

Harry S. Truman Elementary

1001 East 18th Street

Rolla, MO 65401

Phone: 573-458-0180

<http://www.rolla.k12.mo.us>

Principal: Darlene Bramel

STUDENT HANDBOOK

2011-2012



This handbook belongs to:

Name _____ Grade _____

Principal's Welcome

Parents/ Guardians:

I want to welcome you and your child to Truman Elementary. My goal is that every child will learn and do so in a safe, nurturing environment. At Truman, we want to see children excited about learning and the sparkle in their eyes because they are confident and happy.

Two programs that have been in place for fourteen years at Truman are continuing: Character Education and Fight Free Schools. Character Education will assist in teaching students to be respectful, responsible and be their best. The Fight Free Schools program will also remain in place. This encourages us as a school to get along and respect each person as an individual. Our goal is to be 100% fight free!

Occasionally, in spite of our best efforts, disciplinary action may be necessary. If your child's behavior warrants discipline, please understand the goal is to modify the behavior so your child can be successful. Students must realize that there are consequences if they make bad decisions. If the action involves punishment, you will be notified by phone and/or letter. Please go over this handbook with your child and talk with him/her about expectations.

We want your child here at school each and every day! You are helping your child establish an attitude about school and habits that will last a lifetime. If *your* expectation is, that school is important and shouldn't be missed except for illness; your child will have the same attitude. Learning occurs each day; please don't let your child miss out. If tardies or absences are excessive, we will be contacting you. Please work with us.

I look forward to working with you as a partner in your child's education. Please do not hesitate to contact me if you have questions or concerns. Your comments are always welcome.

I look forward to meeting you and your child! You are sharing your child with us--what you cherish the most. Our promise to you is that your child will be in good hands.

Sincerely,
Darlene Bramel

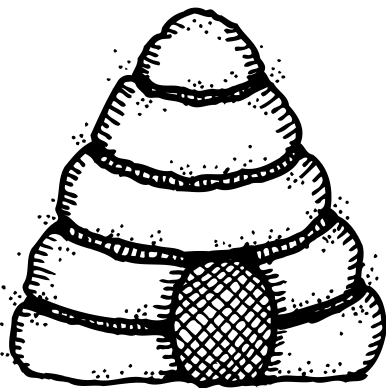
All Truman Students Are Expected To:

Be Respectful
Be Responsible
Be Your Best



Character Education Monthly Themes:

August: Be on Time
September: Be a Hard Worker
October: Be Polite
November: Make a Difference
December: Be Caring and Share
January: Be a Goal Setter
February: Be Healthy
March: Be Prepared
April: Be Confident
May: Be Your Best



ROLLA PUBLIC SCHOOLS MISSION

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 best educational opportunities possible through a community-wide commitment to excellence.

TRUMAN ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Truman Elementary School is to provide the climate, guidance, and academic structure that will help each child develop a life-long commitment to learning, self and community; thus enabling our students to develop to their fullest potential.

Student achievement is dependent upon the decisions that educators communicate to their students. We believe that teachers should exhibit behaviors which society perceives as positive and nurturing. In addition, we believe that we must provide a safe and structured environment in which they can live and work.

We believe, and are dedicated to, the premise that we are a major influence in determining a child's values, motivation, levels of thinking, and success in subsequent years. Therefore, we are dedicated to the teaching of basic competency in reading, writing, and mathematics, critical thinking skills, and further appreciation of the arts. We hold high expectations for our students and ourselves.

GOALS

Goals are important and influence teachers' decisions. We agree that the best way to create interest in a subject is to render it worth knowing. Organizing the principles of thinking into clearly defined goals; will allow us to facilitate our mission, validate district goals, and reflect school needs and priorities.

1. Develop positive self-esteem in all students.
2. Teach higher levels of cognitive thinking in all curriculum areas.
3. Communicate an appreciation for reading and its practical application.
4. Continue to work toward improvement in student writing in all grades.
5. Continue to make decisions based on individual merit and not gender.
6. Yearly assessment scores will show improvement in science and math.
7. Continue to incorporate multi-cultural views and values in instruction.
8. Develop the ability to make global inferences based on knowledge obtained from instruction and life experiences.

