

Rockport Heights Elementary

Student Handbook

**Janine K. Hueter
Principal**

**3871 Jeffco. Blvd.
Arnold, MO 63010**

**636-464-2010
FAX 636-464-0390**

www.fox.k12.mo.us

STUDENTS

Regulation 2100

Non-discrimination and Student Rights

The following notice of nondiscrimination will be distributed to all students:

The Fox C-6 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Assistant Supt-Special Services Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title VI Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title IX Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000
Title II Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Age Act Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

Effective: 06/97

Revised: 01/98, 01/00, 05/04, 06/09

Consolidated School District No. 6 (Fox)

Table of Contents

Note of Nonndiscrimination.....	inside cover of handbook
Rockport Mission Statement.....	1
Student Bill of Rights.....	1
Welcome.....	1
Student Expectations.....	1
School Phone Numbers.....	2
Visitor Information.....	2
Attendance and Reporting Absences.....	2
Attendance Procedures.....	3
Parents Transporting.....	3
Late Arrivals or Rearrivals.....	3
Leaving Messages for Students.....	3
Pickup Procedure During the School Day.....	3
After School Pick-Up.....	4
Make-Up Work Policy.....	4
Conferences and Visits.....	4
Emergency Dismissals.....	5
Cold Weather Policy.....	5

Breakfast Program.....	5
Cafeteria Lunches.....	6
“Snap” Lunch Program.....	6
Bully Free Program.....	6
Grading Scale.....	7
Standing Health Orders.....	7
Administration of Medication.....	8
Bus Conduct.....	9
After School Care (Character Kids Club).....	9
Update Address/Phone Numbers.....	9
Dress Code.....	10
Student Behavior and Discipline.....	10
Cell Phones.....	12
Laser Pointers.....	12
Gangs.....	12
Lunch Room Conduct.....	13
Sexual Harassment Policy.....	13
Firearms and Weapons.....	14
Smoke Free Campus.....	15
Student Use of Tobacco, Alcohol and Dugs.....	15

Safeline.....	16
Parent Organization.....	16
Food Distribution Policy.....	17
Accelerated Reader Program.....	17
Standard Complaint Resolution for NCLB.....	18
Earthquake Fact Sheet.....	21

Rockport Heights Elementary

MISSION STATEMENT

To Learn and grow in a caring community.

BILL OF RIGHTS FOR STUDENTS AND SCHOOL PERSONNEL

We Have The Right.....

To teach and learn without distractions from others.

To feel safe from verbal, physical, and emotional abuse from other.

To enjoy lunchtime and free time without teasing or bullying.

To expect appropriate and not hurtful communication from others.

To be treated with respect by teachers, students and staff.

To have our own opinions, to disagree with others, and to respectfully express our opinions.

To feel respected – not to be treated badly for any reason beyond our control.

To expect people to follow the discipline policy of our school with fairness.

To expect excellence from on another.

To take pride in our school and empower one another to be leaders.

To expect a positive school environment that builds our sense of personal value.

To be agents of change in creating a legacy of kindness.

WELCOME TO STUDENTS

The Rockport Heights Elementary Staff extends to you a warm sincere welcome.

We hope the time you spend at Rockport Heights Elementary will be both academically rewarding and socially enjoyable.

EXPECTATIONS OF STUDENTS IN OUR SCHOOL

- We expect you will represent our school in an outstanding manner
- We expect you will treat others as you would want them to treat you
- We expect you will treat others with dignity, worth and respect.
- We expect you will keep our campus beautiful and clean
- We expect you will obey all the rules and regulations
- We expect you will work to keep a positive relationship with everyone you come in contact with at school
- We expect you to work to be the very best you can be to your ability
- We expect you to make all of us proud of your behavior and academic performance

