

Arcadia Valley Elementary School
"It's Teamwork That Makes the Dream Work"

Arcadia Valley Elementary School
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Arcadia Valley Elementary School Parent-Student Handbook

Schools and parents are partners on a common enterprise: the education, growth and development of children. It is the best interest of the child that all the parties to this mutual project have clear expectations and understandings about the operating procedures and policies of the school. It is important that you read and discuss this Handbook with your child. If you have any questions or concerns about anything in this handbook, please call Russell D. Leek, Principal, AVES at 546-9700.

Arcadia Valley R-II Mission Statement

It shall be the mission of the Arcadia Valley R-II School District to establish an educational environment conducive to the needs of all students. The district will provide varied opportunities to increase skills, broaden knowledge, promote strength of character and develop work habits necessary to successfully:

1. Seek and maintain employment
2. Further education through a trade or technical school, and/or
3. Attend an academic college or university

Accommodations for Handicapped Students and Patrons

The Arcadia Valley R-II Schools are sensitive to the needs of our handicapped students and patrons. Every effort will be made to make our buildings and programs fit identifiable specific needs. A transition plan is in place now to remediate shortcomings of our buildings as identified in a recently conducted building audit. Existing programs that are housed in inaccessible areas will be relocated on an as needed basis for the short term. Future planned building projects have been developed to address these needs. Specifically, the high school stage is inaccessible. No student will be denied access to the stage or the programs on stage because of a handicapping condition.

Alcohol or Drugs, Possession or Use

It is the belief of the Arcadia Valley School District that the use of illicit drugs and the unlawful possession and/or use of alcohol and tobacco are wrong and harmful. Violations will be handled under the Discipline Code.

Arrival and Departure

School begins at 8:10 a.m. and ends at 3:10 p.m. No vehicles are to use the circle drive (except buses) between 7:15-8:15 a.m. and 2:45-3:15 p.m. In order to better supervise the children ALL should enter the building at the center walkway by the flagpole. No vehicles are permitted on the school parking lot to the east of the building. By limiting traffic to these areas, the chance of a child being hit by a car is greatly reduced. Please park on Park Drive when picking up or dropping off a student. Please remember safety first, when you are in a school zone. Thanks for helping us keep the children safe. Students do not need to be at school until 7:55 a.m. The building opens at 7:30 a.m.

Asbestos Hazardous Emergency Response Act (AHERA)

Arcadia Valley R-II School District has conducted a complete inspection of its facilities in June 1998, utilizing the services of Mead Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the Administrative Offices of Arcadia Valley R-II during normal business hours, without cost or restriction, for inspection by representatives of the EPA representatives, and parents. The Arcadia Valley R-II School District may charge a reasonable cost to make copies of the management plans. Periodic surveillance is required every six (6) months and a re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. You, as a parent, are encouraged to examine the management plan that affects your child(ren). The contents of the management plan and the recommendations made in it will be made available upon request.

Attendance/Tardy Policy

A primary objective to the Arcadia Valley R-II Schools is that the students attend on a regular basis. Good attendance is important for success in school and life. To encourage good attendance and to help the students gain the most from their education, the following attendance/tardy policy is authorized.

Parents or guardians will be required to accompany tardy students (arriving after 8:10 a.m.) to the office to sign the student in for school that day. Likewise, parents or guardians requesting students leave school before dismissal bell rings (3:10 p.m.), will be required to sign that student out prior to the student being released from school. Excessive early dismissals will be

treated as excessive tardies. When children arrive late and leave early, it causes a disruption in the classrooms and interferes with the education of all the students in the room. For this reason, late arrivals and early dismissals are discouraged. Parents or guardians of students are required to send notes or medical excuses to the school with students on the day following an absence indicating the reason(s) for the absence. Students who are absent for five (5) days [or thirty (30) hours] or tardy five (5) times during the semester without a notice or medical excuse on file indicating sufficient cause for absences will be notified by phone or letter. *Parents may be asked to do any of the following:* 1) provide more information about absences, 2) provide a medical excuse, 3) call the school and/or, 4) set up a conference to make a plan to improve attendance/promptness.

