

# Mark Twain Elementary

1100 Mark Twain Drive  
Rolla, MO 65401  
Phone: 458-0170  
<http://www.rolla.k12.mo.us>  
Principal: Dr. Jim Pritchett

## STUDENT HANDBOOK 2011-2012



## ROLLA PUBLIC SCHOOLS

Welcome to Mark Twain Elementary. We are excited about your joining us this year. The staff has been planning all summer and is glad that the start of the year is finally here. We look forward to providing your child with a safe, happy, positive and productive educational experience. Working together with you, we look forward to a successful school year. Welcome to the 2011-2012 school year.

**Jim Pritchett, Principal**

### MISSION STATEMENT

The responsibility of the Rolla School District is to provide, in partnership with the community, the best educational opportunities possible for our students through a commitment to excellence in personnel, facilities, curriculum and instruction.

### BELIEFS

We believe that all students:

- Should be prepared to compete and excel in a global society.
- Should be prepared to become lifelong learners and responsible citizens.
- Deserve a safe and nurturing learning environment.
- Deserve the opportunity to realize and maximize their potential.
- Deserve the best educational opportunities possible through a community-wide commitment to excellence.

### MARK TWAIN ELEMENTARY SCHOOL

We the Mark Twain Elementary Community believe:

- In individualized education.
- In developing basic skills.
- In making school a happy place where learning is enjoyable, interesting, meaningful and safe.
- In using a positive approach.

### 2011-2012 SCHOOL CALENDAR

August 17	SCHOOL OPENS
September 5	NO SCHOOL/Labor Day
September 14	CSD- 1:00 dismissal
October 10	NO SCHOOL/Professional Development Day
October 28	NO SCHOOL/ Parent Teacher Conferences
November 2	CSD -1:00 dismissal
November 23-25	Thanksgiving Break
December 22	Christmas Break Begins, 1:00 p.m. dismissal
January 3	NO SCHOOL/Teacher Workday
January 4	School Resumes
January 16	NO SCHOOL Martin Luther King Holiday

February 17	NO SCHOOL/Professional Development Day
February 20	NO SCHOOL/Presidents' Day
March 23	NO SCHOOL/ Parent Teacher Conferences
March 26-30	SPRING BREAK
May 23	LAST DAY OF SCHOOL 1:00 dismissal
May 24	Teacher Workday
May 25	Commencement
Make-up Days:	1: January 16 2: February 20 3-6: Built into calendar

### TELEPHONE EXTENSIONS

#### OFFICE

Jim Pritchett	17010	(Principal)
Delinda Gillardi	17001	(Secretary)
Charlene Mumma	17002	(Secretary)
Amy Hall	17020	(Nurse)

#### TEACHERS

##### Kindergarten

Laura Brown	17302
Joni Stoops	17306
Wanda Lucian	17303
Kristina Nakanishi	17309
Kate Brown	17304
Tammy Herpich	17307

##### First Grade

Mandy Crouch	17222
Lucretta Kinder	17305
Casey Kuhljuergen	17205
Melinda Lauth	17216
Laine Schafer	17220

##### Second Grade

Lisa Baxter	17218
Rachael Drabczyk	17207
Jenny Caron	17209
Sheila Murphy	17211
Debra Wilson	17213

##### Third Grade

Kim Allison	17203
Kyle Gibbs	17104
Lora Hounsom	17208
Dennis Peterman	17210

##### Fourth Grade

Lori Ann Chance	17109
Charley Dill	17206
Jami Jenkins	17106
Krista Sheldon	17200

##### Special Classes

Vickie Bates	17201	(Spec. Ed)
Bonnie Breuer	17217	(Title I Rdg.)
Sue Eudaly	18304	(Gifted)
Willie Howard	17105	(P.E.)
Andy Knehans	17113	(Music)
Debbie Lemen	17215	(Title CA)
Susan Sells	17214	(Speech/Lang.)
Becky Madras	17030	(Counselor)
Kim Martin	17109	(LD)
Karen Morgan	17111	(Art)
Cindy Noel	17219	(Title I Math)
Jennifer Heberlie	17040	(Library)

## SUPPORT STAFF

Cathy Almekinder	17107	(SPED Aide)
Marilyn Bounds	17050	(Cafeteria)
Teresa Carr	17050	(Cafeteria)
Mark Jones	17035	(Custodian)
Carolyn Keebey	17040	(Library Aide)
Sherry Lewis	17050	(Cafeteria)
Linda Inskip	17050	(Cafeteria)
Mandy Miller	17201	(SPED Aide)
Bobbi Nelsen	17201	(SPED Aide)
Billy Ross	17035	(Custodian)
Susie Short	17217	(Title Aide)
Trudy Stadler	17217	(Title Aide)
Joe Wenz	17035	(Custodian)
Abbi Whitaker	17201	(SPED Aide)

## ATTENDANCE AND ABSENCES

School attendance is very important to your child's success in school. Please call the school office (458-0170) by 9:00 a.m. any day that your child is absent. If no call or note is received the absence will be marked as unexcused.

If a student has 5 absences, a letter will be sent to parents. At 7 absences in a semester, a follow up letter will be sent. At 10 absences in a semester, appropriate authorities will be notified if it is deemed that the absences are excessive without cause.