Principal: Mrs. Janine Hueter
Assistant Principal: Mr. Greg Ervin
Counselor: Mrs. Karen Martin
Counselor: Mrs. Joy Gilman
School Secretary: Mrs. Nadine Gamble
Diag/Coun Secretary: Mrs. Joan Walter
Nurse : Mrs. Pegi Kinser

IMPORTANT PHONE NUMBERS

Office: 636-464-2010
Fax Number: 636-464-0390
Nurse: 636-467-6932
Transportation: 636-296-5331
School Hours 8:10 – 3:10
Office Hours 7:00 – 4:00

VISITORS TO THE SCHOOLS

All visitors must report to the office to obtain a pass. A Board of Education Policy has been established to govern visitors to the Fox C-6 School District buildings. It reads as follows and will be strictly enforced:

Parents and patrons to the school district may visit schools and join the Board in improving the instructional programs. However, all visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. Visitors may be requested to provide a photo I.D. The Board and administration will not tolerate any person or persons whose presence disturbs classes, school activities, hinders the instructional process or risks the safety of staff and students. If such persons will not leave the school premises upon request, the building principal or his/her designee may contact the proper authorities.

ATTENDANCE AND REPORTING ABSENCES

Students should arrive at school between 7:50-8:10. Students are to leave the school grounds when dismissed at 3:10pm. Students are not to be on playground equipment before or after school unless supervised by an adult.

Regular school attendance is essential to the process of education. Students can only achieve their full potential for learning if they consistently attend school. It is the parent's responsibility to see that the student attends school regularly. Parents are requested to call the office at 464-2010 when their children are going to be

absent. Students that have been absent must bring a note written and signed by the parent to the teacher stating the date and reason for absence.

ATTENDANCE PROCEDURE

Student's attendance is compiled by the number of hours they attend each day. Hours missed due to early dismissals or late arrivals are counted against your child's attendance record. Please try to schedule appointments after the school day is completed if possible.

POLICY FOR PARENTS' TRANSPORTING CHILDREN

Rockport Heights has very limited space for parking during bus arrival and bus departure times. (7:50A.M. – 8:10 A.M. and 2:50 P.M. – 3:10 P.M.) Parking is not allowed in front of the building during these hours. If you choose to drive your child to school please observe the signs posted for buses and cars. If you would like to walk your child into the building in the morning, you will need to park in a parking space or park near the ball field. You will not be allowed to park in front of the building and leave your car. This area is for parent drop off only. Your cooperation is necessary for the safety of our children and for smooth traffic flow. THANK YOU!

LATE ARRIVALS OR REARRIVALS

If a student arrives at school late or is coming back to school from a doctor/dentist appointment, the **parent must sign him or her in at the office** where a pass will be issued to admit the student to class.

CALLING SCHOOL WITH MESSAGES FOR CHILDREN

Occasionally, parents need to get messages to their children regarding a change in plan or their after school transportation and such. We do not mind to relay these messages occasionally, but it is most important that you call before **2:00pm** if you need to inform your child of a change in plans. Please do not call with messages for students unless it is an emergency nature.

POLICY FOR PICKING CHILDREN UP DURING SCHOOL HOURS

Parents who come to pick up children during the school day must check in at the office. We ask that you do not go to the classroom to pick up your child, the office will call the classroom and your child will come to the office. For your child's protection, only the parent or guardian will be allowed to pick the child up from school. If it is necessary for someone other than you to pick the child up, **A NOTE FROM YOU GIVING YOUR PERMISSION FOR THAT PERSON TO PICK YOUR CHILD UP WILL BE REQUIRED.**

POLICY FOR PICKING CHILDREN UP AFTER SCHOOL

The bell for parent pick up will ring at 3:00 p.m. At that time the students who are parent pick up will go to the library to be checked out daily. A parent or guardian will need to sign the student/students out with the designated staff member on duty. This procedure is for the safety of our children

The bell for bus riding students will ring at 3:05 p.m. At that time the teachers will walk the students out to the buses.

