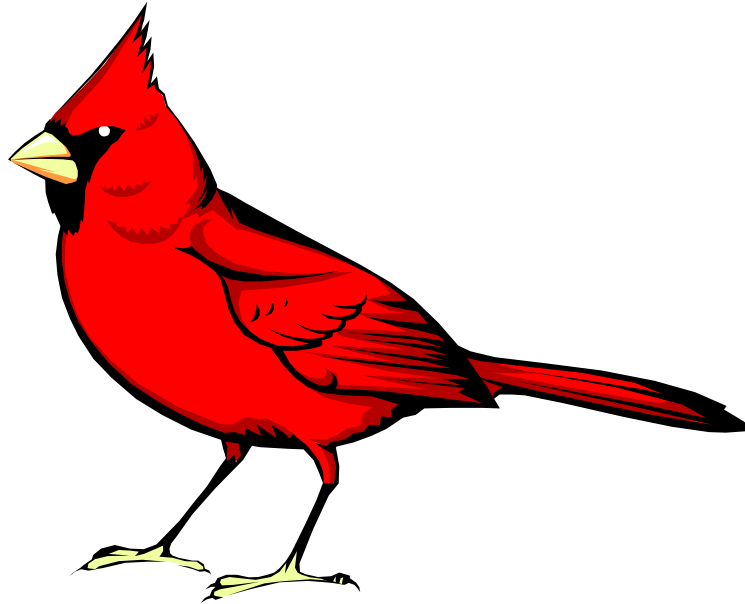


Halfway R-III Schools Mission Statement

Halfway R-III Schools, in partnership with students, parents, and community, will provide opportunities for individuals to become productive, lifelong learners.



INTRODUCTION

The Halfway R-III School District is determined to provide a safe and disciplined learning environment so that all students will learn successfully. This handbook provides policies and procedures that have been approved by the Board of Education. It is designed to furnish much of what you need to know, but it is not all-inclusive. If questions or concerns arise regarding a particular school-related issue, please follow the established chain of command: 1) consult with the involved teacher(s), 2) consult the principal, 3) meet with the superintendent, and 4) if a satisfactory resolution is not achieved with the previous options, you may request a meeting with the Board of Education. It is our expectation that all students and parents will review the policies contained herein.

**PLEASE REMOVE ALL OF THE FORMS LOCATED AFTER THE SCHOOL CALENDAR IN THE BACK OF THE STUDENT HANDBOOK. IN ORDER FOR THE OFFICE TO UPDATE RECORDS IN A TIMELY MANNER, PLEASE COMPLETE THE FORMS AND RETURN TO SCHOOL BY FRIDAY, AUGUST 21st.
THANK YOU.**

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THE HALFWAY VISION

The Halfway R-III Schools will graduate well-rounded students who have the skills and knowledge necessary to develop their own visions and goals for their futures while understanding the opportunities available for success in our global society. We will strive for excellence in this endeavor and encourage all students to do the same. We will continue supporting school and community interaction understanding that our interdependence benefits all.

THE HALFWAY PHILOSOPHY OF EDUCATION

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

THE HALFWAY PHILOSOPHY OF STUDENT DISCIPLINE

It is the objective and policy of Halfway R-III School to recognize, preserve, and protect the individual rights of all students while enforcing the protection of those rights within the necessary framework of a safe, orderly, efficient, and nurturing school program. The quality of discipline in the school is a blend of values and attitudes of everyone within the educational community. We believe that discipline and academic achievement are very closely related. We appreciate the fact that discipline, order, safety, and cooperation are essential for people to meet and work together in harmony. All individuals associated with the school must share the responsibility for creating and supporting a positive learning environment.

HALFWAY R-III GOALS FOR STUDENT SUCCESS

The Halfway School District will provide students with basic skills that are necessary to be life-long learners and the knowledge necessary to utilize all opportunities that may be available to students upon graduation from Halfway R-III School.

1. The Halfway School District will provide current motivational instruction necessary for students to compete in the “real world” by hiring teachers who believe that every child can learn if given appropriate time in conjunction with instructional strategies that fit their mode of learning while maintaining high expectations.
2. The Halfway School District will provide a safe and orderly school climate that is conducive to effective instruction and successful learning.

3. The Halfway School District will ensure a high quality of education by providing and maintaining efficient management of programs, plant, and facilities.

HALFWAY SPIRIT

The official mascot is a Cardinal. School colors are red and white. We encourage you to show school spirit throughout the school year and at all school-sponsored activities. Remember, you are a reflection of our school.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, education, age, disabling conditions, or organizational memberships.

NOTICE OF NON-DISCRIMINATION ON THE BASIS OF SEX

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district.