Parents must sign their children out and back in when they leave school during the day, as attendance is kept by the minute. Parents are encouraged to schedule appointments outside the school day, make every effort to ensure that students arrive at school on time each day and stay until dismissal. Parents will be contacted, and appropriate authorities will be notified, in cases of excessive tardiness. Tardiness and early check outs will prevent a child from having perfect attendance. Students checked-out after a class party or class performance will be marked as unexcused.

Students who have perfect attendance (zero hours missed) and those who have outstanding attendance (fewer than 3 hours missed) will be recognized at the end-of-the-year awards assembly.

## BUILDING HOURS

Building hours are from 7:40 a.m. to 3:40 p.m. on school days. **Students must not arrive before 7:40 a.m.**, which is 30 minutes before the start of classes, as there is no supervision. In the past, we have had car riders and walkers arriving as early as 7:00 a.m. This presents a safety issue for your children. Please make arrangements to have your child arrive no earlier than 7:40. Car riders are dismissed at 3:00 p.m., and parents

must pick students up at this time. We do not guarantee supervision outside of these designated hours.

## WEDNESDAY MORNING MEETINGS

Wednesday from 7:30 to 8:10 are set aside for teachers professional development meetings. Busses will run fifteen minutes late, with none arriving at school before 7:55. Arrangements should be made to ensure that no walkers or car riders arrive before 7:55 on Wednesdays. Students will be supervised from 7:55 to 8:15, at which time school will begin.

## DISMISSAL AND RELEASE OF STUDENTS

For safety reasons, it is important that every child have a regular method of travel after school. Whether a child is a walker, car rider, or bus rider will be entered on the enrollment form. Your child will be expected to follow this procedure unless you notify the office before 2:30 pm. Changes will not be made after 2:30 p.m. unless an emergency occurs.

When a student is picked up at a time different from his/her regular dismissal time, parents must request the child through the office. We will not release students to persons other than their parents or guardians without permission from the parents or guardians, except in the case of an emergency, when we will release the child to persons designated on the enrollment form as emergency contacts. The school office must have appropriate documentation showing that a parent has no visitation rights in order to deny a parent the right to pick up his/her child.

Our school calendar indicates three early dismissal days during the school year. Occasionally it is necessary to dismiss school early because of weather. Please make sure the school office is made aware if there are different arrangements for these days; otherwise, the child will follow his/her normal routine.

## TELEPHONE & CELL PHONE USE

Students are not allowed to make personal calls during the school day without permission. Telephone messages for students will be delivered at the end of the day. Students will not be called to the phone except in an emergency.

A student is prohibited from using or having his/her personal cellular telephone turned on during the regular school day. Students must have the telephone(s) turned off during the school day and left in their backpack.

### **HOMEWORK POLICY**

In the event your child misses school and you would like to request homework, please contact the office by 10:00 AM. **Homework will be available outside the office after 3:00 that day.**

### **HONOR ROLL**

Mark Twain will recognize all first through fourth grade students who achieve honor roll status each quarter. To be eligible for Honor Roll a student must earn all A's and B's and have no discipline referrals for that grading quarter. Students will be recognized with a certificate indicating each quarter honor roll is obtained. This certificate will be given during the awards assembly at the end of the year.

### **VISITORS TO SCHOOL**

Parents are welcome to visit school, but should arrange classroom visits with the teacher in advance, and may not interrupt the instructional process. All visitors, including parents and guardians, are expected to report to the office and receive a "Visitor" sticker before going to classrooms. Parents may eat breakfast or lunch with their child, but should sit at a table designated by the duty teacher.

### **PARKING/DROP-OFFS**

A crossing guard is provided by the Rolla Police Department to assist students crossing Salem Avenue using the two crosswalks. Please insist that your child cross the street only at the marked crosswalks. Students who are brought to school by car should be dropped off in the car drop off area, Mark Twain Drive, which you will enter from Holmes Avenue. No cars will be allowed to enter the bus lane, which enters from LaGuille Court. A car rider map is attached at the end of this document outlining the car rider pick-up procedure at the end of the school day. Please note the direction of traffic flow.

Marked handicapped parking spaces are available in the parking area at the front of the school for those who require accommodations. All others should use the regular parking spaces and entrances.

### **STUDENT RECORDS/DIRECTORY INFORMATION**

#### **(FAMILY EDUCATIONAL RIGHTS & PRIVACY)**

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. Parents or eligible students should submit to the school principal or appropriate school official 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 in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. 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 of 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's K-7<sup>th</sup> grade students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

**Students in kindergarten through seventh grade** – Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or parttime); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

### **SURVEYING STUDENTS**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Policy KI.

Parents will be notified at least annually at the beginning of the school year of this policy and within a reasonable period of time after any substantive change in the policy. The district will directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when the above described surveys or evaluations are scheduled or expected to be scheduled or when information for the purpose of marketing will be collected. Parents have the opportunity to opt the student out of participation in any surveys or evaluations described in this policy.

### **AUDIO & VISUAL RECORDING**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy,

will be prohibited if the activity creates a disruption to the education process. See Board Policy for more information.

