computing the grade has been made. If a student is declared ineligible at any grading period they would remain ineligible for two weeks. At that time their grade would be reevaluated. If after two weeks they remain ineligible they will have their grades reevaluated at progress report time. If they were still ineligible they would remain ineligible until the next grading period.

During the time a student is ineligible to participate in an activity, they would retain their eligibility to practice. In fact an ineligible student would be expected to continue to attend practice regularly.

Students who spend the day in the Recovery Room for misbehavior will not be allowed to participate in extra-curricular activities that evening or on the weekend if the Recovery time is on a Friday.

Incomplete grades at the quarter will make a student ineligible until the work has been completed and the grade reported. Students who have I.E.P.'s may be granted allowances on this policy depending upon conditions in the I.E.P. These allowances would be determined by the principal, and the teachers involved. Any decision regarding the implementation or interpretation of this policy is left to the discretion of the principal.

GRADING CONT'D.

Students participating in a school-sponsored activity (intramural sports, etc.) are expected to attend school for at least one half of the school day on the day of the event. Failure to attend school for this time period will result in the student not being allowed to participate in the event. To participate in a Saturday event, students must attend school for at least half the day on Friday. Exceptions can be made with prior approval from the principal. Specifically, requests at the night of the event will not be granted. Exceptions might include a dental appointment, which requires several hours travel time.

STANDARDIZED TESTING

K-2 students are given the STANFORD test in April. MAP testing will be given in 3rd-6th grade in April. Due to new MAP testing requirements, all students in grades 3-6 will be responsible for having headphones along with all other students as stated in the school supply list. Parents will receive a full report on their child's test results at Parent Teacher conferences held in the fall of the following school year.

ATTENDANCE INCENTIVE PROGRAM

Our attendance incentive program encourages students to be in school everyday possible. Our students have enjoyed the competition among the classes. The class with the highest percent of attendance per month will get to keep our attendance trophy and Lightning, our greyhound, in their classroom to celebrate. Quarterly attendance awards and year end awards will be given.

AWARDS AND RECOGNITION

Honor Roll: It is the belief of the R-VII school administration and staff that excellence in academics should be recognized and rewarded appropriately. Students meeting the criteria will be eligible for the honor roll each quarter. The criterion for the honor roll is as follows:

High Honor Roll: GPA of 3.660 or higher with no more than 2 grades below an A- and no D or F

Honor Roll: GPA of 2.6660 - 3.659 with no more than 2 grades below a B- and no Fs

Students must have letter grades for the six core subjects: reading, math, English, spelling, social studies and science.

Academic Award: Given at the end of the year for those students who maintain a 3.660 average throughout the year.

Math Scholarship Award: Given to a sixth grade student who has shown proficiency and talent in math. This is determined by overall grade point average (grades 4th, 5th, and 1st semester of 6th) in math and by standardized achievement scores in the math area. A scholarship award is given to the person who receives this award.

Perfect Attendance: Quarterly given to those students who have missed no school. Annually given to those students who miss no more than three excused hours (doctors, dentist, etc.). Three or more tardies makes a student ineligible for the Perfect Attendance Award. The honor roll and perfect attendance list will be posted.

PROGRESS REPORTS

Each student will receive a mid-term report indicating their grades for each subject at that time. Students whose work is unsatisfactory will have a report sent by mail to their parents giving the subject and possible reasons(s) for the unsatisfactory progress.

PROMOTION CRITERIA

Grades K-3 (regular class students): Promotion of students in grades K-3 is based upon many criteria that are difficult to measure. Promotion should be based on reading, spelling, mathematics, and handwriting achievement compared to the expected achievement for that grade level. Other criteria to be considered are the age of the student, emotional social development in relation to class peers, and prior retention's, if any.

Grades 4-6 (regular class students): Student's promotion is determined by consultation between teachers and the principal; based upon the student's mastery of subject objectives for that grade. Individual circumstances will be considered in each case. Mandatory retention as required by SB319 will apply to 4th grade students reading below the 3rd grade level after summer school.

REPORT CARDS

Grade reports will be issued at the end of each nine-week grading period. Parents will elect one of two options in receiving a copy of their child's report card.

- 1) Parents may elect to receive a paper copy of their child's report card, if they choose not to sign up for access to the parent portal.
- 2) Parents may elect to receive an electronic copy of their child's report card by accessing the parent portal.