STAFF

Principal Secretaries	Mrs. Bramel	18010
	Mrs. Evans	18001
	Mrs. Wilson	18002
Kindergarten	Mrs. Butler	18103
	Mrs. Cuneio	18104
	Mrs. Bahr	18105
	Mrs. Hoffman	18101
	Mrs. Schweiss	18102
	Mrs. Callen	18304
First Grade	Mrs. Breen	18110
	Mrs. Dablemont	18108
	Mrs. Heavin	18106
	Mrs. Ledbetter	18109
	Mrs. Yarbrough	18107
Second Grade	Mrs. Heimbaugh	18202
	Mrs. Clift-Hoss	18204
	Mrs. Huffman	18201
	Mrs. Lewis	18203
Third Grade	Mrs. Harrison	18210
	Mrs. Rollins	18208
	Ms. Ruder	18212
	Mrs. Swearingen	18206
Fourth Grade	Mrs. Atwell	18205
	Mrs. Croft	18207
	Mrs. Hook	18209
	Ms. Watson	18211
Title I Reading	Mrs. Armstrong	18307
Physical Education	Mrs. Busch	18309
Quest	Mrs. Eudaly	TBA
Library	Mrs. Hinshaw	18040
Learning Disabilities	Mrs. McCutchen	18303
Communication Arts	Mrs. Miles/Mrs. Metcalf	18302
Speech/Language	Mrs. Packard	18306
Title I Math	Mrs. Rightnowar	18305
Art	Mrs. Sullins	18310
Music	Mrs. Tummons	18311
Counselor	Mrs. Whitaker	18030
Nurse	Mrs. Hale	18020
Teacher Aides	Mrs. Pense	
	Mrs. Goff	
	Mrs. Wagner	
	Mrs. Huggins	
	Mrs. Elliott	
Custodians	Mrs. Talbert	18123
	Mr. Schatz	
	Ms. Lagoda	
Food Service	Mrs. Allison	
	Mrs. Huston	18050
	Mrs. Miller	
	Mrs. Storie	

To leave a message for your child's teacher during the day, please call 458-0101 and enter the extension number.



DAILY SCHEDULE

7:40 A.M.	Building opened to students Breakfast served until 8:05 Buses arriving 7:45
	Students may purchase lunch tickets, etc. All students to gym upon arrival to school. To classrooms @ 8:00 AM, take restroom breaks. Attendance
8:12	Tardy bell; announcements
10:30 – 11:55	Lunch periods (continuous)
10:55 – 12:15P.M.	Recess periods (continuous)
3:05 P.M.	Dismissal begins...for car riders and walkers
3:25 P.M.	Bus riders dismissed from classrooms



ROLLA PUBLIC SCHOOLS 2011-2012 SCHOOL CALENDAR

August 9-11 New Teacher Orientation (1 full-day and 2 half-day sessions) NTO
August 12,15,16 Teacher Workdays TW
August 17 School Opens OPEN
September 5 Labor Day Recess (NO SCHOOL) X
September 14 (Sept. 21-Alt) CSD Meeting - 1:30-4:00 p.m. (School dismissed at 1 p.m.) CSD-pm
October 10 (Oct 17-Alt) CSD Meetings - 2 sessions-2½ hrs each (NO SCHOOL) CSD
October 17 End of 1st Quarter E1Q
October 28 Parent Teacher Conferences (NO SCHOOL) PTC
November 2 (Nov 9-Alt) CSD Meeting - 1:30-4:00 p.m. (School dismissed at 1 p.m.) CSD-pm
November 23-25 Thanksgiving Break (NO SCHOOL) X
December 22 End of 2nd Quarter/1st Semester E2Q
Dec 23 – Jan 3 Winter Holiday Break (NO SCHOOL) X
January 3 Teacher Workday TW
January 4 Classes Resume CR
January 16 Martin Luther King Day (NO SCHOOL) X
February 17 (Feb. 25-Alt) CSD Meetings - 2 sessions-2½ hrs each (NO SCHOOL) CSD
February 20 President's Day (NO SCHOOL) X
March 12 End of 3rd Quarter E3Q
March 23 Parent Teacher Conferences/Prof. Development Day (NO SCHOOL) PTC/PDD
March 26-30 Spring Break (NO SCHOOL) X
May 23 School Closes (School dismissed at 1 p.m.) CLOSE
May 24 Teacher Workday TW
May 25 Commencement COM
June 4-29 Summer School SS