MAKE-UP WORK POLICY

All Students should make up work missed when out of school for excused absences. The students will receive appropriate credit for all excused absences.

- a. An Excused Absence: Student or family illness, death in family, or other emergency type situations.

- b. Un-excused Absence: Family on vacation, visit to grandparents out of town, overslept, missed bus, etc (except when bus does not run for some reason). Make-up work for unexcused absences will be allowed at the discretion of the teacher and according to the teacher's time schedule. However, some teachers do not allow for credit or a grade to be given for un-excused absences.

Teachers will not be required to have homework ready ahead of time when families are going out of town for a few days.

NOTE: It is difficult for teachers to plan make-up work ahead of time as it is nearly impossible to determine how much progress will be made by the class each day.

For those parents wanting to pick up homework for their children who are sick or absent should call the school office by 9:00 a.m. Homework will not be available for pick up before 3:00 p.m.

CONFERENCES AND VISITS

We have two Parent/Teacher Conference Nights scheduled for the school year. See the School Calendar for those dates. In addition, conferences with teachers may be arranged by note or by telephoning the school. Feel free to contact the principal whenever you have a concern or question.

SCHOOL CLOSINGS, EARLY DISMISSALS, NATURAL DISASTERS

During the school year it may be necessary to cancel or dismiss students early due to an emergency situation. Such situations may include winter storms, utility failures (electricity, water, gas), fire extreme coldness or natural disasters including flooding, earthquakes, or tornadoes.

In the event of an emergency condition that necessitates early dismissal:

1. The district transportation department will make every effort to transport all students home as soon as possible.
2. No child will be allowed to leave with another person, even a relative or babysitter unless we have written permission to that effect in the student's file or presented to us at the time the child is taken.
3. All parents or designated parties who come for students must have them signed out at the school office or temporary Student Release Station.
4. **BECAUSE AN EARLY DISMISSAL CAN HAPPEN AT ANY TIME, ESPECIALLY DURING THE WINTER MONTHS, YOU ARE URGED TO MAKE CHILDCARE ARRANGEMENTS NOW. IF WE ARE ABLE TO TRANSPORT YOUR CHILDREN, IT IS ESSENTIAL THAT SOMEONE BE PREPARED TO CARE FOR THEM WHEN THEY ARRIVE HOME.**

SCHOOL CANCELLATION OR EARLY DISMISSAL INFORMATION WILL BE ANNOUNCED ON THE FOLLOWING RADIO STATIONS;

KMOX 1120AM, WIL 92.3 FM, KXOK 630AM AND KJFC 1430AM AND WILL ALSO BE AVAILABLE ON THE DISTRICT WEBSITE AT fox.k12.mo.us

PLEASE DO NOT CALL THE SCHOOL OFFICE TO SEE IF SCHOOL IS DISMISSING EARLY! THE SCHOOL PHONES NEED TO BE LEFT OPEN FOR EMERGENCY CALLS ONLY. YOUR COOPERATION IS APPRECIATED IN THIS MATTER.

COLD WEATHER POLICY

When the weather turns cold, please remember to make sure that your child has a warm coat and gloves/hat with them daily. We do take the children outside as much as possible for some fresh air and exercise. If the wind chill or temperature is 20 degrees and below we will **not** take the children outside.

BREAKFAST PROGRAM

A breakfast program will be available to any student who wants to participate. All students will be charged \$1.25 for breakfast, (subject to change annually) unless

they qualify for free or reduced prices, in which case, they will only be charged 30 cents. The breakfast menu will include one hot item such as sausage biscuit every morning, an alternate choice of cold cereal, milk and juice. The breakfast will be served in the cafeteria starting at 7:50am.