GRADING SYSTEM

The grading system is a measure of student achievement in each class. A grade of A, B, C, D or F for grades three through six shall be assigned at the end of each quarter, and will be determined by averaging daily grades and test scores. Students are also assigned semester grades. These letter grades will indicate the following types of achievement:

A	Excellent	A	100-95	D	Inferior	D+	69-67
		A-	94-90			D	66-64
B	Superior	B+	89-87			D-	63-60
		B	86-84				
		B -	83-80	F	Failure	F	59/Below
C	Average	C+	79-77				
		C	76-74				
		C-	73-70				

K-2: S+ (95-100%) S (80-94%) S- (70-79%) U (69% and below)

HOMEWORK POLICY FOR 3RD, 4TH, 5TH, & 6TH GRADES

Homework assignments are a necessary part of learning and the students who do not do their assigned work are depriving themselves of a valuable part of the learning experience. The following homework policy was developed in order to help encourage students to do the work assigned them. If you desire to pick up homework for a student who is home sick, please notify the office before 9 a.m. so teachers have enough time to gather the needed books and assignments. If a student is absent more than one day, parents should call the office and make arrangements to pick up the homework. It is the student's responsibility to complete and return this work. There may be assignments that cannot be made up. In that instance, please talk with your child's teacher.

3rd Grade Homework Policy:

1. When students do not turn in an assignment they will receive a homework letter to take home to be signed by their parents.
2. If they return the missed assignment and the signed letter the next day it is recorded with a 10 percent deduction in grade.
3. Failure to return the work the next day along with the letter will result in an F for the assignment.
4. Students who repeatedly fail to turn in assignments may receive after school detention, missed recess, or other consequences to make up the work. This will be at the teacher's discretion.

4th Grade Homework Policy:

1. For all missing assignments students will stay in from recess until it is complete. If it doesn't get completed in that time the assignment will be sent home for the student to finish.
2. A homework letter will be sent to the parents for each of the missed assignments and must be signed by the parents and returned to school. If the signed letter is not returned then the student receives no credit for the work.
3. When a student misses two assignments for the week he/she must stay 30 minutes after school. If there are additional assignments missed their time will increase to an hour.
4. Failure to serve the detention could result in an alternative punishment

5th and 6th Grade Homework Policy:

Students in 5th/6th grades will purchase an assignment book on the first day of school. Assignments will be clearly posted by the teacher for his/her subject area. Students are responsible for writing each assignment in the assignment book. Time will be allowed each school day for students to work on homework, ask questions regarding assignments, and receive peer/teacher tutoring. It is the student's responsibility to use this time wisely. Parents will be responsible for checking to see that each homework assignment has been completed. Parents are to sign the assignment notebook for all completed homework.

1. Students who fail to turn in assignments may receive after school detention, missed recess, or other consequences. This will be at the teacher's discretion.
2. Failure to complete the work will result in an F for the assignment.

COMMUNICATION

SIS Parent Portal-

Parents have access to their child's records via the Internet. Please sign the Parent Portal agreement if you desire to access your child's records via Internet. Parents must have an e-mail address. Once confirmed, you will be emailed a password that will allow you to check your child's records. Feel free to visit the schools Web page: <http://sweetsprings.k12.mo.us> and click on Parent Portal, this will take you to the parent log in page anytime you wish.

Student Planners-

Each student in third grade through sixth grade will be expected to purchase a school planner at the beginning of the school year. The cost for a planner is 3.00.

Our school website provides district information concerning district staff contact information and classroom information. <http://sweetsprings.k12.mo.us>

CONFERENCES

Regular scheduled conferences will be held at the end of the first quarter of school. Parents may arrange for a conference with the teacher or principal. They are urged to do so whenever a concern about their child's progress in school arises, at anytime, by calling 335-6348 and determining a time suitable to all.

GYMNASIUM

Gym shoes are required before a student may participate in physical education classes. It is recommended that an extra pair of shoes be kept for P.E. use.

HEAD LICE

1. Screenings for head lice will be done on a periodic basis on grades K-12 at the discretion of the school health nurse and administration.
2. Any child found to have head lice or nits (lice eggs) will be excluded from class and a letter will be sent home explaining the findings of the screening and school district policy regarding head lice.
3. Any student sent home must be re-examined by school health staff before they may return to school. The parent or guardian will be asked to personally bring the child in for re-examination. Any child found to have head lice and/or nits will be excluded from class until there is no presence of head lice and all nits have been removed.
4. When the student is free of lice and/or nits and has resumed classes, his or her head will be checked daily for 3 days and periodically for the next two weeks to ensure that the infestation has been completely resolved.
5. If a student remains infested after three consecutive checks and/or misses five days of school due to infestation, the case may be referred to the Division of Family Services at the discretion of Sweet Springs R-7 School District Administration.