ELEMENTARY 178 (174) + 11 = 189 (185)
SECONDARY 178 (174) + 11 = 189 (185)
1st Quarter ends October 17 (42 days) 3rd Quarter ends March 12 (46 days)
2nd Quarter ends December 22 (44 days) 4th Quarter ends May 23 (46 days)

MAKE-UP SCHEDULE FOR MISSED DAYS:

1. Jan. 16
2. Feb. 20
- 3-6 Built into calendar

Adopted by the Board of Education 12/11/08

Student Days: 43+43+46+46=178

Teacher Contract Days: 47+46+48+48=189

Truman Elementary Behavior Expectations

2011-2012

Expectations⇒ Settings ↓	Be Respectful	Be Responsible	Be Your Best
Always	KHFOOTY	KHFOOTY	KHFOOTY
Classrooms/ Specials	<ul style="list-style-type: none"> *stay in personal space *be honest *invite others to join in *use kind words 	<ul style="list-style-type: none"> *turn in completed assignments on time *stay seated and raise your hand for permission to get up *bring needed materials to class 	<ul style="list-style-type: none"> *be prepared *make good choices
Cafeteria	<ul style="list-style-type: none"> *use kind words and actions *be considerate of others sitting around you *use a quiet voice 	<ul style="list-style-type: none"> *stay seated and raise your hand for permission to get up *eat your own food *put trash in trash cans 	<ul style="list-style-type: none"> *be polite *use "please" and "thank you"
Restrooms	<ul style="list-style-type: none"> *allow for privacy of others *clean up after self *use only one paper towel and one pump of soap 	<ul style="list-style-type: none"> *wash hands with soap and water *keep water in the sink *flush the stool or urinal *clean up after self *place trash in trash can 	<ul style="list-style-type: none"> *use bathroom quickly and quietly *wait your turn patiently *return to class promptly
Playground	<ul style="list-style-type: none"> *invite others to join *share equipment *enter/exit building SSS *use kind words *Freeze on signal 	<ul style="list-style-type: none"> *use equipment appropriately *keep rocks on the ground 	<ul style="list-style-type: none"> *be a problem solver *learn new activities respond appropriately
Assemblies	<ul style="list-style-type: none"> *keep eyes on the speaker *sit criss-cross applesauce, hands in lap 	<ul style="list-style-type: none"> *be a good listener *sit quietly *applaud with appreciation *be courteous and polite 	<ul style="list-style-type: none"> *stay silent during presentation *raise hand to ask or answer questions
Hallways	<ul style="list-style-type: none"> *SSS-short, straight, silent lines *stay on the right side of the hall 	<ul style="list-style-type: none"> *SSS-short, straight, silent lines *stay on right side of the hall 	<ul style="list-style-type: none"> *SSS *carry items appropriately *be considerate at the water fountain *return to class promptly

Bus Room	<ul style="list-style-type: none"> *stay in assigned area *use quiet voice 	<ul style="list-style-type: none"> *face forward *keep backpack closed at all times and in lap or on back *follow teacher into bus room 	<ul style="list-style-type: none"> *enter/exit with a quiet voice
Early Bus Riders/Walkers/Car Riders	<ul style="list-style-type: none"> *walk to bus or car quietly 	<ul style="list-style-type: none"> *keep backpack closed at all times *listen for announcements 	<ul style="list-style-type: none"> *SSS
On the Bus	<ul style="list-style-type: none"> *follow directions *use kind words *stay seated *respect personal space and property of others *use quiet voice 	<ul style="list-style-type: none"> *take all belongings when exiting *be ready to get on and off the bus *give all bus passes to the driver immediately *go directly home 	<ul style="list-style-type: none"> *make good choices *practice all bus rules
Field Trips	<ul style="list-style-type: none"> *wait your turn *use kind words and actions *listen and follow directions *use appropriate voice for the activity 	<ul style="list-style-type: none"> *use school rules *stay with your group *dress appropriately for activity *keep track of belongings 	<ul style="list-style-type: none"> *walk when moving between activities *be a Truman student
Outdoor Classroom	<ul style="list-style-type: none"> *respect plants/animals *respect classroom privacy and learning 	<ul style="list-style-type: none"> *listen and follow directions *stay on paths 	<ul style="list-style-type: none"> *enjoy the area as a peaceful, learning environment
Computer Lab	<ul style="list-style-type: none"> *treat the computer with respect *keep hands off the monitor *gently use the keyboard and mouse 	<ul style="list-style-type: none"> *raise your hand if you need help *keep food/drink outside of lab 	<ul style="list-style-type: none"> *a teacher must be with you at all times
All Settings	<ul style="list-style-type: none"> *treat others the way you want to be treated *be an active listener *follow adult directions *use polite language 	<ul style="list-style-type: none"> *stay in personal space *allow others to resolve own problems *accept outcomes of your behavior 	<ul style="list-style-type: none"> *include others *be an active participant *give full effort *be a team player *do your job as a student