NOTICE OF EQUAL EDUCATIONAL OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

NOTICE OF POLICY PROHIBITING SEXUAL HARASSMENT

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors; and other verbal/non-verbal, physical conduct, or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee. Please refer to the school's administration and Board Policy ACG Critical for Resolution of Discrimination Complaints.

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 regulations has been violated, misapplies, or misinterpreted by the school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other

person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy KL Critical:

PUBLIC COMPLAINTS

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 by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administration procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

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.

STUDENT RECORDS/DIRECTORY INFORMATION

A. ANNUAL NOTIFICATION OF RIGHTS TO PARENTS AND STUDENTS

1. The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year.
2. Parents and/or students may request that the district not use a student's social security number at the time of enrollment.

B. ANNUAL NOTIFICATION OF DIRECTORY INFORMATION

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information" for students in kindergarten through 6th grade: student's name, parent's name, birthday, grade level, participation in officially recognized activities and sports; honors and awards received; artwork and coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.
2. 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 in writing within the ten (10) school day period, the school 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.
3. "Directory Information" is considered a "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law 610.010-.030, RSMO.

RETENTION

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parent/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. (Board Policy IKE Critical)

HALFWAY R-III SCHOOL DISTRICT PROMOTION/RETENTION PROCEDURES BASED ON READING LEVEL

(Meets requirements of Senate Bill 319)

The Halfway R-III School Board, in accordance with SB 319, requires students in the 4th grade be retained if they are reading below more than 1 grade level. There are four exceptions to this law. 1) Students having IEPs. 2) Students receiving services pursuant to section 504 of the Rehabilitation Act of 1973 whose services includes an element addressing Reading. 3) Students determined to have limited English proficiency. 4) Students who have been determined, prior to the school year, to have a cognitive ability insufficient to meet the reading requirements.

Students in grade 3 who are reading more than 1 grade level below will attend summer school and receive 30 hours of reading instruction before going onto the 4th grade. Students in 4th grade who are reading more than 1 grade level below will be required to have 30 hours of reading instruction

outside the normal classroom day during the school year. Students must be assessed within 45 days of the end of the school year. If they are still reading at more than a grade level below their grade, they will attend summer reading instruction for 40 hours. They must be assessed again at the end of Summer School to determine if they are to be promoted to 5th grade. 5th and 6th graders reading more than 1 grade level below will be subject to the same assessments and procedures as stated in SB 319. These guidelines apply to the law mentioned above and are not to imply that reading level will be the only factor when retention in grade is being considered. Board Policy IKE outlines procedures to follow in other decisions regarding student promotion or retention.

ADMIT AND DISMISS POLICY

Students arriving after 8:15 must check in at the Elementary Office to get an admit slip. Students that are being checked out by their parents should stop at the office and get a dismissal slip. **Parents should not go to the classroom and remove their student.** Parents wanting to see their student or leave something for their student should wait in the office.

ATTENDANCE

If your child is absent, please call the elementary office that morning so the absence can be marked verified and the teacher can be notified. (445-2215)

ATTENDANCE/REWARD POLICY

Beginning with the 2009-2010 school year, students will be rewarded with quarterly trips based on demonstration of excellent attendance, attitude, and achievement. In order to qualify for the trips, students must:

- 1) have 97% attendance or above for the quarter.
- 2) have zero bus referrals, office referrals, (or red notes in lower grades).
- 3) have zero late or missing assignments and no grades below a B- for the quarter.

(Depending on scheduling, the 4th quarter reward may be prize giveaways instead of a trip.)

*Thanks to the generosity of Buffalo Dairy Queen, we will continue to provide ice cream cake to students with 98% attendance and above for the 1st semester.

BIRTHDAYS

TREATS

We know that your child is excited when their birthday occurs during the school year. In order to continue with the learning process, we are requesting that all Birthday Treats be left at the office. The teachers would like at least two (2) days written notice that you are planning to provide Birthday Treats for your child. This will enable us to plan around our teaching schedule. We will have a time set aside during the day to enjoy the treats and sing Happy Birthday to your child. Birthday Treats should follow the "Healthy Snacks" guidelines available in this handbook. Thank you for your cooperation concerning Birthday Treats.

INVITATIONS

Birthday party invitations WILL NOT be passed out at school unless each student in the class

is receiving an invitation (or all girls in the class or all boys).

BUILDING HOURS

Students are NOT to be dropped off before 7:50. At 7:50, supervision will be available in the new gym. Students eating breakfast may enter the cafeteria at 7:55. Students not eating breakfast will be supervised in the new gym until 8:05. At 8:05, all students will be dismissed to their classrooms. School will end at 3:01 pm. Students are not permitted in the building after school without teacher permission.

BUS CONDUCT

The bus ride, to and from school, is an extension of the school day. All rules, regulations and policies that pertain to school also pertain to the bus. Only those students who meet eligibility requirements by permanent residence inside the district will use the school's transportation system.