### **HAZARDOUS MATERIALS**

The Rolla Public Schools will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA). To view the guidelines for AHERA can be found on the school district website (procedure EBAB-AP1) or by contacting the school district office. Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

### **MEDICAID REIMBURSEMENT**

Rolla Public Schools may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of the services provided, are used to support and expand school health and education services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Director of Special Services at 573-458-0100.

### **ASSESSMENT PLAN**

The district will use assessments as one indication of the success and quality of the district's education program. Following are the standardized tests administered to all students in the Rolla Public Schools, and the purpose of administering each.

- Developmental Indicators for the Assessment of Learning - DIAL-3-Used for kindergarten screening/administered to students who plan to enroll in kindergarten the following fall.
- Missouri Assessment Program (MAP)-Given to students in grades 3 and 4. This is a criterion referenced test required by the State of Missouri/tests student mastery on key skills identified by the state and helps to identify curricular strengths and weaknesses.
- STAR Reading-This test is given to students to assess student reading level.
- Gates MacGinite Reading Assessment-Given to grade 3 and 4 as a reading diagnostic test. Woodcock-Munoz-English proficiency test used to screen for Limited English Proficient students.
- Maculaitis Assessment (MACII)-Given to students to measure English proficiency in speaking, listening, reading, and writing.

- Basic Achievement Skills Inventory (BASI)- Math & verbal skills assessment given to 2<sup>nd</sup> grade students who pass initial screening process for gifted.

### **PROGRAMS FOR HOMELESS STUDENTS**

The Rolla Public Schools Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. More information can be found on the school district's website or by contacting the school district office.

### **BUS PROCEDURES**

Bus transportation is provided to those students who are eligible, based on the distance and route that a student must travel to and from school. This route must be one mile or more from school. Questions or concerns about bus transportation should be directed to Mrs. Sally Droste, Director of Transportation (458-0125).

Each bus driver will provide a summary of bus rules to each student riding a bus during the first week of school. It is important that as a parent you read this summary of bus rules. Misconduct on the bus presents a safety hazard for the individual and all others on the bus, and will not be tolerated. Consequences for inappropriate bus behavior may include, but are not limited to, the following: administrative conference, phone call/note to parents, recess detention, and bus suspension.

Rules established by the board of education state that only those students assigned to a particular bus will be allowed to ride. Exceptions will be made on an individual basis for emergency or unusual situations only, and students must obtain a bus pass from the principal's office. Students are not allowed to ride a bus other than their own for recreational reasons, such as to play with a friend, sleep-overs, scout meetings, or similar activities. Requests for a change in transportation arrangements must be made in writing by the parent or guardian to the principal's office.

### **WEAPONS IN SCHOOL**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting

from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place. More information can be found on the school district's website or by contacting the school district office.

### **INCLEMENT WEATHER**

If it is not raining or snowing, children will usually go outside for recess in the winter, unless the wind chill index indicates a health hazard. Students will not be allowed to stay inside for recess unless we have a doctor's request based on a specific illness. It is important that appropriate clothing be worn at all times. To find out if school is in session, please call 458-0101 and follow the commands.

### **SCHOOL PARTIES AND SPECIAL ACTIVITIES**

Classroom parties are generally held at Halloween, Christmas, and Valentine's Day. These parties are usually held at the end of the day so that they do not interfere with instruction. If you do not want your child to participate in holiday parties, please let the teacher know so other arrangements can be made.

Birthdays and special events are sometimes celebrated in individual classrooms. In addition, all students will be recognized by birth month in the cafeteria. Please inform your child's teacher if you do not want him/her to participate in these activities.

Invitations for birthday parties, etc. may not be distributed at school unless all children in the same class are invited as this practice is not only disruptive to instruction, but often causes hurt feelings. The school will not give out addresses of students for these purposes.

The office will not allow flowers and balloons to be sent to school for students. This is a safety hazard on busses and a disruption to instruction.

### **FIELD TRIPS**

Field trips are planned in each grade to support the curriculum and classroom activities. Parents are frequently asked to accompany students as chaperones. Chaperones must complete the

required background check as required by board policy. We allow a limited number of parents to ride the bus, but many times parents are asked to drive separately in order to attend a field trip. Students are expected to ride the bus to and from the field trip destination; however, exceptions will be made only for the student whose parent is driving or if two parents are riding in the same car, then only the children of these parents can ride in the car. **No younger siblings will be allowed on any field trip. Parents asked to be chaperones cannot be responsible for other Mark Twain children if they are watching younger siblings, therefore no siblings will be allowed on field trips. There will be no exceptions to this request.**

#### STUDENT PLACEMENT

The board of education gives the principal the authority and responsibility for assigning students to classes. This is an educational decision that takes many factors into account. Concerns about placement should be put in writing to the principal before May 1 each year. Concerns will be taken into consideration, but requests for specific teachers cannot be honored.