The school has established an attendance/tardy committee comprised of teachers and administrators who are concerned about improving the attendance of our school. Random phone calls will be made daily to parents or guardians of absentee students to inquire of the student's health and to offer assistance in solving attendance problems and obtaining make-up work. The committee will also be providing incentives and rewards for students who improve or maintain good attendance. Continual or chronic unexplained absences of ten (10) days [or sixty (60) hours] or ten (10) tardies per semester without written notes or medical excuses indicating sufficient cause will be referred to the principal. *Parents may be asked to do any or all of the following:* 1) provide additional medical information, 2) attend a conference at school with school personnel, Division of Family Service personnel and/or the Juvenile Officer to make a plan to improve attendance/promptness. *If the parents are unwilling to help improve attendance/tardy problems, the principal may:* 1) refer the problem to the Division of Family Services, the Juvenile Officer, or the Superintendent of Schools, 2) suspend student until conference is held, and/or 3) notify a Child Abuse Hotline of neglect/abuse concern. In documented cases of extended illnesses or emergencies, assistance from outside agencies will not be sought. In addition, students absent for prearranged reasons and approved by the principal will have only the first thirty (30) hours counted against the sixty (60) hour limit. By law, the school must notify the proper authorities when educational neglect is suspected.

Attendance Responsibilities

Teachers will keep track of attendance, tardies, notes, and medical excuses. They will report to the parents and the principal any concerns on the mid-quarter Progress Report and/or the quarterly Report Card. Teachers may also report concerns directly to the Attendance Committee, the parents, the principal, and/or the school nurse at any time in order to gain more information and to set up a plan to improve attendance/promptness.

The principal will keep track of attendance, tardies, notes, medical excuses, calls, reports, and conferences to report the concerns of the Superintendent, Division of Family Services, Juvenile Officer and parent may have a conference to set up a plan to improve attendance/tardy concerns.

The school nurse will keep track of all notes and medical excuses and make copies for teachers as needed. The nurse will participate in conferences, when appropriate for medical and health concerns.

The parent has the primary responsibility to keep their child in regular attendance. Parents will need to keep the school informed through notes, medical excuses, calls and conferences about attendance/tardy concerns and cooperatively with the school to set up a plan for improvement.

Bicycles

Bicycles should be parked and locked in the rack on the west side of the building immediately upon arrival to school. Students are asked to walk their bikes down the block by the center walkway (flagpole) for safety reasons. No bicycle riding is permitted after arrival until leaving for home. Students are responsible for preventing bicycle theft.

Cafeteria Programs

Breakfast and lunch are available to all students. The cost is \$1.25 for lunch and 75 cents for breakfast. Extra milk will cost 20 cents. Students are encouraged to eat hot meals. Students that show a financial need may be eligible for free and reduced breakfast and lunch. Applications will be available at: Open House, the first day of school, enrollment, or anytime in the office.

Care of School Property

Students that damage or destroy school property will be expected to pay for the cost of the damage or repair.

Discipline Code

In compliance with the state law, the Arcadia Valley Elementary School will have a discipline code that is followed and firmly enforced. Actions taken are designed to promote student responsibility, a healthy respect for others and property, and a safe, positive learning environment.

No policy can list all possible violations, but general rules listed below act as guidelines for expected student behavior. A violation of school rules occurs when a student misbehaves while under care, custody, or control of the school or their action results in a disruption of the learning environment.

The principal has responsibility to insure that the school is a place where students can learn and teachers can teach. Teachers are expected to establish a classroom structure and routine for all students, determine and request correct behavior from all students and request help from the principal, parents, and others as needed.

Students may expect a safe non-distracting learning environment. Parents may expect that the principal and teacher(s) will help provide this environment for all students.

General School Rules, Classroom Rules, School Bus Behaviors, Consequences for Misbehavior, Range of Consequences, Steps in the Discipline Code, the Severe Clause and Parent Notification outline how the discipline code works to promote a safe, learning environment.

General School Rules

The following student behaviors are expected:

1. Act safely at all times
2. Show respect for all teachers, others and property
3. Behave in a manner that doesn't prevent learning
4. Do best work always, and
5. Act in a mannerly and courteous way

The following student behaviors are not permitted:

1. Fight, harass, or assault (verbally or physically)
2. Bring non-school related objects to school (such as: toys, weapons, ammo, radio, tape, CD, bottled drinks/canned drinks, trading cards, etc.)
3. Vandalize property
4. Steal, barter, or trade
5. Use inappropriate language, dress inappropriately, body piercing which disrupts the educational process or health and safety of students or
6. Use, possess, sell or distribute alcohol, tobacco, or illegal drugs

Classroom Behavior

Students are expected to follow these classroom rules:

1. Follow all directions given by the teacher, be prepared for class by having books, pencils, paper, assignment, etc. ready.
2. Complete all assignments by doing best work
3. Keeps hand, feet, objects and comments to yourself
4. Be in your assigned seat at all bell times

The following classroom behaviors are not permitted:

1. Eating and drinking (unless approved by teacher)
2. Leave class (unless approved by teacher)
3. Disrupt learning environment

Each teacher may provide other additional guides for their particular class and circumstances. These behaviors are a general guideline on appropriate and inappropriate behavior.