IMMUNIZATION LAW

Students must be in compliance with immunization requirements from the start of school. If they are not, they shall be suspended until evidence of compliance with the law is presented to the school.

ILLNESS, INJURY, AND MEDICATIONS

A student who is too ill to remain in class should obtain a pass from his/her teacher to report to the nurse's office. The school nurse will determine if the student is to remain in school or parents will be contacted to come and take the student home. Prescription or over-the-counter medicine brought from home must be submitted directly to the nurse along with the proper permission forms completed and on file.

INSURANCE

Insurance leaflets will be sent home with the students at the beginning of school. It is the parent's responsibility to see that claims are turned in at the school office. If you want this plan, send the completed form back to the insurance company as soon as possible. The school district does not carry insurance that covers student injuries during the school day or school events. It is the parent's responsibility to provide insurance for their children.

SEARCH AND SEIZURE POLICY

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

LOCKERS

We feel that as a general rule it is not necessary for elementary students to lock their lockers. If, however, students feel that it is necessary, they may bring a lock and lock their lockers. In that case students are required to furnish their teacher and office with a duplicate key to their lock. Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law.

LOST AND FOUND

All articles presumed lost should be reported to the classroom teacher and to the office. Any article found should be taken to the office so that it may be claimed. All articles turned into the office will be kept for two weeks after the end of school. If suitable, they will then be sent to the Clothes Closet.

MORNING DROP-OFF AND AFTERNOON PICK-UP OF STUDENTS

The school doors open at 7:25 a.m. Students should not be brought to school prior to 7:25 a.m. Please do not drop students off when there is not adequate supervision by certified personnel. Students may eat breakfast from 7:25 a.m. to 8:00 a.m. in the cafeteria. Class begins at 8:00 a.m.; the 8:00 bell rings. If your child arrives any time after the 8:00 bell rings, parents must check in their student(s) in the front office. Any child arriving to school after the 8:00 bell, will be considered tardy.

Drop-off Routine:

Parents are to drop students off at the north elementary entrance. Please be courteous to others and drop off students as quickly as is safe. Cars must stay in a single uniform line and should not bypass another car at anytime. After drop off, parents should remain in line and follow behind the cars located in front of them.

Afternoon Dismissal: Parents picking up students will form a line behind the buses to pick up students. Once all buses have departed, parents waiting to pick up their child may pull up to the correct colored cone. (Students will be lined up at 6 colored cones.) If you are needing to talk to a teacher, please park in the parking lot and wait until the teacher has finished his/her dismissal duties. Students will not be dismissed from within the school until after 2:55. Any parent picking up their child after that time will need to wait in the dismissal line.

TRANSPORTATION CHANGES

We ask that parents make any necessary changes to students dismissal routine by 2:00 daily. Please note that the front office must receive a note or phone call from parent/guardian to change routine.

RELEASE OF STUDENTS DURING SCHOOL DAY

Students will ONLY be released to parents, or individuals approved by the student information sheet, unless prior arrangements have been made with the principal. Parents must sign their child out from the elementary office prior to leaving the building.

NUISANCES

Any item or article which may become a nuisance in the school, classroom or playground is subject to immediate confiscation. Nuisances would include but not be limited to such items as: mp3 players, cell phones, electronic games, trading cards, or toys in general. In some instances toys may be brought for "show and tell". Students should place cell phones in their book bag and turned off upon entering the school building. Cell phones should remain in their locker for the duration of the school day. If a student has his/her phone out it will be confiscated and released to parent. In the event a student/parent would need to contact the student/parent throughout the day they may contact the elementary office. Please refer to code of conduct policies located in this handbook for further information. E-Readers (Kindles/Nooks) Kindles may be brought to school after a parent/guardian has signed a permission form for their child to do so. E- Readers may only be used in the classroom and will not be permitted for use in the gymnasium, hallway, or lunchroom during school. E-readers are the responsibility of the student and the Sweet Springs R-VII School District Staff will not be responsible for any lost, stolen or damaged devices.