#### GRADING AND REPORTING

Teachers regularly send home graded papers so that parents are informed about the child's progress in school. Mid-quarter grades are sent home each quarter, by individual teachers to be reviewed and returned to school. Mark Twain's grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	N or D
50-59	U or F

In some subjects, students work in groups based on individual levels of functioning and ability so that each child has the opportunity to be successful. In those subjects, the report card will reflect both a letter grade and a level of work. Each "grade" must be interpreted in light of all other information on the report card. Questions about grading criteria should be directed to the child's teacher. A separate grading and reporting system is used for kindergarten. This system is explained to kindergarten parents through materials given to them throughout the year.

Parents are encouraged to use the Infinite Campus Parent Portal to access their students grades, attendance, behavior, etc. Contact the school office to sign-up for this opportunity.

Each student has a permanent folder, which is the official school record. Parents have the right to inspect this record, and request an amendment or hearing for any information that may be incorrect

or misleading. If you wish to inspect your child's record, an appointment should be made through the school office.

#### PROMOTION AND RETENTION

Promotion and retention is based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: a) indifference or lack of effort on the part of a capable student, b) physical or social immaturity, and c) frequent or long absences. Near the end of the school year, each child is considered individually for promotion to the next grade or level. The decision to retain a student is made only when the educational staff believes that retention is in the best educational interest of the child. No student is retained for disciplinary reasons and it should never be seen as a punishment. State laws, specifically HB 319, regarding reading level will be enforced when retention decisions are made. Parents will be a part of the decision making process, however, board policy places the final decision on retention with the principal.

#### SPECIAL SERVICES

Mark Twain offers several special educational services for students with special needs. A school guidance counselor, Ms. Becky Madras, is available to work with students. Guidance and counseling is an integral part of our school's educational program. Ms. Madras will assist students in learning the skills and attitudes necessary to be successful learners. She conducts classes and group activities that are designed to help students within the school environment. Parents should contact Ms. Madras if they feel she can be of assistance to their child.

State and federal laws, including IDEA, require that students with disabilities receive a free and appropriate education. Mark Twain offers special education programs in the building for the following disabilities: learning disabilities, emotional disorder, physically impaired, other health impaired, and speech/language disabilities, OT and PT. Placement in one or more of these programs is based on the diagnosis of an educational disability, and with the knowledge and consent of the parent. An educational evaluation and diagnosis is necessary before considering a child for one of these programs. Parents of students with a suspected disability that may require one of these special education programs may initiate the special education referral process by first contacting the classroom teacher. Teachers who suspect that a student may have a disability will contact parents regarding requests to test and evaluate students for these additional services. Removal of any pupil who is a student with a disability is subject to state and

federal procedural rights as provided for in the Rolla 31 School District's Discipline Policy

Mark Twain also offers special help to students in reading, math and communication arts through the federally funded Title I program. Students who qualify for this service may receive additional help in reading, math and communication arts. Very specific qualifications must be met and only a limited number of students qualify.

The district provides a gifted program for qualifying students in grades 3 and 4. Multiple criteria are used to determine eligibility. Students will be pulled out of their regular classroom on a bi-weekly basis.

### **VOLUNTEERS & PTO**

Mark Twain has a very active group of volunteers who serve our students in a variety of capacities. Jenni Hushaw is the volunteer coordinator for the district. If you are interested in volunteering, please call Central Office at 458-0100.

**Mark Twain PTO also actively supports the school and its programs. PTO Officers for the 2011-2012 school year are President, Danette Sherrell; President-Elect, Rachel Allison; Secretary, Terri Puetz Treasurer, Judy Brown.** As a general rule, PTO meets the last Tuesday of each month. **Reminders will be sent home with the children prior to each meeting. All parents are encouraged to participate in PTO.**

### **CAFETERIA**

All breakfast and lunch menus meet the National School Breakfast/Lunch Program guidelines.

Students have the option of purchasing breakfast and/or lunch at school. Every parent is asked to fill out an application for free/reduced lunch and breakfast. Students should bring money to pay for meals until approved for the program. Notification of approval or denial will be sent once the application has been certified. Applications are available in the school office. Milk may be purchased daily for snack or to accompany a cold lunch.

**Prices are as follows: (Subject to change)**

<b>Breakfast</b>	<b>\$1.35 daily</b>
<b>(Reduced)</b>	<b>\$.30 daily</b>
<b>Lunch</b>	<b>\$1.70 daily</b>
<b>(Reduced)</b>	<b>\$.40 daily</b>
<b>Milk</b>	<b>\$.40 per carton</b>
<b>Milk (25 milks)</b>	<b>\$10.00 monthly milk card</b>

The charge limit is \$10.00 and is used for the purchase of meals only. Students who have

reached the charge limit and do not have any money for the present day's meals will be given an alternate item of our choice and milk at no cost. Students will not be able to buy milk tickets if their cafeteria account is negative. All charges must be paid before grade cards will be issued.

Breakfast is served from 7:40-8:05. Students who arrive after 8:05 will not be served breakfast (unless a bus is running late). Students are expected to make payments for lunch and breakfast in the morning between 7:50-8:10. Please send a check or cash in an envelope, clearly marked with the child's full name, indicating whether the money is to be used for lunch, breakfast, and/or milk tickets.