School Bus Behavior

The following bus behaviors are expected, and may result in discipline or referral, if not followed:

1. Use proper boarding and departing procedures, no objectionable, unsafe or injurious items brought on board, and stay seated while bus is in motion.
2. Obey the driver's directions
3. Do not fight, push, trip, harass, threaten, or intimidate others
4. Do not hang out windows
5. Do not light matches, smoke or chew tobacco; use, sell, possess, or distribute alcohol, tobacco or drugs
6. Do not throw objects in, on, or out of the bus
7. Do not spit or litter

8. Do not make unnecessary noise causing a safety hazard
9. Do not tamper with bus equipment
10. Do not be rude, discourteous or annoying
11. Do not act in an unsafe manner relating to the safety and well-being or respect for others

The driver, sponsor or principal, may assign seats at any time. Not all undesirable behaviors may be listed, but the driver and principal may act to protect the safety and well being of all students.

DEFINITIONS

Chronic Offender Students who are referred to the office 7 or more times (excluding tardies to school or class) during the school year will be considered chronic offenders. On the 7th referral, the student is no longer subject to normal disciplinary consequences. On the 6th referral, parents will receive notice of the number of referrals of their child and the consequences for future office referrals. The principal will determine the consequences for all subsequent referrals. Possible options include but are not limited to:

1. 1-10 days of OSS.
2. Referral for placement in the Alternative School.

Corporal Punishment In some cases, corporal punishment may be administered. Corporal punishment is defined as a swat or swats on the buttocks with a paddle, administered in the Principal's office in the presence of a faculty witness. The student will have the right to refuse swats and parents can make a written request (renewed yearly) stating that they do not wish for their child to be paddled. Parents will be notified by phone or letter when swats have been administered.

Immediate Suspension The principal has the authority to suspend any student who is clearly a threat to the safety and welfare of the school population for a period not to exceed 10 days. In such cases, the principal will notify parents of this action as soon as possible after the suspension.

Out-of-School Suspension An attempt will be made to contact a parent by telephone and/or by a letter being sent home with the student when OSS has been assigned. The letter will state the reason for OSS and the day that the student may return to school. The parent should accompany the child to school for a conference with the principal at the conclusion of the suspension period. The OSS student will not be able to do school work during the suspension.

Consequences for Misbehavior

Students are expected to show self-discipline in their behavior. The principal will allow due process for all students by allowing the students to tell their story, by gathering information from the referral and other sources and by making a decision based on the Discipline Code.

Range of consequences

The following is a list of specific consequences that may be used. The student may:

1. Lose privileges, play time or right to participate in school activities, field trips, play day, etc.
2. Be put in time out area.
3. Be asked to replace the negative behavior with the positive behavior, work or related behavior.
4. Receive corporal punishment from the principal in the privacy of the principal's office with a certified witness.
5. Have parents notified of the problem at school.
6. Have an individual discipline plan developed to include specific behaviors, and negative and positive consequences.
7. Be given Out-Of-School suspension, or be referred to the Superintendent and/or an out-of-school agency (such as: DFS, Juvenile Officer, Police or Juvenile Court).

The principal may select from this range of consequences with the specific misbehavior, severity of act and the number of times or patterns that may exist.

Severe Clause

The principal may place any student at any time on any level for the following misbehaviors:

1. willful disobedience
2. willful property damage or destruction
3. willful refusal to do work
4. willful injury to self or others
5. willful disruption of the learning environment.

Parent Notification

Anytime a referral warrants a formal, disciplinary action a reasonable effort will be made by the teacher and/or principal to contact the parent or guardian either by written notice delivered by the student or through the mail or by direct phone contact.

Safe Schools Statement

Students enrolling in the Arcadia Valley R-II School District must live within the district with a parent or court-appointed guardian. If there are any questions, contact the building principal.