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem because it affects academic progress. **Please call the office at 458-0180 the morning of your child's absence.** Excessive absenteeism will be reported to the appropriate outside agency. The following list of circumstances is the only recognized excuses for school absence:

1. personal illness
2. family illness
3. death in the immediate family
4. religious holiday

If your child is ill, please call the secretary or nurse and report the illness. We are required to keep a record of communicable diseases for the county Health Department.

The following guidelines concerning absences will be followed:

Phone call to home
Letter to parents/guardian
Home visit by counselor/principal
Notification of proper authorities

ARRIVAL AND DISMISSAL

Children that arrive at school in a private vehicle may be dropped off at 7:40 a.m. at the curb in front of the building for children in grades K-2, in the east lot for third and fourth graders. Please do not drop off children any earlier as there will not be supervision. The parking lot is designed and paved to insure the safety of our students. A bus lane is designated and is reserved for buses only. Please do not use this lane for private vehicles.

All students arriving late or being dismissed early must be signed in or out through the school office by their parent or an adult.

Children that walk to school should never be on the parking lot, as a sidewalk to 18th Street has been installed for their safety. A crossing guard is located on 18th Street, in front of the school. Students arriving from the south of 18th Street should plan their walking route so that they will cross where the guard may assist them. Children walking along the north side of 18th Street should plan their walking route so that they will cross where the guard may assist them. Children walking along the north side of 18th Street should always use the sidewalk and avoid "horseplay" that results in endangering their safety as well as that of other students.

Students that do not ride the bus should not arrive at school before 7:40 a.m. Breakfast is available to all students at 7:40 a.m. Instruction begins at 8:12 a.m., but time should be allowed to get ready for the day (i.e. sharpening of pencils, restroom breaks, purchasing lunch tickets, etc.).

If your child will be leaving school in a private vehicle at dismissal time, please stay in your vehicle, circle the lot, and pull up to the designated pick-up area. Third and fourth graders in the east lot, and kindergarten through second grade at the main entrance. **You must have your vehicle tag in order for your child to be released.** The teacher on duty has been instructed to require the tag for release of a student. If you or the person you have designated to pick up your child does not have the tag, you or he/she will have to come to the office and present a picture ID.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 8:12 is considered tardy. Tardiness will prevent a child from having perfect attendance.

A STUDENT ARRIVING LATE MUST BE SIGNED IN AT THE SCHOOL OFFICE BY HIS/HER PARENT OR AN ADULT

PUBLIC NOTIFICATION OF EARLY DISMISSAL

If there is a reason to dismiss school early, i.e. inclement weather, the public will be notified by announcements on television, the district website, and by radio announcements.

SAFETY

Regular safety drills, including: fire, tornado, earthquake and an intruder drill will be conducted to prepare students and staff in case there was ever a need to take emergency measures.

STUDENT DRESS CODE

Students should wear clothing that is appropriate for school, school activities and the weather. Clothing should not be revealing or display words or activities that are illegal or immoral. Students also need to wear tennis shoes (that stay on the feet) for physical education class.

STUDENT HEALTH SERVICES

We want your child to be in the best of health and ready to learn at Truman. We can do this together, by following this division of responsibility:

-Parents have primary responsibility for their child's health.

-The school nurse is responsible for emergency treatment and sudden illness at school.