Cafeteria balances automatically roll over at the end of the year. Any unused milk tickets will be credited to the student account at the end of the school year. The balance will transfer to the next grade level or school. Balances are available to students enrolled in summer school classes. Refund checks are issued by request only. Please call 458-0170 (ext.17002). Checks will be mailed only for balances greater than \$5.00. Any fees owed will be deducted first. Please allow 4-6 weeks for processing.

Cafeteria Expectations: 1) students are expected to use appropriate table manners and quiet voices in the cafeteria; 2) when waiting in line to be served, keep hands, feet and all other objects to yourself; 3) students should not throw or trade food with another student; 4) students eating area should be free of trash when they are dismissed.

See the district website at [www.rolla.k12.mo.us](http://www.rolla.k12.mo.us) for more information and monthly menus.

### **WELLNESS POLICY**

The Rolla Board of Education adopted a Wellness Policy in June 2006. The premise behind this policy is to promote a healthier life style for our staff and students. We encourage parents to provide a variety of nutritious foods for your child if you pack their lunch. No sodas for lunch please! We request that food brought into school be pre-packaged. Our food service department will make a concentrated effort to offer nutritious meals to our children that encourage healthy eating habits.

### **SCHOOL LIBRARY**

Each class has a weekly library period, during which time students learn about the use of the library, check out books, and participate in other library activities. Students are free to use the library during the day when given permission by their teachers. Students are expected to pay for

the replacement of library materials that are lost or damaged while in their possession.

The school librarian is the coordinator of Mark Twain's *Accelerated Reader* Program. This program focuses on increasing the amount of time students spend reading independently each day. Networked computers in each classroom are an integral part of the program and provide detailed documentation and diagnostic information on each child's reading progress. Students are recognized as they achieve 25%, 50%, and 100% of their individual reading goals.

#### **CONFERENCES AND STAFF CONTACT**

Parents are encouraged to contact the school staff any time there is a question or concern. Appointments may be arranged by calling the school office (458-0170), or by leaving a voice mail message for the teacher. Teachers check their voice mail daily, and will return phone calls promptly. Please see the telephone extensions listed at the beginning of this handbook for each teacher's telephone extension number. Teachers welcome contact with parents, in addition to the parent-teacher conferences scheduled at the end of the first and third quarters.

The board of education's policy for addressing complaints related to a student states that the concern must first be expressed to the child's teacher. If satisfaction is not achieved at that level, the principal may become involved, then the assistant superintendent, superintendent, and finally, the board of education.

#### **HEALTH POLICIES AND SERVICES**

A school nurse is at Mark Twain every day. The school nurse may treat minor illnesses and injuries that occur at school initially, but the school does not provide treatment on a continuing basis. Parents, guardians, or designated emergency contacts will be contacted in the case of serious illness or injury or when, in the judgment of the nurse or school staff, a health situation should be brought to the attention of a doctor. Contact will be made when the child is vomiting, running a fever, or ill enough that he/she cannot return to class in a reasonable amount of time after reporting to the office. Certain conditions have been designated by the state and county health departments as contagious or infectious. Some of these are lice, chicken pox, measles, hepatitis, mumps, impetigo, pinkeye, ringworm, scabies, and strep throat. A child is sent home with a fever of 99.9. A child must be fever free for 24 hours **without** the use of fever reducing medications. Children infected with lice will not be allowed to ride the school bus. A parent must accompany the children back to school after treatment and remain while the nurse rechecks. The child must be nit free in order to be readmitted to school.

In emergency situations parents will be contacted immediately. If parents or emergency contacts listed on enrollment form cannot be reached, the child may be transported by ambulance to Phelps County Regional Medical Center. Please keep the emergency information on your child's enrollment form current.

If your child requires regular medication during the school day, that medication must be brought to school, according to the medications policy, which will be sent home with each student by the school nurse. This policy is strictly enforced.

State law requires that children who attend school must be immunized against certain diseases. State law now requires students to be in compliance before being admitted to school, and students who are not in compliance will be excluded from school.

#### **CHARACTER EDUCATION**

Character education teaches the basics of respect and responsibility through role-playing, modeling, and a variety of child centered activities. Mark Twain has implemented a character education program to work with parents in the development of positive character traits in our students. Each month we focus on a character responsibility: August – Be Here, Be on Time; September – Be A Hard Worker; October – Be Polite; November – Make a Difference; December – Caring & Sharing; January – Be a Goal Setter; February – Be Healthy; March – Be Confident; April – Be Prepared; May – Be Your Best. Students who exhibit good character are recognized using positive behavior recognition.

#### **POSITIVE BEHAVIOR SUPPORTS**

Mark Twain, along with the other two elementary schools will continue to implement Positive Behavior Supports. PBS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior.

All three elementary schools have adopted three universal behavior expectations. These will be displayed throughout the building and will be mentioned daily so that all children are keenly aware of what they are. They are "Be Respectful, Be Responsible and Be Your Best".

**The building theme this year is an animal theme and the kids will be recognized as “Mark Twain’s Best! AR recognition, good character awards, and monthly assemblies will encompass this theme.**

#### **FIGHT FREE SCHOOLS**

Mark Twain is a “Fight Free” School. All students are expected to keep their hands, feet, and all other objects to themselves (KHFAOOTY). Board policy defines fighting as, “mutual combat in which both parties have contributed to the conflict either verbally or by physical action.” The “Fight Free” program is designed to decrease fighting in school and to teach our youth of today appropriate interpersonal behavior skills.