Steps in the Discipline Code

The following steps will be used when the students violate the behavior expectations listed in the Discipline Code. Also, the principal may place a student under the Severe clause based on the severity of the incident, the willfulness of the student and if the act represents a pattern of misbehavior.

Teacher Intervention (Parent Notification by Teacher)

Prior to implementing discipline steps, teachers use a variety of strategies in their own classrooms. When classroom strategies are not producing desired results, the following plan will be implemented:

Step 1: The student may lose privileges, play time or participation in school activities for a period or day and their parents notified.

Step 2: The student may lose privileges, play time, participation in school activities, may be placed in Time-Out, may be asked to replace the negative behavior with work or related activity for a period, day or week and their parents will be notified.

Principal Intervention (Parent Notification by Principal)

Step 3: Student conference with the principal to discuss the student's behavior file. Parents may be notified in the presence of the student, immediately following the conference, to discuss the file.

Step 4: The student may receive corporal punishment from the principal in the principal's office with a certified witness present and parents will be notified.

Step 5: Student's parents will be asked to come to a conference to set up an Individual Discipline Plan to include: specific behaviors, positive and negative consequences at home and school, and a school-home communication system defined. An Individual Discipline Plan will be completed and sent to parents that can't or won't attend.

Step 6: Student will be given Out-Of-School Suspension for part of a day, a day, or a week and parents will be notified.

Step 7: Students will be referred to the Superintendent and/or an out-of-school agency and parents will be notified.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, and school buses or at a school activity whether on or off school property.

Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Assault

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

First Offense: 11-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation student's discipline record.

B. Attempting to kill or cause serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Automobile/Vehicle Misuse--Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Students are not to move or be in automobiles/vehicles during the these rules and procedures may result in suspension or revocation of driving and parking privileges as well as school day without permission from school officials. Failure to follow rules may result in other disciplinary action.

Bus Misconduct--Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

Disparaging or Demeaning Language-Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.
First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Disrespectful Conduct or Speech- Verbal, written or symbolic language or gesture directed at a staff member which is rude, vulgar, defiant, or considered inappropriate to public settings.
First Offense: Principal/Student conference, in-school suspension, or 1-10 days Out-Of-School suspension.
Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Disruptive Speech or Conduct-Conduct or verbal, written, pictorial or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.
First Offense: Principal/Student conference, 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, and possible documentation in student's discipline record*.

Drugs/Alcohol

A. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs 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: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/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: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Extortion--Threatening or intimidating any student for the purpose of obtaining money or anything of value.
First Offense: Principal/Student conference, 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, and possible documentation in student's discipline record*.

False Alarms--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*; immediate report to law enforcement.
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*; immediate report to law enforcement.

Fighting--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Public Display of Affection--Physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Sexual Harassment

A. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

B. Physical contact that is sexually harassing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Theft--Theft, attempted theft or knowing possession of stolen property.

First Offense: In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Tobacco

A. Possession of any tobacco products on school grounds, bus or at any school activity.

First Offense: Principal/Student conference or in-school suspension.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

B. Use of any tobacco products on school grounds, bus or at any school activity.

First Offense: In-school suspension or 1-3 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

Truancy--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 or 1-3 days in-school suspension.

Subsequent Offense: 3-10 days in-school suspension.

Vandalism--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Weapons

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) 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, possible notification to law enforcement officials and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in student's discipline record.

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, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

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

Emergency Drills- It is mandatory that students regard drills with the same seriousness and respect that would be required in an actual emergency situation.

Earthquake Drill Procedures

1. At first sign of earthquake, or if possible, a warning bell ring.
2. Children will STOP, then DROP, and COVER under their desks or tables for 30 seconds, wait for instructions then evacuate the building.
3. Children will proceed to the nearest safety exit.
4. Teachers should have their attendance book in their possession as well as an earthquake kit and paper and pen to send notes on.
5. Descend to their designated area on the elementary ball field.
6. Seat all students in a circle.
7. Take attendance and send a note to the School Secretary stating the number of children you have present at the time, if any one is missing and whom they are. Attendance book is necessary so you may check to see who was absent at the beginning of the day.

Fire Drill Procedures The signal for a fire drill is six (6) rings, or an office page.

At the sound of the fire alarm, teachers should see that their group leaves the classroom immediately and lines up single file against the wall. Teachers should be the last to leave the room and close the door. Teachers and children leave the building by the following route. Each group should follow the group lined nearest the exit.