PARTIES

Three school parties will be scheduled: Halloween, Christmas, and Valentine's Day. Birthday parties should be pre-arranged with the classroom teacher. Birthday parties are not required and may be scheduled at the discretion of the classroom teacher.

Room Parents: Room parents will be selected for each classroom at the beginning of the school year. Room parents will be responsible for organizing the Halloween and Valentine's Day parties, volunteering at our Home & School Carnival, and Field Day. All parents are encouraged to assist room parents in whatever manner feasible. All parents are welcome to attend classroom parties. Parents serving as room parents will be able to attend field trips with district transportation.

CLASSROOM CELEBRATION / SNACK POLICY

Snacks and other treats to be shared with students in the classroom must be purchased at retail stores and brought to school in their original sealed packages. This policy is for the health and safety of all students. We are unable to accept homemade baked goods for any occasion.

PICTURES

All students are required to have their pictures taken, but do not have to purchase them.

PROGRAMS

ENHANCEMENT AND ENRICHMENT: The Sweet Springs School District believes that the cognitive and affective needs of the academically gifted child can best be met by providing differentiated learning opportunities. Because of this belief, the district has opportunities available to gifted students, to foster the development of the unique potential of each student involved. Parents interested in details and eligibility for the program, should contact the building principal.

AT-RISK ASSISTANCE: The Sweet Springs School District believes that every child should have every opportunity to learn and develop his/her potential to the maximum. Because of this belief, the district offers services to assist students in being successful in the classroom setting. These services include Title I Reading, Counseling, and Tutoring. This program is for students that do not have IEP's, but have difficulty achieving success in the traditional classroom setting. Parents interested in details and eligibility for the program, should contact the building principal.

READING POLICY

- **Assessment:** The school district will assess and determine the grade-level reading ability of students in grade K-6. Students who transfer in during the year will also be assessed. This assessment is NOT required for students who have already been determined to be reading at or above grade level.
- Students with disabilities or limited English proficiency may be exempted from the mandatory reading assessment. In addition, assessment is not required for students who have been determined "prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirement of the law."
- In addition to the above, students in grades K-2 will also be assessed. Instruments such as the Stanford 9 (K-2), Star Test (1-6), and DIBELS (K-6), will be utilized.

Individual Reading Plans

- The district will develop an individualized "Reading Improvement Plan," to be implemented during grade 4, for any third- grader who was determined to be reading below second grade level. The school district will determine the content of student's Reading Improvement Plans. The reading plan will include, at a minimum, "30 hours of additional reading instruction or practice outside the regular school day during the fourth-grade year." Such instruction may be provided during the summer before grade 4 or during the regular school term.
- Development of each individual plan will be the responsibility of the classroom teacher with approval of the building principal.

READING CIRCLE PROGRAM

Minimum number of (Fiction/Nonfiction) books in each grade: (Teachers may require a certain amount of fictions books and nonfiction books based on the total # listed below)

	K	1	2	3	4	5	6
Total	20	20	20	16	16	16	16

TEXTBOOKS/ASSIGNMENT BOOKS

Textbooks are furnished without charge. The student is responsible for their return at the end to the year or when leaving school. When books are lost or damaged, the student is liable for the cost. Students are expected to purchase an assignment book from SSR-7 for \$3.00. If the first assignment book is lost, the student must purchase another one. Students in grades 3-6 will be expected to write all daily assignments in the assignment book. Parents are strongly encouraged to review the assignment book every night for awareness of student assignments. Teachers would prefer that parents sign or initial at the bottom of each page. This is an excellent method of communication between school/teacher and parents.

STUDENT HEADPHONES

All Kindergarten through Sixth grade students are required to have a pair of headphones as stated in the supply list. Headphones will also be available for purchase in the elementary office for \$4.00 each.

VISITORS

We ask that anyone arriving at school check in at the principal's office. Your child will be summoned to the office or you will be directed to the appropriate location. The school district encourages parents to visit their child's classes and to become familiar with instructional practices of the teachers. If you wish to visit your child's room for an afternoon or morning, please contact the principal's office 24 hours in advance. We are happy to have parents in attendance, but we do need prior knowledge of your plans. All visitors will receive a visitors badge to wear during the duration of their visit to the school. All student visitors must be 10 years of age or older and must have received prior permission from the principal in order to visit. Visiting students must obey and conform to all school rules and regulations. Visitors will not be permitted the last week of school. You are also encouraged to eat lunch with your child. If you wish to do so, please contact the office early the morning of your intended visit so the cooks will know to expect you.