#### **DISCIPLINE POLICIES**

Discipline is viewed from a positive perspective at Mark Twain. We want our students to learn from mistakes and make positive changes in behavior when necessary. We have high expectations and focus on positive behavior exhibited by our students. Each teacher has his or her own classroom discipline plan. Each plan includes a provision to visit the principal’s office when there are repeated behavior problems or major infractions. Generally, parents are notified when a student is sent to the principal’s office. A copy of the discipline referral will be sent to parents. Board policy outlines the district’s code of conduct, which is available on the district’s web page or from the school office upon request. Following is a condensed synopsis of offenses and actions that may be taken.

##### **Assault on Persons**

First Offense: Administrative conference, up to ten school day suspension, notification to law enforcement officials, and documentation in student’s discipline record.

Second Offense: Same consequences as above, and up to 180 school day suspension.

Third Offense: Same consequences as above, and expulsion.

##### **Assault on Staff**

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

##### **Fighting**

First Offense: Administrator conference, up to five school day suspension, and possible documentation in student’s discipline record.

Second Offense: Same consequences as above, and up to ten school day suspension.

Third Offense: Same consequences as above, and 10-180 school day suspension.

##### **Weapons other than Firearms**

First Offense: Administrator conference, up to expulsion, and possible documentation in student’s discipline record.

Second Offense: Five-day suspension up to expulsion and possible documentation in student’s discipline record.

##### **Firearms**

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

##### **Verbal Abuse to Staff**

First Offense: Staff/student conference, up to ten school day suspension and possible documentation in student’s discipline record.

Second Offense: One to 180 school day suspension and possible documentation in student’s discipline record.

Third Offense: Expulsion and possible documentation in student’s discipline record.

##### **Gang Attire/Symbols**

First Offense: Administrator conference, up to a two school day suspension, and possible documentation in student’s discipline record.

Second Offense: Two to ten school day suspension and possible documentation in the student’s discipline record.

Third Offense: Five to 180 school day suspension and possible documentation in the student’s discipline record.

##### **Drugs, Drug Paraphernalia, Alcohol**

First Offense: Ten School Day suspension with provisions for reduction to five, notification to law enforcement officials and documentation in student’s discipline record.

Second Offense: One hundred eighty day suspension to expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

**Distribution or Attempt to Distribute Drugs, Drug Paraphernalia, Alcohol, or Substances Represented to be such.**

##### **Sale**

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

##### **Distribution Other than Sale**

First Offense: Up to expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

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

##### **Tobacco Possession**

First Offense: Parent conference, up to a one school day suspension

Second Offense: Up to a two school day suspension.

Third Offense: Up to a four school day suspension.

Fourth Offense: Up to a ten school day suspension.

Fifth Offense: Up to a 180 school day suspension.

**Tobacco Use**

First Offense: Up to a two school day suspension.

Second Offense: Up to a four school day suspension.

Third Offense: Up to a 10 school day suspension.

Fourth Offense: Up to a 180 school day suspension.

**Extortion**

First Offense: Conference, up to a ten school day suspension, and possible documentation in the student's discipline record.

Second Offense: Conference, up to a 180 school day suspension, and possible documentation in the student's discipline record.

Third Offense: Expulsion and possible documentation in the student's discipline record.

**False Alarms**

First Offense: Ten School Day suspension and possible documentation in student's discipline record.

Second Offense: Expulsion and possible documentation in student's discipline record.

**Theft**

First Offense: Arrangements for restitution and conference, up to a ten-day suspension, possible notification to law enforcement officials, and possible documentation in the student's discipline record.

Second Offense: Same consequences as above and 1-30 school day suspension.

Third Offense: Same consequences as above and ten school day suspension to expulsion.

**Vandalism**

First Offense: Parents will be notified. Arrangement for restitution parent conference, up to a 10 school day suspension, possible notification to law enforcement officials, and possible documentation in the student's discipline record. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property.

Second Offense: Same as above, with 1-30 school day suspension.

Third Offense: Same as above, up to expulsion.

**Arson**

First Offense: 1-180 school day suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

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

**Truancy**

First Offense: Parent conference, up to a one school day suspension.

Second Offense: Up to a two school day suspension.

Third Offense: Up to a five school day suspension.

Fourth Offense: Up to a ten school day suspension.

Fifth Offense: Up to a 180 school day suspension.

**Use of Obscene Language**

First Offense: Parent conference, up to a three school day suspension.

Second Offense: One to five school day suspension, and possible documentation in the student's discipline record.

Third Offense: Semester suspension and possible documentation in student's discipline record.

**Use of Language that is Disparaging or Demeaning**

First Offense: Parent conference, up to a three school day suspension.

Second Offense: One to five school day suspension and possible documentation in student's discipline record.

Third Offense: semester suspension and possible documentation in student's discipline record.

**Use of Disruptive Speech or Conduct**

First Offense: Parent conference, up to a three school day suspension.

Second Offense: One to five school day suspension and possible documentation in student's discipline record.