CAFETERIA LUNCHES

A HOT LUNCH PROGRAM IS OFFERED TO ALL STUDENTS. Students may either bring their lunch or participate in the hot lunch program. Hot lunches can be purchased on a monthly, weekly, or daily basis. Lunch cost is \$1.85 subject to change annually. **CHARGING FOR LUNCHES WILL BE PERMITTED ON AN EMERGENCY SITUATION ONLY.**

Children are discouraged from charging more than one day in a row. Students may purchase the following items individually: white milk, a variety of flavored milk, fruit drink and ice cream. Bakery goods will be offered at various times throughout the school year.

Free and reduced lunches are available to qualifying families. For details regarding free and reduced lunches, request a form or contact the school or cafeteria office. Reduced lunch prices are 40 cents. Any child that qualifies for reduced prices qualifies for reduced prices for breakfast and lunch.

“SNAP” LUNCH PROGRAM

We are on SNAP (Student Nutritional Accountability Program). This is a computerized accounting system. An account is established for all students. An I.D. card is used to access your child’s food account. The money put on your child’s account can only be used in the cafeteria. You can send in one check for all your children. We send home negative balance letters twice a week. We are trying to become a cashless line. With their I.D. card the student’s pay for a breakfast tray, lunch tray, a sack lunch if needed for a field trip and the snacks that we sell. Snacks consist of: cookies, variety of juices and milks, water, fruit roll ups, chips, Little Debbie’s and nutritional bars. Parents do have the option to put a limit on the child’s account for snack purchases. At the end of the school year your child’s unused funds transfer into their account for the following year. If you move to another Fox District School your money in your child’s account will transfer to the new district school. If you have any questions regarding the SNAP program please call the cafeteria manager.

BULLY FREE

We, at Rockport, believe that every child has the right to learn without distraction from others, to feel safe from verbal, physical, and emotional abuse from others, to enjoy lunchtime and free time without teasing and bullying, and to expect

appropriate and not hurtful communication from others. This is why we have adopted a “Zero Tolerance” approach to bullying as outlined in our new discipline plan. Information concerning this plan has been made available to parents and will now be a part of our enrollment papers. The signed portion of this form will be stored in each student’s permanent file.

Our new pledge is as follows:

*I pledge to do what is right,
To be a friend and not to fight,
To treat others with respect,
To try to help and not reject,
To be the best “me” I can be,
And make a school that’s bully free.*

GRADING SCALE

Handwriting Grade: The handwriting grade will be either a letter grade, or, satisfactory or unsatisfactory grade. The classroom teacher will determine the type of grading system for her classroom. **This grade will not affect Honor Roll or Abbit recognition.**

93 – 100	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 and below	F

STANDING HEALTH ORDERS FOR STUDENT BODY

In accordance with the standing orders of the Fox C-6 School District, the following orders will be followed:

Parents will be notified and children sent home for the following conditions:

- Temp of 100F or more. Student must be free of fever for 24 hours before returning to school.
- Skin rashes of unknown origin or any rash accompanied by fever.
- Vomiting
- Diarrhea
- Severe Abdominal Cramps.
- Laceration that may require stitches.
- Possible Fracture.
- Loss of Consciousness.
- Streptococcal sore throats that have not had a minimum of 24 hour antibiotic treatment before returning to school.
- Pediculosis – Lice
- Conjunctivitis

ADMINISTERING MEDICINES TO STUDENTS

If under any circumstances a child is to take oral medicines during school hours and the parent cannot be at school to administer the medication, the school nurse an/or the principal's designee will administer the medication in compliance with the regulations that follow:

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

NONPRESCRIPTION DRUGS that are taken orally may be administered under the supervision of the school nurse and/or principal's designee as authorized by the parent. Students are not to carry medication with them at school. The same authorization method mentioned under "prescription drugs" should be used.

It is the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference. The

parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

BUS CONDUCT

The following rules are for the safety and protection of pupils riding in the buses. Failing to observe these rules may endanger the lives of pupils and could result in the suspension of bus privileges.

Please help us to have SAFE TRANSPORTATION.