1. No fighting or "horseplay" on the buses. When boarding the bus, students shall be seated and remain in the seat until arrival at their destination.
2. Instruments, books, etc. are to be taken to the seat with the student and placed under the seat or held by the student.
3. No pets or animals in boxes, jars, or containers will be allowed on the buses.
4. Unnecessary conversation with the driver is prohibited.
5. Students are not to put head, hands, or arms outside the window, nor are they to throw objects out of the window.
6. No eating or drinking on the bus without driver permission.
7. Except for normal conversation, classroom conduct shall be observed at all times.
8. No toys on the bus. No radios, CD players, cell phones, or other electronic devices allowed on the bus.
9. Each student shall be held accountable for any type of destruction of property (including damage to the bus or personal property).
10. If a student is discharged from the bus at a place other than his/her own home, a note from the parent must be given to the office. This note will be forwarded to the classroom teacher and bus driver.
11. The driver is in charge at all times. When trips, the teacher and driver are in charge.
12. Drivers may not transport any persons not regularly assigned to the bus without permission. **PRIOR APPROVAL MUST BE GIVEN IF 5 OR MORE ADDITIONAL RIDERS ARE GOING HOME ON BUS FOR BIRTHDAY PARTY OR OTHER EVENT.**
13. Students may be assigned seats if it is necessary for the safety of others.
14. Obscene or profane language, gestures, remarks, or signs will not be tolerated.
15. The possession or use of alcohol, tobacco, and/or drugs is not permitted on school property, which includes the bus.
16. In the event of misconduct on the bus, the driver will fill out a Bus Misconduct Report and turn it in for appropriate action:
 1. Written or verbal notification to parent by bus driver. (Driver documents.)
 2. 1st Report to office - detention, ISS, or assigned seat for a period of time.
 3. 2nd Report to office - 1 day off bus.
 4. 3rd Report to office - 3 days off bus.
 5. 4th Report to office - 5 days off bus.

6. 5th Report to office - 10 days off bus.
7. 6th Report to office - remainder of semester, by Supt.

Building administrators may in certain instances, depending on the severity of the offense, alter or skip discipline steps.

CAFETERIA COMPLIANCE

Students are not allowed to have food delivered to the cafeteria/school or bring food to the cafeteria from places other than home. The Department of Elementary and Secondary Education (DESE) has pointed out to the district certain liability issues associated with this practice.

CANDY AT SCHOOL

Students should not bring candy to school. It is unhealthy and disruptive in the classroom. Students who bring candy will have it taken away and returned at the end of the school day. The second incident will result in the candy being taken away and returned at the end of the year or returned to a parent who picks it up.

CARE OF SCHOOL PROPERTY

Students are expected to take reasonable care of all school property, which includes books, lockers, equipment, furniture, and uniforms. Students shall pay for lost or damaged property. Any student who carelessly, intentionally, or maliciously defaces or damages school property shall be required to replace or repair the damaged property and may also be subject to disciplinary and legal action as deemed appropriate by the school's administration.

DETENTIONS

Detentions will be served from 3:10 to 4:00pm. Parents will be given at least 24 hour notice before a detention is to be served. There shall be no talking, sleeping, drinking, or eating. Students should come prepared to work during the detention

DRESS AND GROOMING

The environment in which learning takes place exerts a tremendous influence on the students. It is our belief that cleanliness and neatness in dress will contribute to a good learning environment. Every student through his/her own cleanliness and neatness in dress will contribute to the learning environment. T-shirts with graphics, messages, or words that may be misconstrued as inappropriate and interrupts the learning environment will not be worn at school. No clothing is to be worn that suggests and/or advertises alcohol, drugs, offensive acts, or displays negative concepts contrary to the best interests of the students and the mission of the school district. Except for the following guidelines, the responsibility for the appearance of our elementary students rests with the parents or guardians and the students themselves. Some general guidelines include:

1. Students are to dress conservatively.
2. Clothing which is disruptive to the educational process or which is lewd, obscene, or suggestive is prohibited.
3. Abbreviated clothing including halter tops and short shorts or any item baring the midriff are not to be worn. Spaghetti strap tops; shirts with large armholes which expose the chest; muscle shirts; and/or low necklines are not acceptable attire for

- students in all grades.
4. Hats may not be worn in the building.
 5. Clothing bearing symbols of tobacco and alcohol will not be allowed.
 6. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class activity for the purpose of maintaining safety in the classroom.
 7. Tattoos or body piercings that are educationally disruptive must be covered.

ELECTRONIC OR BATTERY OPERATED DEVICES

Use of or visibility of cellular telephones, beepers, pagers, radios, stereos, tape/CD/MP3 players, video games, laser pointers, laser beams of any type, and other audio-visual equipment is strictly prohibited during school hours. Use or visibility of these devices (and others not listed herein) will result in confiscation and will be returned only to a parent/guardian. If a second offense occurs, there may be consequences assigned to the student.