Third Offense: Semester suspension and possible documentation in student's discipline record.

**Use of Electronic Communication Devices**

First Offense: up to a ten school day suspension; however if the communication device is related to involvement in controlled substances or gang type activity, the student may be suspended for up to 180 school days or expelled.

Second Offense: Five to ten school day suspension; however, if the communication device is related to involvement in controlled substances or gang type activity, the student will be expelled.

**Other:** Other violations of good order, which may result in suspension or expulsion from classes or school functions:

- 1) Participation in unauthorized or unscheduled activities.
- 2) Habitual absences.
- 3) Falsifying or forging name on excuses, passes or progress reports.
- 4) Dishonesty, such as cheating plagiarism, or knowingly furnishing false information to the school district.
- 5) Unauthorized entry into or use of school district facilities.

- 6) Disobedience or disrespect to a teacher or school official.
- 7) Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.
- 8) Off-campus misconduct of a serious nature, which may adversely affect or disrupt school discipline and good order.
- 9) Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils.

The Missouri Safe Schools Act requires that discipline records are a part of a student's permanent record, and will be transferred with any official records.

#### **SCHOOL PROPERTY**

Students are provided with all textbooks and equipment free of charge. However, these remain property of the Rolla Public Schools. Items that are misused or lost may result in a fee charged to the student or parents to replace the item. In addition, desks, coat racks, shelves, lockers, etc., are school property. These may be inspected or searched at any time.

Users of district technology do not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including 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.

#### **PARENTS RIGHT TO KNOW**

As educators we understand the importance of encouraging parents to be a partner in their children's education. As a result, if you have questions regarding the following information, as it relates to your children's teachers, please let us know.

- Whether or not the teacher has met state qualifications
- Types and levels of teacher certifications held
- If the teacher is teaching under an emergency/provisional license
- What college degrees the teacher holds
- Major areas of study

If you have questions about paraprofessional credentials and services, please contact the office. In addition, if it is necessary for your child's teacher to be absent from the classroom for four or more consecutive weeks, we will inform you of this situation if the substitute does not meet state certification requirements.

Finally, we will keep you informed of your child's state academic assessment results each year.

#### **COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, 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 KL. Policy KL may be found in its entirety on the Rolla Public Website.

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 not 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, misapplies, 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.

#### **MARK TWAIN SCHOOL RULES**

Mark Twain students are expected to show respect for themselves and others at all times. On the following page is a list of behavior expectations for various settings in our school.

Please read these expectations along with the playground rules with your child. Each classroom teacher will have rules specific to his/her classroom that students will be expected to follow as well.

Toys are not allowed at school unless brought for show and tell or for a Friday classroom activity. Walkmans, radios, CD players, Game Boys are also not allowed at school unless teacher designated for a special activity. Trading cards such as Yu Gi Oh, Pokemon, or sports cards are not allowed at school. These items may be confiscated from the child and returned to the parent.

#### **Show Respect for Yourself and Others**

- Walk quietly down the hall from the cafeteria/classroom using short, straight and silent. SSS
- Go outside immediately after lunch.
- Have a plan: Know what you are going to do at recess.
- Include others.
- Use appropriate language.
- Agree on rules before you play.
- Show good sportsmanship.

#### **Play Safely**

- Chase games involving pushing or shoving are not allowed.
- Chase games in the equipment areas are not allowed.
- Boys and girls should not chase each other. Tag is allowed on the field only.
- No lying or rolling around in equipment areas.
- Dodge ball is not allowed.
- Walk on the blacktop.
- Enter the building only with permission from the teacher.
- Stay on school property and immediately report any strangers to the duty teacher.
- **KEEP HANDS, FEET, AND ALL OTHER OBJECTS TO YOURSELF (KHFAOOTY).**
- Please do not pick up or throw the gravel from the equipment area.

#### **Use Equipment Properly**

- Swing facing the building in order to see when someone is "counting off."
- Count to 100 slowly when waiting for bars, swings, and diggers.
- Pushing each other on swings is not allowed.
- Stop swings before getting out.
- Stand outside of the wooden edge when waiting for the bars and swings.
- Climb "up" the rock wall not "down".
- Two people on the teeter totter at one time.
- Slide down the slide feet first, facing forward. Do not climb "up" the slide.

#### **When the Bell Rings**

- Line up immediately.
- Turn off your voices.
- Stay away from swings.
- Keep hands off tetherballs.
- Keep balls still (don't bounce, kick, throw, etc.)

#### **ENRICHMENT CLASSES HOME RUN DISCIPLINE PLAN**

Each class can earn the traveling trophy for good behavior by following the posted classroom rules:

##### **Art, PE, Music, Library**

- Enter and exit orderly.
- Listen and follow directions.
- KHFAOOTY.
- Art- clean up, proper use of art materials.
- P.E.- cool down, clean up, quiet down, 60 seconds to return to squad.
- Music- use instruments, books, folders, etc., properly.
- Library- bring books and AR log to class, get your books quietly, read silently, do not talk when the teacher is talking, 3<sup>rd</sup> and 4<sup>th</sup> grade bring a book if you don't need to check out.