YEARBOOK

Sweet Springs R-VII Yearbook will be issued at the at the beginning of the year for any student who wishes to purchase one. It will contain class pictures, snap shots of class activities and sport shots.

TITLE 1 SCHOOL-WIDE PARENT INVOLVEMENT PLAN

The Sweet Springs Elementary School values the involvement of parents in students' education. The school makes every effort to collaborate with parents/caregivers on an ongoing basis to ensure that children have a successful educational experience. The Title 1 program focuses on parent involvement as a vital component of the program and implements programs, activities, and procedures for the involvement of Title 1 parents as required by Title 1 regulations. The building provides the following parent involvement opportunities to Title 1 parents.

COMMUNICATION

Information provided throughout the school year concerning the Title 1 program.

- Notice of student selection into the School Wide Title 1 program through letter format
- Title 1 meetings
- Newsletters
- Parent contacts
- Parent-teacher conferences (including interpretation of their child's individual assessment results)

Student progress reports (Title 1 teachers collaborate with classroom teachers to communicate appropriate progress)

- School Website
- Textcaster.com

Annual meeting held to inform parents of:

- School's participation in Title 1, Title 1 Requirements, Parents right to be involved, Curriculum, Forms of assessments used to measure the students' progress, Proficiency level the students are expected to meet, An opportunity to review and provide input into the parental involvement policy. Parent-school compact utilized to ensure that parents, school staff, and students share the responsibility for improving student achievement (the compact addresses the Show-Me-Standards, school curriculum, home academic support, and home-school communications), Opportunity for parent input into the development of the compact, Opportunity for parent input into the revisions of the compact, and Discussion of the compact and success toward the partnership addressed in the compact at parent-teacher conferences. Building level

involvement opportunities for families include -Assistance to parents in understanding the requirements of the Title 1 program, Assistance to parents in understanding how to monitor child's progress, Opportunities for parents to work with classroom teachers and Title 1 teachers to improve the performance of their child. Recognition of parent participation and contributions, School staff professional development regarding working with parents, Encourage parent involvement in Parents as Teachers, Preschool Program, and other programs that provide activities for parent involvement. Home and School Committee, Home and School Carnival, Kindergarten Celebration, DARE Graduation, Classroom Parties, Field Trips, Family Literacy/Math Nights, Monthly Morning Meetings
Field Day, Music & Band Concerts, Book Fairs, Kindergarten Author's Tea, Kindergarten Muffins with Moms/Doughnuts with Dads, Preschool Family Nights. Students involvement with area businesses, Parent Resource Center—Child development/parenting skills, educational resources to improve achievement of their child, Information supplied in the family's primary language , Reasonable support for Title 1 Parental involvement activities requested by parents.

We believe learning is a natural part of growing, and the child who receives encouragement and praise for even the smallest achievement gains the confidence and motivation to try for bigger things.

PARENTAL INVOLVEMENT BOARD POLICY IGBC is available on the District website and in the Elementary and Superintendent's offices.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with the Sweet Springs R-7 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning Sweet Springs R-7 School District compliance with the regulations implementing Title IX is directed to contact Donna Wright, Superintendent of Schools, 600 E. Marshall St. Sweet Springs, MO 65351, 660-335-4860 or 504 Coordinator David Honeycutt High School Principal at 600 E. Marshall St. Sweet Springs, MO 65351, 660-335-6341. The Administrators have been designated by the Sweet Springs R-7 School District to coordinate the institution's efforts to comply with the regulations implementing Title I, II, IV, VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title I, II, IV, VI, Title IX, or Section 504.

8/16/2010

The Sweet Springs R-VII School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Donna Wright, Superintendent

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Sweet Springs R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Sweet Springs R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Sweet Springs R-7 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading,

PUBLIC NOTICE CONT'D.

or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Sweet Springs R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during school hours in the Special Education Administrators office 600 E. Marshall, Sweet Springs, MO. This notice will be provided in native languages as appropriate.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Sweet Springs R-VII School District. For purposes of sexual harassment and sexual discrimination policies only, a student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature made by a member of the school staff to a student or when made by any student to another students when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- such conduct has the effect of favoring another student.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident to any teacher, guidance counselor, or school administrator. Mrs. Donna Wright is the District's Title IX Coordinator, Superintendent of Schools, 600 E. Marshall, Sweet Springs, 660-335-4860.

PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent—

- information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified for the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultation, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Military recruiters will be provided the same access to students as is given to institutions of higher learning. Definitions- 1. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of--

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law. The Sweet Springs R-7 School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School will also directly notify, such as through U.S. Mail, student delivery or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office.

Missouri Department of Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB COMPLAINT PROCEDURES)

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB). Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 1/15 in compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

1. What is a complaint under NCLB? For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Parent Information Resource Center

The Parental Information and resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds.

Information is available by accessing <http://www2.ed.gov/programs/pirc/index.html>

Earthquake Safety

For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Boot heel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.

(Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think its leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

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SWEET SPRINGS R-VII Elementary
2016-2017 SUPPLY LIST

PRESCHOOL

2 containers Clorox wipes
 1 container of wet wipes
 1 backpack- large enough to fit folder (no wheels)
 4 folders with pockets
 2 Spiral notebooks
 2-4 oz. bottles Elmer's glue
 1-1 in. 3 ring binder
 1 box gallon size zipper bags
 1 box tissues
 1 Change of Clothes to stay at school. (Place in Ziploc bag and label w/ student's name.)
 1 roll of decorative or colorful duct tape
Full day students – 1 mat for resting, fitted mat cover, and blanket.
 1 pair of tennis shoes for P.E. class

KINDERGARTEN:

3 bottles of school glue
 2 boxes of crayons
 1 lg. box of facial tissue
 1 pair blunt end scissors
 3 erasers, not art gum
 1 back pack (no wheels)
 1 mat for resting (plastic, tri-fold)
 2 boxes of crayola markers
 1 plastic supply box (8½ x 5)
 2 dry erase markers
 1 small bottle of germ-x
 1 watercolor set
 1 container Clorox wipes
 1 box quart size Ziploc bags
 2 pairs of headphones (1 for technology & 1 for classroom iPad use)
 1 extra pair of tennis shoes for P.E.

FIRST GRADE

2 pkg #2 pencils 12 -yellow
 1 box of crayons
 2 erasers, not art gum
 1 **small** supply box 8 ½ x 6"
 2 lg. boxes facial tissue
 4 glue sticks
 Water colors –prang or crayola
 1 back pack (no wheels)
 2 dry erase marker
 2 pocket folders
 1 pack Crayola Markers
 1 container Clorox wipes
 1 12 oz. bottle germ-x
 Optional: colored pencils
 1 pair of headphones

SECOND GRADE

2 pkg. #2 pencils (24)
 1 box of crayons
 1 pair pointed end scissors
 2 glue sticks
 1 white Elmer's glue
 1 eraser
 2 lg. boxes of facial tissue
 1 ruler, 12" with metric side
 2 wide line spiral notebooks
 2 red pens
 1 back pack (no wheels)
 2 dry erasable markers
 2 pocket folders
 1 **small** supply box 8" x 5"
 1 container Clorox wipes
 1 bottle Germ-X
 1 pair of headphones

THIRD GRADE

3 pkg. #2 pencils (36 ct.)
 1 box crayons
 2 red pens
 1 box thin markers (art)
 1 pair pointed end scissors
 1 medium Elmer's glue
 2 glue sticks
 3 erasers, not art gum
 3 lg. boxes facial tissue
 2 spiral notebooks wide lined
 no trapper keepers
 1 ruler- metric & std.
 1 box colored pencils
 4 pocket folders
 2 pkgs. wide lined paper
 4 dry erase markers
 1 supply box (8.5" x 6")
 1 rag for dry erase board
 2 container Clorox Wipes
 1 Daily Assignment Book (\$3.00- Purchase @ SSR-7)
 1 pair of headphones or earbuds

FOURTH GRADE

3 pocket folders
 2 pkg. dry erase markers (8)
 3 pkg. #2 pencils (36 ct.)
 1 box crayons
 1 box markers
 1 box colored pencils
 1 pair pointed end scissors
 1 bottle Elmer's glue
 2 glue sticks
 2 erasers, not art gum
 3 large box facial tissues
 2 pkg. wide-line loose-leaf paper
 2- 1 subject notebooks
 1 container Clorox wipes
 1 cotton rag for eraser
 Daily Assignment Book (\$3.00 – Purchase @ SSR-7)
 1 pair of headphones or earbuds
 1 bottle Germ-X
 1 highlighter