Rules:

1. Follow the directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body inside the bus.
4. Be courteous. No pushing, shoving, spitting, fighting or using profane language.
5. No eating, drinking, smoking or vandalism.
6. No glass objects or animals on the buses.
7. Be at the bus stop 5 minutes early.
8. Cooperate with the bus driver when appointed a bus stop. For safety and economic reasons, a bus stop may sometimes be appointed or relocated when stops are less than 500 feet apart.
9. Cross the road in accordance with driver's instruction.
10. Avoid playing or loitering on the roadway when waiting for the bus.
11. Respect the property of others at the bus stop.
12. Wait several feet from the bus until it comes to a complete stop.
13. Go directly to your seat and remain seated while the bus is in motion.
14. Keep books and instruments in your lap. Do not block the aisle.
15. Keep the bus clean.

CHILD CARE (Character Kids Club)

The Fox C-6 School district will offer after school child care at Rockport Heights Elementary. The program will be held in the cafeteria before and after school. For tuition information and program details, please contact Megan Cook 636-282-6915, or obtain a program brochure from the school office.

CHANGE OF ADDRESS / PHONE NUMBER

Whenever you have a change of address, phone number, emergency contact changes, babysitter changes etc.; please contact the office in writing to make sure

we have updated information for emergency purposes. This information is vital whenever an emergency may arise.

DRESS & GROOMING GUIDELINES

The following dress guide is provided as a LAWFUL, SANITARY and MODERNIZED guide for student attire:

- All students will wear shoes or sandals
- All articles of clothing advertising any commodity of an illegal nature or containing vulgar or suggestive pictures, insignias, or writing will be forbidden.
- All students will wear clothing covering the area from shoulder to near mid-thigh.
- Dress and grooming should not disrupt the teaching/learning process or cause undue attention to an individual student.
- Swimming attire will not be worn.
- All shirts, designated to be buttoned, will be completely buttoned with the exception of the collar button.
- No hats will be worn in the building. (except on special days)
- Shorts, Shirts and dresses of acceptable lengths will be worn (near mid-thigh length and covering the stomach area) This includes any form of brief clothing with undue exposure of the body. (i.e. spaghetti strap tops, crop tops, half shirts, tank tops, etc.)
- When in the judgement of the principal, a student's appearance, or mode of dress disrupts the educational process, or constitutes a threat of health or safety, the student may be required to make modifications.
- No colored hair or colored hair spray. Also, no face painting or dew rags/bandanas.
- No pajamas will be worn in the building. (except on special days)

In an effort to restrict any potential development of cult activities in the school district, no clothing or insignia of any kind, which depicts satanic symbols, will be allowed.

Students wearing inappropriate apparel will be required to change into more suitable attire. Repeated violations of these guidelines could lead to an indefinite suspension from school.

STUDENT BEHAVIOR & DISCIPLINE

Effective discipline is essential in order to maintain control during the education process and to provide the necessary stability to insure a harmonious atmosphere where learning can take place. The following policy established by the C-6 Board of Education to provide a guideline for the fair and equitable administration of

those measures necessary to assist in maintaining proper student behavior. A record of offenses will be maintained.

All students are to conduct themselves properly at all times within the school, on the playground or school site, and while going to and from school. Infractions of the discipline policy may result in one or more of the following corrective procedures.

- ✓ An informal talk
- ✓ A formal conference
- ✓ A parental conference
- ✓ Assignment of extra work
- ✓ After school detention
- ✓ In-school suspension
- ✓ Out-of-school suspension
- ✓ Expulsion
- ✓ Loss of school privileges
- ✓ Or other discipline measures which may be so adopted by the C-6 Board of Education

Detention may be given for disciplinary purposes. Detention may be loss of recess, eating lunch alone, or staying after school. Detention may be assigned for the reasons:

- Tardiness
- Failure to report to class
- Truancy
- Behavior which interrupts the educational process of other students