Each month the class (in each grade level) with the best behavior will receive the traveling trophy at the PBS assembly.

#### **ASSEMBLY EXPECTATIONS**

Assemblies are provided to enhance and enrich the curriculum. Students are expected to have control of their hands, feet and voice. Students are expected to be respectful and be a good listener.

#### **THIRD GRADE POLICIES**

Third grade at Mark Twain Elementary is a year full of new things to learn and experience. The third grade teachers have developed the following policies concerning your child's third grade year. These policies are designed to help your child become a more successful student. Please take the time to read these policies with your child.

##### **Daily Agendas**

Students will bring home their daily agenda books each day. Throughout the day your child will write his/her assignments in the appropriate spaces of the agenda. Please review and sign your child's agenda daily. If an assignment has been completed by the end of the day, a check will be placed next to it to indicate completion. If an assignment is not complete, students will circle the assignment and the teacher will initial the circle. This indicates that your child needs to complete the assignment and return it to school the following morning. A checkmark will then

be placed next to the circled assignment to show completion.

### **Late Assignments**

Daily assignments that are not finished at school are taken home each day to be completed. Any incomplete assignment that is not completed and returned to school the next day is considered a **late assignment**.

If an assignment is not returned to school completed the next day:

- The student must use his/her recesses that day to complete the missing assignment.
- If an assignment is not completed during recess the day after it was originally assigned, students will again be required to take the assignment home to be completed.
- One point per day (beginning the second day the assignment is late) will be deducted from your child's grade on the assignment. A score of zero will be given to any assignment not returned after three days.

### **T.G.I.F. (Thank Goodness it's Finished)**

At the 3<sup>rd</sup> grade level, we reinforce the positives of getting your work done. Each Friday we will have a T.G.I.F. (Thank Goodness It's Finished) activity. In order to qualify for this reward, a student must have all class work and homework (including a signed agenda) completed and turned in **on time** for the week. If they do not have their work done, they will not be allowed to participate in T.G.I.F. and will have to spend that time completing missing work.

### **Graded Papers**

Graded papers will come home once a week in a folder. Your child's teacher will let you know what day to expect your child's work. Please review all papers with your child and then sign and return the folder to school. Any papers with grades of **D** or **F** can be corrected by the child and returned to school. Grades for papers corrected and returned within two days will be averaged together and the student will receive the adjusted grade.

If you have questions about these third grade policies, please contact your child's teacher. We look forward to a successful year in third grade with your child.

## **FOURTH GRADE POLICIES**

Welcome to fourth grade at Mark Twain Elementary School. Working together the teachers have developed the policies and programs in this handbook. These policies are

designed to help your child become organized and successful in school. These policies were prepared to keep the children and the parents informed. Please take the time to review these additional fourth grade policies with your child.

### **Assignments and School Assignment Planners**

Daily assignments that are not finished are taken home each day in an assignment folder. Students will also bring home their school assignment planner each day. Throughout the week your child will write his/her daily assignments in the appropriate spaces of the school assignment planner. Please review and sign your child's school planner daily. If not completed during the school day, students will have it on the "To Do" side of their daily folder. This indicates that your child needs to complete the assignment and return it to school the following morning. Planners not returned with parent signatures will count as a strike towards their Super Star Friday. All work is due no later than the 8:10 bell.

### **Late Work**

If an assignment does not return to school completed the following day:

-The student must use his/her recesses that day to complete the missing work.

-If work is not completed during recess (the day after it was originally assigned) it will count as a strike for Friday and your child's grade is lowered due to it being late.

-If work is still not completed by the third day after it is assigned, it is a zero.

### **Super Stars**

Fourth grade teachers recognize Star Students weekly. Star Students are **Students Taking Active Responsibility** for their learning. Students who have completed their work and who have had good behavior for the week will be able to attend special activities on Friday. Super Star status will be determined by your child having less than 3 strikes by Friday. Students may get a strike for late work or behavior.

### **Graded Papers**

All graded papers will come home in your child's daily folder. Any papers that are graded and on the "Finished" side of the folder are yours to keep. "Finished" papers should be reviewed and taken out on a daily basis. Students will bring their daily folders home every day and it will need to be returned to school every day. We encourage your support and interest! We love to share what we are doing!

### **Portfolios**

This year your child will keep a portfolio. The portfolio supplements the report card and is a way for students, parents, and teachers to see a child's progress throughout the year. Just as

artists, investment brokers, lawyers, and other professionals use portfolios to showcase their best work, your child will use the portfolio to showcase his/her best work at school.

With teacher assistance, every child will choose work samples to place in the portfolio as the year progresses. Work samples will be gathered from the areas of communication arts and social studies, and any other area that each child chooses. This information will be shared with parents at conferences. Your child will bring his/her portfolio home at the end of the school year. You are free to view the contents at any time.

If you have questions about these fourth grade policies, please contact your child's teacher. We look forward to a successful year in the 4<sup>th</sup> grade at Mark Twain Elementary School.

**MARK TWAIN SCHOOL PLEDGE**

- I pledge to do my best today.**
- I will be responsible by working hard and following directions.**
- I will respect others and their property.**
- I can learn and I will learn.**
- I am a Mark Twain student!**