Front Entrance: This exit should be used by the P.E. classes, and the office personnel. The office will see to it that the doors have been propped open. Two single lines should be used to exit the building.

West Wing: 4th grade and Accelerated Learning would use this exit to leave the building. The classroom teachers that are located at the end of the hall should see that the doors have been propped open. Two single file lines should be used to exit the building.

North Wing: This would be the exit that the kindergarten, library, computer room music room and speech would use to exit the building. The library will be responsible for propping the doors open. Move the children around the building to the elementary ball field.

East Wing: The 2nd and 3rd grade classes would use this exit to leave the building. The classroom teachers that are located at the end of the hall should see that the doors have been propped open. Two single file lines should be used to exit the building.

South Wing: 1st grade, art, EMH classes, E.C.S.E. and the nurse will use this exit to leave the building. The classroom teachers that are located at the end of the hall should see that the doors are propped open. Two single file lines should be used to exit.

Each teacher should take their group to the elementary ball field. Teachers should close all windows before leaving. Take your attendance book outside with you and take attendance. If any child is missing from your group, take necessary steps to be sure he/she is out of the building.

Tornado Drill Procedure

The following is a guide for you to use during the tornado drill or a real tornado. Our children are not always exactly in the same place so we cannot define exactly where each group of children should be placed. Please use the following guideline and be ready to adjust depending on the circumstances that exist at the time of the drill.

1. **The signal for a tornado drill is three (3) rings or an office page.**
2. Please take your attendance book with you as you exit the room
3. The teacher should be the first person out of the room
4. The children should be directed in a hallway away from glass. 1, 2-3, 4th and kindergarten hallways must be used.
5. Have children assume the correct position. It will be necessary to have a double row of children on each side of the hallway leaving a center aisle in the middle. Have children face away from the nearest source of glass.
6. Please do not allow children to place themselves in front of a door where a door might swing open and cause injury.
7. Do not place children closer to the classroom doors or to the doors leading outside.
8. P.E. and library should use the kindergarten hallway.
9. Art should use the second-third grade hallway
10. When you hear the signal, do not open or close the windows. Get your students to the hallway as soon as possible. Close the classroom doors when students are out.

Emergency Phone Use

Students may use the phone in the hallway with the permission of the teacher and the office for local emergency calls only. Emergency messages may be given to your child.

Enrollment Procedures

New students may be enrolled at the school office anytime between 8 a.m. and 4 p.m. daily. Parents need to provide the following:

1. a state-issued birth certificate
2. a complete immunization record
3. Social Security Number
4. health data
5. any previous school records or information, and
6. any IEP or special program placement
7. proof of residency
8. Migrate Status form

At the time of enrollment, parents can expect the following:

1. A copy of the handbook
2. A copy of the free/reduced lunch application
3. Bus route information
4. A tour of the building
5. Brief outline of the school schedule
6. An introduction to teachers
7. Answers to any questions

Kindergarten students must be five (5) before August 1st to be enrolled. Kindergarten screenings are held during April. Parents may call 546-9700 ext. 1 at that time to set up screening appointments.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): Student Records

Cumulative educational records will be retained permanently. A special services folder will be kept for all 94-142 students to meet the provisions of the compliance plan. Comments will be limited to student performance. The principal and staff will ensure that all records are kept in a proper manner and utilized in accordance with the law. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Review of Student Records

Parents of eligible students (18) are entitled to review their records, entitled to explanations, definitions, or interpretations. Appeals may be made following the appeal process outlined below. Staff members with a legitimate interest and need will be allowed information concerning the record of a student. The principal will ensure that such use is specific to a student's educational services. The district will maintain a record of all requests for and disclosures of information.

Annual Notification of Rights to Parents/Guardians and Students

A summary of the major provisions of FERPA will be made available to all students and parents through the student handbook. Annual public notice will be presented concerning the release of "Directory Information." See Public Notice.

Release of Student Records

Records may be released when requested by another school. Written parent authorization will be sought. Information will not be released to unauthorized persons without the express consent of the student or guardian, except to comply with a judicial order of subpoena. Both natural parents will have access to the student's records regardless of their marital status, unless a court order or divorce decree removes one parent's right to this information. Copies of records of currently enrolled students will be made available to authorized personnel upon request. A fee per copy may be assessed to graduates or other students who have terminated their education. A record of disclosures shall be maintained of personally identifiable information. After a student attains 18 years of age or is attending a post-secondary educational institution, all rights accorded to and consent required of parents shall only be accorded to and required of such student.