The following violates Fox C-6 School District Policy:

- ✓ Articles prohibited in school; radios, tape recorders, etc.
- ✓ Defiance of Authority
- ✓ Destruction of property/vandalism
- ✓ Excessive absences/truancy
- ✓ Excessive tardiness
- ✓ Extortion
- ✓ Fighting and/or disorderly conduct
- ✓ Improper behavior on school bus
- ✓ Gambling
- ✓ Improper display of affection

- ✓ Leaving campus without permission
- ✓ Improper dress
- ✓ Physical assault
- ✓ Physical assault on staff
- ✓ Possession and/or use of drugs, narcotics, tobacco, and alcohol
- ✓ Trespassing
- ✓ Profane language
- ✓ Theft
- ✓ Weapons
- ✓ Gangs and/or secret organizations
- ✓ Sexual Harassment

CELL PHONE POLICY

Any cell phone brought to school must remain in the students backpack and turned off at all times. A student must obtain permission from the classroom teacher in order to use the cell phone. If this rule is violated the cell phone will be turned over to the Principal or Assistant Principal. A parent or guardian will be called to pick up the cell phone from the school office. If a student violates this rule he or she will not be allowed to bring a cell phone to school for the remainder of the year.

LASER POINTERS

The Fox C-6 School District has adopted a ban on laser pointers. Any student possessing a laser pointer will receive the following consequences:

- 1st offense-confiscate the pointer and have parents pick the item up from school.
- 2nd offense-3 days of in-school suspension
- 3rd and subsequent offenses-5 days of out-of-school suspension

GANGS

Secret organizations and/or gangs are strictly prohibited in the Fox C-6 School District. A secret organization or gang is any organization composed of the district's students, wholly or in part, which seeks to perpetuate itself by taking in additional members from our student body on the basis of the decision of its membership rather than upon the free choice of any student in the school who is qualified by the policy of the Board of Education. Secret organizations and/or gangs will not be tolerated.

Students are prohibited from displaying or wearing gang logos or colors. Students who promote or who are involved in any gang related activity will be suspended

from school in accordance with Board policy. First occurrence will be a 10-day out-of-school suspension. A repeated occurrence will be expulsion from school.

LUNCHROOM CONDUCT

The following rules have been established in order for every student to have an enjoyable and comfortable lunch:

- ❖ All students go to the lunchroom with his/her class at the time their class is designated to be in the lunchroom.
- ❖ The eating area to which the class is assigned must be clean before students are dismissed. All trash must be put in the trashcan.
- ❖ Students are expected to speak in a normal tone of voice. No screaming or yelling.
- ❖ For health considerations, each student eats only his/her own food. Students may not give or accept food from another student.
- ❖ Any child who does not bring a lunch is to pick up a tray.
- ❖ NO GLASS CONTAINERS.
- ❖ Students are to remain seated until dismissed to go outside, or to their teachers. All items should be purchased before sitting down.
- ❖ Raise hand for help.
- ❖ Sit with both feet on the floor.
- ❖ Students are expected to follow the directions of the cafeteria aide.
- ❖ Playing with food or throwing of food is not allowed.

The consequences for misconduct in the cafeteria during lunch are as follows:

- ◆ 1st incident} Verbal Warning
- ◆ 2nd incident} Discipline slip sent home
- ◆ 3rd incident} To be handled on an individual basis

SEXUAL HARASSMENT OF STUDENTS

The School District strictly prohibits Sexual Harassment of students by employees or other students. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

Whether a student voluntarily submits to sexual advances or request is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator.

The staff member who receives the compliant shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint.

Employees who witness sexual harassment against a person shall immediately notify the designated administrator, or the next lead administrator who is not the subject of complaint. There will be no adverse action taken against a person for reporting an incident, or participating in or cooperating with an investigation

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the students or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the compliant has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees and students will inform them of this policy.