In an effort to keep all children safe at school, and to prevent the spread of illness, please observe the following policies:



Emergency Information

It is of utmost importance that we have someone to contact should an urgent or emergency situation arise. Please keep up to date information on file, including:

All parents and guardians:

Home address

Home telephone or neighbor's telephone number

Work telephone numbers

At least one alternate emergency contact

Daycare provider's address and telephone

Doctor's name and telephone number

Medication Policy

Whenever possible, schedule medication to be given when your child is at home. If your child needs medicine at school, state law requires the following:

Prescription medicine must arrive in a **current, pharmacy labeled container** with the correct dose.

Over the counter medication must arrive in the original container.

Tylenol, Advil and cough drops do not require doctor permission

All other over the counter medication requires written doctor permission

The first dose of medicine must be given at home.

Please notify school nurse of any medication changes

Illness

Any child with a temperature greater than 99.9 will be sent home. They may return to school if body temperature has been 99.3 or less for at least 24 hours **WITHOUT** the use of fever reducing medicine (Tylenol, Motrin, etc.).

Head Lice

A new district head lice policy was created to keep kids from missing school needlessly. Students will be sent home only when live lice are present and should only be kept home for the minimum time needed for treatment. A parent or guardian must accompany the student to be rechecked by the nurse. The school nurse will work with families to assure proper treatment and complete nit removal.

SPECIAL PROGRAMS

LEARNING DISABILITIES

Students who attend the resource room come for particular subjects that they need help with. Subjects that are addressed in the resource room are reading, math, and written language, which includes spelling. They may come for thirty minutes a day, up to three hours a day, depending on needs. For a student to be placed in the Learning Disabilities program, the school must have the parent's permission to test the child to see if they qualify under specific state guidelines. The diagnostic team meets with the parents to go over testing and discuss the child's scores. If the child meets the state guidelines for the program then an Individual Educational Program, an IEP is developed with the parents. The parents must agree to the IEP and sign a permission form to have them in the program. The students come and work in small groups. Modifications are made for them and they work on a level where they can be successful. The classroom has a full time aide, so there are two adults in the room to work with the students in small groups or on an individual basis.

SPEECH/LANGUAGE THERAPY

The Speech/Language Pathologist works to help students with speech and language disorders to eliminate or minimize their problems. There are four main areas of concern in the school setting: Articulation is the way we say our speech sounds. There is a developmental age range for each sound we acquire. Language includes receptive (understanding) and expressive vocabulary and grammar. Fluency is the flow or rhythm of our speech. Voice is the pitch, quality, and loudness of our speech.

Students in kindergarten and first grade are screened annually for misarticulations. Parental permission is required before diagnostic testing can begin. If they meet criteria for the program, parental permission is again required and an IEP developed before the student begins receiving speech/language services. Students attend this class in 15 to 30 minute blocks of time periodically throughout the week.

REMEDIAL CLASSES

Title I Math, Reading, and Communication Arts are federally funded remediation programs. The purpose is to help qualified students learn the necessary skills and concepts that will allow them to work on grade level. To qualify for the program, the classroom teacher, who completes a multi criteria worksheet addressing the student's ability, refers students. At each grade level, the students most in need are served first.

GUIDANCE AND COUNSELING

A counselor is someone who listens to students, teachers, administrators, and parents no matter what they have to say. A counselor is someone you can talk to when you feel worried, angry, lonely, sad, proud, frightened, confused, happy, or when you need to share something very special. A counselor is someone who is always an advocate for the child and his/her best interests.

Since students develop emotionally, socially, and educationally, Truman's guidance program provides important benefits to all students by addressing the needs of students as they encounter and deal directly with issues concerning their self-concept, interpersonal relationships, character education, educational development, and beginning career exploration. The program revolves around structured **Guidance Curriculum Classroom Activities** presented every two weeks in all classrooms, grades one through four, by the guidance counselor. The classroom activities are presented in the kindergarten classrooms on an arranged basis.

The counselor at Truman works with all students, parents, teachers, administrators, and the community. **Responsive Services** including personal counseling, crisis counseling, agency referral, and consultation for parents, teachers, and other professionals are all available on an as needed basis.

If you have any problems or concerns that you would like to discuss concerning your student at any time, please feel free to contact the guidance counselor at Truman.

ACCELERATED READER

AR is a reading practice program that allows students to select and read library books that are written at a level that is appropriate for them. Each student takes a STAR test in the fall that determines reading level. Library books are labeled with colored stickers that identify the various reading levels. Students then 1) select and read a book; 2) take an AR reading practice



quiz; and 3) the computer adds the quiz results to its database and generates a report for the student and teachers.