Appeals Procedure

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading, or inappropriate data in a student's record. Parent, guardian, or eligible student, after review of records, may petition for a hearing from the principal. The principal will, within 10 working days of request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence, and provide a decision. If not satisfied, the petitioner may request in writing that the superintendent of schools review the case and determine appropriate action within 30 working days. If not satisfied, the next appeal will be to the Board of Education with a decision within 30 working days. Parents or eligible students shall be informed of the right to place a statement in the student's school record.

Public Notice

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send a note to that affect to your child's principal.

Directory Information

Annual public notice should be presented to parent or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as a directory information: Students names, parents names, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Parents or eligible students will have ten (10) days after the annual public notice to view the student's directory information released, unless the school district may disclose any of those items designated as directory information without prior written consent.

Health Policy

Immunization

There is no grace period for immunization. All students not in compliance with immunization requirements will be prohibited from enrolling in or attending school. Students must present immunization record to school, and all immunizations must be up-to-date before being permitted to attend classes. To remain in school, students "In Progress" must receive immunizations as soon as they become due.

DPT/DTAP/DT/Td: All students K through the 11th grade must have three (3) doses of DPT, with the last dose on or after their fourth (4) birthday. If they have not received the dose after age four (4) or older, an additional dose is required unless they have already received six (6) or more doses. Pertussis vaccine is not required for children ages seven (7) years or older. A Td booster is required ten (10) years after their last dose. Maximum of six (6) doses for K-9th.

POLIO: All students K through the 11th grade must have three (3) doses of polio with the last dose on or after their fourth(4) birthday. If a combination of IPV/OPV is received, four doses are required for K-2nd.

MMR: All students K through the 11th must have two (2) doses of the measles vaccine and one (1) dose of the mumps and rubella vaccine on or after their first (1) birthday. At least twenty-eight (28) days must separate the two doses.

HEPATITIS B: A series of three (3) doses are required for those students in K,1,2,3,4,7,8, or 9 who have completed the Hepatitis B series. If they have not completed the series, the following schedule may be used as a guide for those "In Progress." Initial visit – dose 1; 1 month after dose 1 – dose 2; 5 months after dose 2 – dose 3.

Students in grades 7,8, and 9 or who are 11 through 15 years of age may use the following as a guide for the 2 dose Hepatitis B vaccine schedule: Initial visit – dose 1; 4 to 6 months after dose 1 – dose 2.

*12th grade students must have three (3) DPT and three doses of Polio with their last dose at age three (3) years or older. A Td booster is required ten (10) years after last dose. They must have one (1) MMR dose on or after (1) birthday.

CHICKENPOX: Kindergarten requires 1 varicella shot or proof of disease.

Medical Exclusion From School

The following exclusion periods are in effect for school attendance.

CONJUNCTIVITIS (Pinkeye): excluded until under treatment and itching, pain, and drainage are not present.

HEADLICE: excluded until all live lice and nits are removed. See NO NIT policy.

IMPETIGO: excluded until skin lesions are healed or until child is under adequate continuous medical treatment.

MEASLES: excluded during cold symptoms and until five (5) days after the appearance of the rash.

MUMPS: excluded for nine (9) days after swelling begins.

RUBELLA: excluded for five (5) days after the appearance of the rash.

SCABIES: excluded until all are adequately treated.

STREPTOCOCCAL SORE THROAT AND SCARLET FEVER: excluded for seven (7) days or until clinical recovery. The student may return forty-eight (48) hours after antibiotic treatment has begun.

Head lice (NO NIT POLICY)

When a student is found to have head lice, the parents will be contracted to take the child home from school immediately.

Information will be given to the parent about the necessary treatment and the procedure for readmission to school. The student will be readmitted when:

1. The student no longer has nits nor live lice.
2. Proof of treatment (shampoo bottle or box top) must be provided, or
3. A note from physician that the student is free of nits or live lice.

If a third (3) infestation occurs, the nurse will notify the principal or DFS personnel. Students can be checked at any time for occurrence or reoccurrence of infestation. For further questions concerning head lice, please call the nurse at 546-9700.

Head Injury

Please refer to the policy from the nurse's office. If you have additional questions, please contact the nurse at 546-9700. Press one (1) for the Elementary.