Adopted: 12/96

Consolidated School District No. 6 (Fox)

FIREARMS AND WEAPONS IN SCHOOL.

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violated this policy will be subjected to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses on school property will be suspended from school for at least one calendar year. The

suspension may be modified on a case a firearm (as defined in 18 U.S.C. 921 and Missouri Safe Schools Act) (HB 1301 & 1298) on school property will be suspended from school for at least one calendar year. The Superintendent to the Board of Education may modify the suspension on a case-by-case basis upon recommendation. Civil War era weapons, when used for Civil War re-enactment supervised by a staff member on school property are exempt.

SMOKE-FREE CAMPUS

The Board of Education recognizes that smoking represents a health and safety hazard, which can have serious consequences for the smoker and the non-smoker alike. The Surgeon General of the United States has repeatedly warned against the hazard of second-hand smoke to non-smokers and further states that tobacco is a gateway drug that may encourage subsequent illegal drug use by young people. Thus, the Board of Education sees that use of tobacco as a serious safety issue and believes it has the obligation to protect students, staff, employees, visitors and guests of the district from an environmental hazard, which may be harmful to them. It is hereby declared that all the building grounds and vehicles of the school district are to be SMOKE FREE.

For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco items.

Effective: 10/1/98

Adopted: 6/98

Consolidated School District No. 6 (Fox)

Policy #1611

STUDENT USE OF TOBACCO, ALCOHOL, & DRUGS

Pep pills, marijuana, LSD, and other controlled substances are not illegal, but may result in permanent physical and psychological damage. Students are warned against their use. Anyone found possessing, selling, or buying drugs of any kind on school grounds will be placed on a minimum of ten days of suspension and can be turned over to the proper legal authorities. Students will only be re-admitted after obtaining a substance evaluation stating that he/she is capable of coping with the school environment. Also, anyone found possessing, selling, or buying an artificial substance that resembles a controlled substance will be dealt with in the same manner due to the intent involved in this kind of action. If extreme drug situation develops, a student and his/her parents shall be required to sign a contract regarding good school conduct or the student may face expulsion from school.

The Fox C-6 School District has adopted a smoke-free campus. Smoking is not permitted on the premises at any time by anyone. Students who habitually engage in smoking may be subject to suspension on the first offense, five days out-of-school suspension for the second offense, or an alternative by the Superintendent. Any student found using tobacco between classes, in the building, or on buses faces three-day in-school suspension for the first offense, and a five-day out-of-school suspension for any offenses.

SAFELINE

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allowed for the person to report situations, which affect the safety, security, or welfare of any student or Fox C-6 staff member.

It works this way. Anyone who has knowledge of any number of different situations which feel will lead to an injury, property damage, or some other type of crime may call the SAFELINE, (636-296-SAFE) OR (636-296-7233) 24 hours a day. A call notes system will take their information, similar to leaving a message on an answering machine. The Director of Safety and Security is the only person with access to the SAFELINE, and he will check it daily. Based on the type of information received, he will take appropriate action and make the appropriate referral. The caller does not need to leave any identifying information, but may do so if you wish. If the information is not school related, the appropriate public officials will be notified. The recorded message on the SAFELINE will instruct the caller as to what information is necessary to leave.

The purpose of the SAFELINE Program is to allow students to report situations without the fear of reprisal. It also gives other persons another way of reporting information that may be essential in either preventing a crime or solving one related to the Fox C-6 School District. Situations that could be reported include weapons violations, drug activities, property damage, assaults, child abuse, severe emotional problems, and safety concerns. In several of the recent school tragedies, students had information before the incidents occurred, but chose not to get involved. SAFELINE is one way to prevent this in our District.

PARENT ORGANIZATIONS

Rockport Heights Elementary has an excellent parent organization. The “Parents” Club meets on the first Thursday of the month. There are two meeting times scheduled. There will be a morning meeting at 8:30 and an evening meeting at 7:00. All parents are encouraged to participate. For additional information, please contact the school office.