Individual goals are set and progress is rewarded throughout the school year. A complete title/author/reading level listing of Accelerated Reader books is available in the school library and also on the Truman Elementary School web page at rolla.k12.mo.us/Truman/ar/index.html

PARENT VOLUNTEERS

Parent volunteers are a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Please contact the Coordinator of Volunteer Services at the administration building at 458-0100 if you are interested in volunteering. As volunteers work with children, you must have a background check completed. Your time and skills will make our school a better place for students to learn and grow.

STUDENT DISCIPLINE

The district disciplinary policies are designed to foster student responsibility, respect for the rights of others and to ensure the maintenance of an atmosphere where orderly learning is possible and encouraged. 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 the student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion. The following is a condensed version of Board policies regarding student discipline. You may view the policies, some of which are not listed here, on the district website. All student discipline matters and resolutions follow Board policies. Note: 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. **Due to the seriousness of offenses any or all of the following actions may be taken:**

Violations Against Persons:

Assault to Students: Causing or attempting to cause injury to another by physical acts or with the use of a device that can cause bodily harm; placing a person in reasonable apprehension of imminent physical injury.

First Offense: Administrative conference, up to a ten (10) day suspension, notification to law enforcement officials, and documentation in student's discipline record.

Second Offense: Administrative conference, up to a 180 school day suspension, notification to law enforcement officials, and documentation in student's discipline record.

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

Assault to Staff: Physically causing injury, threatening to cause injury to a staff member either by verbal or physical acts or with the use of a device that can cause bodily harm.

First Offense: Ten (10) day suspension up to expulsion.

Second Offense: Expulsion

Bullying(see Board policy JFCF)-Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense: Administrator conference, detention, and up to 180 days out-of-school suspension.

Subsequent Offense: Expulsion

Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Administrative conference up to five (5) school day suspension and possible documentation in the student's discipline record.

Second Offense: Administrative conference, up to a ten (10) school day suspension and possible documentation in the student's discipline record.

Third Offense: 10-180 school day suspension and possible documentation in the student's discipline record.

Hazing: (See Board policy JFCF)-Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

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

First Offense: Administrator conference and up to 180 days out-of-school suspension.

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

Weapons (see Board policy JFCJ): a. Possession or use of any instrument or device other than those defined in 18 U.S.C. 921 or 571.010 RSMo., on school property or at a school sponsored event, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

b. Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2), on school property or a school sponsored event.

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion

Verbal Abuse to Staff: Disrespectful, profane or sarcastic language directed to any staff member.

First Offense: Staff/student conference, up to a ten (10) school day suspension

Second Offense: 1 to 180 school day suspension

Third Offense: Expulsion

Sexual Harassment (see Board policy AC): Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Administrator conference, detention and up to 180 days out-of-school suspension, or expulsion.

Subsequent Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature. Examples include but are not limited to touching or fondling.

First Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.

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

Violations Against Public Health and Safety:

Drugs, Drug Paraphernalia, Alcohol—Use of, presence under the influence of, or possession of alcoholic beverages, controlled substances, substances represented to be such controlled substances, or drug paraphernalia. (Policy JFCH)

First Offense: Ten (10) school day suspension with provisions for reduction to five (5) days, notification to law enforcement officials and documentation in student's discipline record.

Second Offense: 180 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: 10-day suspension to expulsion

Second Offense: Expulsion

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/Use: In all instances tobacco will be confiscated.

First Offense: Parent conference, up to a one (1) school day suspension

Second Offense: Up to a two (2) school day suspension

Third Offense: Up to a four (4) school day suspension

Fourth Offense: Up to a ten (10) school day suspension

Fifth Offense: Up to a 180 school day suspension

Violations Against Property:

Extortion: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

First Offense: Conference, up to a ten (10) school day suspension

Second Offense: Conference, up to a 180 school day

Third Offense: Expulsion

False Alarms: Tampering with emergency equipment, setting of false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Ten (10) school day suspension.

Second Offense: Restitution. Expulsion

Theft: Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

First Offense: Return of or restitution for property. Principal/student conference, up to a ten (10) school day suspension.

Second Offense: Return of or restitution for property and 1 to 30 school day suspension.

Third Offense: Return of or restitution for property and ten (10) school day suspension to expulsion.