FIFTH GRADE

3 pkg. #2 pencils (36 ct.)
 2 red lead pencils or pens
 1 box colored pencils
 1 box crayons
 1 pair scissors, pointed end
 1 large bottle Elmer's glue
 1 eraser, not art gum
 1 protractor and 1 compass
 1 ruler 12" with metric side
 2 packages wide-line notebook paper
 2 boxes facial tissues
 1 supply box
 4 dry erase markers
 1 rag for an eraser
 1 pkg. markers
 1 Folder
 1 5 subject notebook
 1 yellow highlighter
 1 container Clorox wipes
 1 bottle germ-x
 Daily Assignment Book (\$3.00 – Purchase @ SSR-7)
 1 pair of headphones or earbuds

SIXTH GRADE

1 pair scissors, pointed-end
 1 glue stick
 1 bottle Glue
 3 pkg. #2 pencils (36 ct.)
 1 rag for an eraser
 1 box markers
 1 pkg. colored pencils or crayons
 2 boxes facial tissue
 8 dry erase markers
 1 supply box (large)
 4 red pens
 2 pkgs. wide-line paper
 4 erasers, not art gum
 2 2 pocket folders
 4 composition notebooks
 1 1in. 3-ring binder
 1 Bottle of Germ-X
 1 lg. carton of Clorox Wipes
 Daily Assignment Book (\$3.00 –Purchase @ SSR-7)
 1 pair of headphones or earbuds

**Teachers may request additional supplies throughout the year as needed. Students can purchase a pair of headphones in the elementary office for \$4.00 if needed.

All elementary students will need an extra pair of tennis shoes to wear inside of the gymnasium. These shoes will be kept at school.

**DISTRICT TECHNOLOGY
POLICY AND USAGE AGREEMENT**

1. Students may not copy system files or any programs that are installed on the computer network or on individual computers. No copyrighted materials, such as third-party software, may be copied without the written permission of the owner or proper license.
2. Students may not tamper with the network. This includes changing any of the settings.
3. Students may not intentionally harm, modify, or destroy computer hardware. Students may be held liable for intentional damage to hardware.
4. Students may not bring any storage device into the computer lab unless it is scanned by the supervisor for viruses before it is used.
5. Not all materials on the Internet are appropriate for students. Students may not deliberately open these files or print, save, or distribute inappropriate materials. If a student obtains inappropriate material, the file will be closed immediately and the room supervisor will be informed that the file was inappropriate for school use so that it may be documented.
6. **A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the districts technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. Board Policy KKB**
7. **If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.**
8. Students will not use any other person's password or give their password to any other person.

Student Signature

Date

Parent/Guardian Signature

Date

We have read the acceptable use policy and understand that if the agreement is violated the student may lose all computer network privileges. The students may also be subject to other disciplinary measures as stated in the Code of Conduct.

PARENT/STUDENT SIGNATURE PAGE

We have read the handbook as a family and understand the rules and procedures of the Sweet Springs R-VII School District Elementary Student-Parent Handbook.

Parent/Guardian Signature: _____

Student Signature: _____

Grade: _____

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	XX	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	XX	13	14	15
16	17	18	19	20	XX	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	XX	XX	XX	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	XX	XX	XX	XX	XX	24
25	XX	XX	XX	XX	XX	31

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	XX	3	4	5	6	7
8	9	10	11	12	13	14
15	XX	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	XX	21	22	23	24	25
26	27	28				

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	XX	XX	XX	25
26	27	28	29	30	31	

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	XX	XX	15
16	XX	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 15-16, 2016 PD
 Aug 17, 2016 Teacher Workday
 Aug 18, 2016 First Day of School
 Sept 5, 2016 Labor Day
 Oct 12, 2016 I-70 Conference PD
 Oct 14, 2016 End 1st Quarter
 Oct 20, 2016 P/T Conferences
 Oct 21, 2016 No School
 Nov 23-25, 2016 Thanksgiving

Dec 16, 2016 End 2nd Quarter
 Dec 19-Jan 2 Winter Break
 Jan 2, 2017 Teacher Workday
 Jan 3, 2017 First Day 3rd Quarter
 Jan 16, 2017 No School
 Feb 20, 2017 No School
 Mar 10, 2017 End of 3rd Quarter
 March 22-24, 2017 Spring Break
 April 13-17 2017 Easter Break

May 23, 2017 End of 4th Quarter

 Snow Days 4/17, 2/20, 1/16
 3/22, 3/23, 4/13
 Professional Development 8/15, 8/16, 8/17
 10/12, 10/21, 1/2