Illness

Students that become ill at school are sent to the nurse. If they are too sick to remain at school, parents will be called to take them home. If parents cannot be reached, emergency numbers will be contacted. *Please keep these numbers current.*

Medication Given at School

Medications: Due to changes in guidelines for giving medication in the school setting, we are now required to have physician's orders for prescription and non-prescription medications given at school.

Prescription medication: Written, faxed or prescription labels will be considered an authorized prescribers order for short-term (two weeks or less) medications only. Long-term medications and changes in dosage of those medications will require written or faxed orders from the authorized prescribers. All medications must be in the original container.

Over the counter medications: Written or faxed orders or standing orders (renewed yearly) will be required from the authorized prescriber for the administration of the over the counter medications to students during school hours. These medications may include but are not limited to Tylenol, cold/cough medications, topical ointments, etc. All medication must be in the original container.

There are medication forms available in the school health office. This form can be used for both an authorized prescriber's order and parent/guardian permission to give medications at school. If you have any questions, call the school nurse at Arcadia Valley Elementary at 546-9700 ext. 1.

Honor Roll Grades 3 & 4

Academic excellence is the key to success. In order to encourage students to achieve their highest potential, an Honor Roll was established. Two types of honor roll recognition exist: Principals and regular. The following scale is used to calculate the Honor Roll: A 11, A- 10, B+ 9, B 8, B- 7, C+ 6, C 5, and C- 4. To make the regular Honor Roll students must average eight (8) with no grade below a four (4) (C-). To make the Principal's Honor Roll students may not have a grade lower than A-. Penmanship is not counted for either Honor Roll.

Library Resource Center

The books and materials in the Library Resource Center have been judged to be suitable for a school environment. Students should use discretion when checking out materials that do not fit their individual needs or personal preferences.

Lost and Found

Personal items brought to school by the children should be marked with their names. Lost items are stored in the janitor's closet and are checked and disposed of each semester.

NON-DISCRIMINATION POLICY

It is the policy of Arcadia Valley R-II School District not to discriminate on the basis of race, color, national origin, sex or a handicapping condition in its educational programs, activities, or employment in compliance with Title VI, Title IX, and Section 504 of the Federal Law pertaining thereto. As a student or employee of Arcadia Valley Schools, you are protected from discrimination in all the above-mentioned areas.

If you believe that you have been discriminated against on the basis of race, color, national origin, sex or a handicapping condition, you may make a claim that your rights have been denied. This claim or grievance may be filed with your principal, supervisor, or the Assistant Superintendent.

You will be asked to write down the actions, policies, or procedures, which you feel, are discriminatory. You may obtain assistance from the Assistant Superintendent, 750 Park Drive, Ironton, MO 63650. The telephone number is 546-9700. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C. If you file your grievance with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of possible discrimination.

If you wish to discuss your rights under Title VI, Title IX, or Section 504, to obtain a copy of the full grievance procedure, or to obtain help in filing a grievance, contact the Assistant Superintendent, 750 Park Drive, Ironton, MO 63650 (546-9700).

Parents Waiting to Pick Up Students

Parents waiting to pick up students are asked to remain on the street side of the flagpole until the buses leave. After buses leave, students being picked up will exit the building.

Release of Children

Children are not permitted to leave the school grounds at any time during the school day. Parents requesting the release of a child during the school day for an appointment or an emergency must sign the student out in the Elementary Office. The nurse or principal may release a student (due to an illness) to a parent or other authorized adult. Every effort will be made to contact the parent. If someone other than the parent is to pick up the child, a note from the parent is required.

In specific cases where an individual is not permitted by law to pick up a student, a copy of the Court Order must be kept on file in the elementary office. *Only in the case of an emergency may the parents check their students out of school between 2:45 and 3:10 p.m. This may affect your perfect attendance, reward parties, and 10 hours or less awards.*

Recess

Two recesses are provided daily for the children. All children are encouraged to participate as it helps them grow physically, mentally, and socially. All children will be taken outside for recess unless parents send a note each day requesting otherwise.