FOOD FOR PARTIES

The Fox C-6 District has a policy on food distribution. **We ask that all food be commercially prepared or individually wrapped.** Any bulk items such as potato chips or popcorn should be distributed with gloves that can be obtained from our kitchen. Items such as bakery items or pizza from a health department approved restaurant or food vendor should be sealed in a closed container. All drinks should be store bought without the seal broken.

If you are planning to send a treat, please send a note to your child's teacher first explaining what you would like to send and when you would like to send it. Do remember that some children have food allergies and the teacher may have to make other arrangements for that child.

Remember the best way to prevent the spread of disease is through careful hand washing especially after visiting the bathrooms. Please encourage your children to wash their hands frequently throughout the day, use a tissue when coughing or sneezing and not to share food or utensils with others. The children's health and well-being are our first consideration. Please help us to keep the children healthy and safe.

ACCELERATED READER PROGRAM

Accelerated Reader Enterprise is a computer program that allows students to take a short, multiple choice quiz on each book read. Although the Enterprise program has access to over 120,000 reading practice tests, please check that the book read has a quiz available by using AR book finder.

Each student will be assigned a user name and password at the start of the school year. This information will allow students to take their own quiz and will allow parents to monitor their child's progress using the Home Connect feature. A letter containing your child's username, password, and directions for using the Home Connect feature will be sent home at the beginning of the school year.

***The Home Connect feature does not allow students to take tests from home.**

How Accelerated Reader (AR) works:

*Students will begin the school year by taking a STAR test which will establish his or her reading range. Some Teachers will administer the STAR test several times during the school year to monitor students' progress.

*The reading level range or zone of Proximal Development (ZPD) is the range within which your child should select his or her books. Students should not be taking quizzes outside their reading range.

*After the student selects a book in his or her range and has carefully read the book he or she can take the corresponding quiz on the computer. The student will type in his or her username and password into the AR program. Next he or she will type in the book title or the quiz ID number to take the correct quiz.

*The quiz will be in a multiple choice format. After the quiz is completed, students will receive their score in a percentage format. Points are awarded for passing a quiz.

*Teachers will be looking for students to pass with 80% accuracy or above.

*Teachers will set a goal for each student every quarter. The goal is based on several criteria including, but not limited to, the number of weeks in the quarter and your child's reading level range.

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, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed

complaint must be filed and the resolution pursued in accordance with local district policy.

The Fox C-6 School District implements the following procedures for resolving complaints, which may arise concerning possible violations of the provisions of all Federal

Programs:

- 1.) Complaints may be filed by parents, advisory councils, and district staff members, concerned organizations, or individuals within the Fox C-6 School District.
- 2.) To be considered, the complaint should allege a violation of the Elementary and Secondary Act; the General Education Provisions Act as it applies to all Federal Programs: any state rules or guidelines; or the application as approved.
- 3.) The complaint should be in writing and signed by the individual or his representative and submitted to the Federal Programs Coordinator for the Fox C-6 School District.
- 4.) Unless unusual circumstances arise, 30 days will be the maximum time for investigating and resolving the complaint by the Federal Programs Coordinator.
- 5.) The Fox C-6 School District will provide the complainant, his representative, or both an opportunity to present evidence regarding the complaint and opportunity for the complainant to question the parties involved.
- 6.) A written decision will be rendered by the Fox C-6 School District to the complainant, the Missouri Department of Education, and DAC and provided to all parties involved within 30 day of the filing of the original complaint. (Note 3.above)
- 7.) The complainant may appeal the decision to the Missouri Department of Education with 30 days of receiving the decisions of the Fox C-6 School District Federal Programs Coordinator.
- 8.) Complaint procedures will be disseminated annually to interested parties including all advisory councils with the Fox C-6 School District.

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, misapplied, or misinterpreted by the Department itself.