Vandalism: Willful damage to School Property: Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the school or participating in the littering of the school property. The school will notify legal authorities if the value of the damage exceeds \$50.

Any student who is found by the school principal or designee to have willfully damaged or destroyed school property or participated in the littering of school property will be subject to the following actions:

1. The parents or guardians will be notified.

2. If the student is 17 years of age or older, the police may be notified if the incident is serious enough to warrant it. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.
3. Students may be suspended from school up to ten (10) school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the board of education for a third offense.
4. 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. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to 537.045, RSMo., 1979.

First Offense: Arrangements for restitution and conference, up to a ten (10) school day suspension.

Second Offense: Arrangements for restitution and 1 to 30 school day suspension.

Third Offense: Up to expulsion.

Attendance Policy and the procedures for reporting absences and completing missed work (see policy JED and procedures JED-AP1 and AP2 on the school web site www.rolla.k12.mo.us).

Truancy –Absent from school or class without permission (policy JEDA)

First Offense: Parent conference, up to a one (1) school day suspension

Second Offense: Up to a two (2) school day suspension

Third Offense: Up to a five (5) school day suspension

Fourth Offense: Up to a ten (10) school day suspension

Fifth Offense: Up to a 180 school day suspension

Violations Against Public Decency and Good Order

Use of Obscene Language – use of words or gestures which are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

First Offense: Parent conference, up to a three (3) day suspension

Second Offense: 1 to 5 school day suspension

Third Offense: Semester suspension

Use of Language that is Disparaging or Demeaning – Words which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin.

First Offense: Parent conference, up to a three (3) school day suspension

Second Offense: 1-5 school day suspension and possible documentation in the student's discipline record.

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

Use of Disruptive Speech or Conduct – Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Parent Conference, up to a three (3) school day suspension

Second Offense: 1-5 school day suspension and possible documentation in the student's discipline record.

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

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP)-Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation riding privileges may be suspended or revoked.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus-and only at that time-does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on a bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself or herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

First Offense: Driver will talk to student personally unless infraction breaks other school discipline policy; i.e., fighting.

Second Offense: Driver will call parents about problem and assign student to front seat for 10 school days unless the infraction breaks other school discipline policy; i.e. fighting.

Third Offense: Deny bus privilege for 3 school days or other action the principal deems appropriate.

Future Reports: Deny bus privileges for 10 school days or other action the principal deems appropriate.

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 names 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 (i.e., sale of controlled substance, assault).
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, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress may be suspended.

Suspension shall be subject to review and final action of the Board in accordance with 167.161, 161.171. RSMo. Students shall have the right to appeal suspensions of more than ten (10) days to the Board of Education. All rulings of the board of Education shall be final.

PLAYGROUND RULES

Truman's Big Three: Be Respectful, Be Responsible, and Be Your Best guide playground behavior. Appropriate student behavior and specifics will be reviewed by staff on the first day of school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY/ STUDENT RECORDS

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee. The district will annually notify parent and eligible students of their rights in accordance with law.

DIRECTORY INFORMATION

Directory information is the information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, parents' name(s), telephone listing, electronic mail listing, date and place of birth, grade level, major field, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school

days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

Parents and students over 18 years of age (eligible students) have 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. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC

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, we want to let you know that if you have questions regarding the following information, as it relates to your children's teachers, please let us know and we will be more than willing to provide it to you:

- 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

Also, if you have questions about whether or not your child is receiving the services of a paraprofessional and his/her qualifications, please do not hesitate to ask.

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 continue to keep you informed of your children's state academic assessment results. If you have questions with regard to these tests, please let us know.

PUBLIC INFORMATION

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 services provided, are used to support and expand school health and educational 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 Special Programs Coordinator, at 573-458-0100

Public Complaints

Board of Education Policy KL, Adopted 6/18/98, Revised 11/16/2000

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

Standard 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: (Board policy KL.) 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.

ASSESSMENTS

Rolla Public School District's policy, Assessment Program-IL, requires notification be given at the beginning of each school year to all students, parents, guardians (or other person responsible) for every student under 18 years of age about the required participation in statewide assessments. The Rolla School District's administrative procedure, IL-API, requires the following participation by students in statewide assessments.