SAFE SCHOOLS ACT

Discipline

The safe school initiative mandates that schools identify abusive, violent, and disruptive students. It provides means for schools to remove these identifiable students from the normal setting when their presence does not allow other students to learn in an orderly and safe environment. The Arcadia Valley R-II Schools will initiate an alternative school for students who meet the criteria within the safe schools initiative. Students who are abusive, violent and disruptive will be removed from the general school setting following the procedures adopted by the Board of Education. In all cases, students will be informed of why they are to be removed and will be given a complete description of what is expected of them in the alternative school. In all cases, a student's due process rights will be implemented according to state statutes.

Residency

Students enrolling in school must live within the district with a parent or court-appointed legal guardian. For further information about this matter, contact the building administrator.

School Closings

When it becomes necessary to cancel school due to bad weather you may tune to KTJJ & KFMO radio stations and KFVS, KSDK, KMOV & Fox 2 television stations. The School District phone service will have a message immediately after answering stating that school is cancelled. That number is 546-9700. If no message indicates a school closing, then school is in session. Students and parents should neither call the stations nor staff members.

School Visitors

No visitors are allowed at school without the Principal's consent. All visitors are to report to the office immediately upon arrival at school. Visitors will be given an I.D. tag to be worn while in the school building. Children not enrolled will not be allowed to attend classes.

Suggested Supply List

Kindergarten: Backpack, 1 pair of Fiskar's blunt scissors, 4 boxes of 8 count crayons, 12 regular size pencils, 1 bottle Elmer's glue (not gel or glue sticks), 1 small plastic school box, 1 package of colored pencils. Optional items: zip-lock baggies, baby wipes, envelopes 4 3/8 x 5 3/4 (invitation size), Brown paper bag, paper plates, masking tape, duct tape.

First Grade: Backpack, 10- glue sticks, scissors, crayons, writing tablet with dotted lines, erasers, 12- #2 pencils, tissues (2 boxes), zip-lock baggies-quart size, small plastic supply box. Please- no wheeled bags, rulers, pens or markers.

Second Grade: 2 spiral notebooks, wide-ruled notebook paper, crayons, pencils with erasers, scissors, glue sticks, bottled glue, school box, large box of tissues, zip-lock baggies.

Third Grade: Art box, 2 glue sticks, 4 spiral notebooks, crayons, washable markers, highlighters, pencils, 3 folders, scissors, large box of tissues.

Fourth Grade: 4 spiral notebooks, 3x5 index cards and file box, #2 pencils, erasers, pencil sharpener, colored pencils, crayons, loose leaf notebook paper, markers, 2 highlighters, supply box, 2 glue sticks, large box of tissues, Binders with dividers, 5 Folders: 2 red, 1 blue, 1 yellow, 1 green; ziplock bags or paper towels.

Transportation

All students residing one mile or more from the school are eligible for bus transportation. Riding the bus is a privilege, and students are expected to follow bus safety rules and the driver's instructions. Parents will receive a BUS DISCIPLINE REPORT for unsafe bus conduct. A student may not be allowed to ride the bus after the third report from the driver. The following are some general bus safety rules:

1. bus noise and conduct should be at classroom level
2. no eating or drinking on the bus
3. remain seated always
4. no pets or glass jars permitted
5. any student found to be responsible for damages will pay for damages and repairs
6. students must ride their assigned bus only.

Only in an emergency will a student be allowed to ride a different bus. Students must have a signed note (bus pass) from the principal and given to the driver allowing this special emergency ride. Birthdays and sleepovers are not emergencies, and hosting parents will need to make other transportation arrangements for the situation.

Sexual Harassment Of Students

Sexual harassment of students by employees or other students is strictly prohibited in the Arcadia Valley School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 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 unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall provide for an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

Special Education

The Arcadia Valley R-II School District will provide a free, appropriate, public education to all handicapped and severely handicapped children residing in the district. In order to appropriately meet the needs of the children, special classes are provided for the educable mentally retarded, learning disabled, behavior disorders, and speech impaired. Should children with other handicaps be identified, programs would be developed or services contracted which would appropriately serve the student.

In order to provide a free, appropriate, public education, know of special-needs students who will be entering school and comply with state law, the school district must prepare a census of all handicapped children less than 21 years of age, encourage them to notify school officials. If you have handicapped children, it is important that school officials be notified.

Contact: Sandy Hitchings, Special Education Process Coordinator
Arcadia Valley R-II School District
750 Park Drive
Ironton, MO 63650
(573) 546-9700

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: contact David Dillard, Asst. Superintendent of A.V. RII Schools, 750 Park Drive, Ironton, MO 63650, (573) 546-9700. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.