Name of Test	Grades	Purpose/How Results Used	Time
Missouri Assessment Program (MAP) Science Communication Arts Social Studies Math Physical Ed assessment	5, 7,10 3,4,5,6,7,8,11 8,11 3,4,5,6,7,8,10 5,9	Criterion referenced tests required by the State of Missouri and US dept. of Education as part of The No Child Left Behind Act. Student skills are Tested based on the Missouri Show-Me Standards and Grade-level Expectations to determine student mastery and the need for curricula improvements	Spring
Missouri Constitution Test	8		Spring
United States Constitution Test	8		Spring
STAR Reading Assessment	3,4,5,6		Spring
MAC-II Test of English Language Proficiency	1,2,3,4,5,6,7,8,9 10,11,12	Required assessment by State of Missouri for all Students receiving English as a Second Language services	Spring

CAFETERIA INFORMATION

The cafeteria opens daily at 7:40am. All breakfast and lunch menus offered meet the National School Breakfast/Lunch Program guidelines.

Each family is encouraged to complete an application for free/reduced price meals.

Please list all students in the household on the same application and include all pertinent information to speed processing. Students should bring money to pay for meals until the application has been processed. Notification of approval or denial will be sent once the application has been certified. Applications are available in the school office.

Daily meal prices for the 2011 -2012 school year are:

Breakfast - \$1.35 full price /.30 reduced price
Lunch - \$1.70 full price /.40 reduced price

Milk alone, may be purchased for .40/carton.

A monthly milk ticket (25 milks) is also available for \$10.00

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

When a charge letter is sent home with your child, please send payment immediately. 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.

All money sent to school must be in a marked envelope.

Include the child's full name, ID#, grade and teacher to ensure correct accounting. Also specify if you are purchasing meals and/or milk tickets. Checks should include the student's name and ID # in the memo section. Parents may also bring money directly to the school office.

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 458-0180 (ext.18001). Checks will be mailed only for balances greater than \$3.00. Any fees owed will be deducted first. Please allow 4-6 weeks for processing. .

Truman students are asked to memorize their ID# for use of the keypad.

We appreciate your assistance in helping them learn their number.

See the district website at www.rolla.k12.mo.us for more information and monthly menus.

SURVEYING, ANALYZING, OR EVALUATING STUDENTS

(Pupil Rights Amendment)

All instructional materials, including teachers' manuals, films, tapes or any 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. In addition, 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 K1.

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.

GRADING AND REPORTING

Teachers regularly send home graded papers so parents are informed about a child's progress in school. 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. 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 is explained to kindergarten parents through material given to them throughout the year.

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.

PUBLIC NOTICE

The Rolla School District does not discriminate on the basis of race, religion, national origin, sex or disability; the procedures for reporting allegations of discrimination or harassment including the definitions of harassment and discrimination can be found in Board Policy – AC.

⟨All school board policies are listed on the web page: www.rolla.k12.mo.us⟩

Rolla Elementary School Routine Strategies for Intervention I

Examinations

- Paraphrase questions
- Read requested exam items to the student

Classroom Assignments

A. Course assignments

- Repeat and review instructions
- Provide informal individual feedback
- Give instructions through several channels (written, oral)
- Brief student on key points before starting an assignment
- Cooperative learning

B. Adapt the assignment

- Allow more time for assignment
- Highlight or underline to identify key words, phrases, or sentences for the student to read

C. Use alternative supplementary materials to the text

- Use different format materials to teach the same content
- Use high interest materials along with drill materials
- Share remediation or reinforcement materials from other teachers

Alternatives in Presenting Content

- Use of handouts, maps, charts to emphasize major points

Organizational Skills

- Use of assignment notebook, agenda, or folders
- Provide structured time for organization of materials

Behavioral

- Use a tangible reward system (i.e. buzz bucks)
- Use charts and graphs to show on-task behaviors (PBS)
- Be consistent in expectations and routine
- Interact frequently with student
- Provide an area for student to store materials
- Give student responsibilities in the classroom
- Reinforce other students who demonstrate on-task behavior

Other

- Provide a daily schedule of class activities
- Follow a daily schedule of class activities
- Repeat/rephrase directions
- Use visual instructions along with oral instructions
- Instruct student in appropriate test-taking skills
- Have student stop working while instructions are given
- Use visual or auditory cues when ready to present oral directions