EMERGENCY EVACUATION DRILLS

Emergency drills will be conducted routinely throughout the year. Students will be expected to remain orderly and extremely quiet during the drills. A fire drill will be the loud siren plus the flashing strobe lights at the exits. If at all possible, students should evacuate the building through the front exits. A tornado drill is a long ring on the bell system. The teacher will then direct the students to the designated shelter area where students are to crouch and cover their head against the interior wall. In the event of an earthquake drill, students should listen carefully to the teacher's instructions.

EMERGENCY SCHOOL CLOSINGS

Should it become necessary to close school by reason of weather, plumbing, electrical, or transportation problems, the Superintendent of Schools has the authority to do so in a timely and efficient manner. The superintendent encourages students and parents to listen to local radio and television stations for notification of school closings due to inclement weather or other emergencies.

FIELD TRIPS

Students who are eligible to attend school-related field trips must have a consent form completed and signed by a parent/guardian. In the event that a student misbehaves while attending a field trip, parents may be contacted and expected to pick-up their child from the field trip location. **Teachers and administrators may set additional eligibility requirements for field trips; students may become ineligible for a field trip due to consistently poor behavior and/or disciplinary office referrals.** Students misbehaving on field trips may be ineligible to attend future field trips and may face additional disciplinary action as determined by the teacher and/or principal.

FRIDAY SCHOOL

Students in grades 3-6 will be assigned Friday School if they are missing assignments which substantially lower their grade. Friday School will be held from 3:00-5:30. Parents will be contacted by the classroom teacher by Wednesday to alert them of the missing work and need for Friday

School if the work is not completed and turned in on Thursday.

**GENERAL RULES
CLASSROOM**

1. Be in your seat when the bell rings.
2. Have paper, pencil, and books ready for school.
3. Keep hands, feet, and objects to yourself.
4. Follow teacher's directions and classroom rules.

HALLWAY/RESTROOM RULES

1. Follow directions of staff.
2. Always walk, do not run.
3. Keep hands to yourself.

CAFETERIA RULES

1. Follow directions of cafeteria staff.
2. Speak in normal tones.
3. Keep arms, hands, and feet to yourself.
4. Leave your eating area as you found it, CLEAN.
5. Soda (pop) is not allowed in cafeteria during breakfast and lunch.
6. Throwing of food or other objects is not permitted.

PLAYGROUND RULES

- * Students are to use the playground equipment in the way it is intended.
- * Follow directions from ALL teachers.
- * Do not go into the building without teacher's permission.
- * No scuffling, roughhousing, or name calling.
- * Do not throw rocks.
- * Do not feed or pet any stray animals.
- * **MERRY-GO-ROUND:** No standing, lying underneath, hanging or dragging your body, jumping off while moving, or any other procedure that would endanger you or another student.
- * **SWINGS:** No twisting, turning, buddy rides, side to side, tree touching, jumping out, or standing in front of or behind the swings.
- * **MONKEY BARS:** Do not sit or stand on top of the monkey bars.
- * **BASKETBALL COURT:** Do not walk on retaining walls, hang from goals, push, shove, or get aggressive.
- * **SLIDES:** Do not walk up either slide. Do not jump off slides.
- * **BALLS:** Watch out for others when throwing or kicking balls. No dodge ball. No football.

GRADING SCALE

A	95-100	D+	67-69
A-	90-94	D	64-66
B+	87-89	D-	60-63
B	84-86	F	59 AND BELOW
B-	80-83		
C+	77-79		
C	74-76		

NOTES TO SCHOOL

In our efforts to have better communications from home to school we are providing printed informational/excuse “**A NOTE TO HALFWAY SCHOOL**”. These notes have a variety of options for communications from parents to the school. Please use these notes when you send communications to school, one for each of your children. A small pad will be sent home the first day of school with each student. The elementary office will always have a supply of notes.

NURSE’S OFFICE POLICY MANUAL

Please read the following information carefully:

*To attend school, **all** students must have received the minimum number of immunizations required for **polio, measles mumps, rubella, diphtheria, tetanus, pertussis and Hepatitis B.***

*Children will be required to be adequately immunized at the **time of entrance** to school.*

Students may attend school if the immunization process has begun and is progress on a schedule recommended by the Department of Health.

It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it.

School and childcare personnel may require any child to be examined by a physician if they believe the child can infect others. The child may be excluded from school/child care until a physician determines the child cannot infect others or until a recommended exclusion period has passed.

COMMUNICABLE DISEASES

Children or staff with communicable diseases should not be allowed to attend or work in a school or childcare setting until they are well. By enforcing the state communicable disease regulations, excluding children who are ill and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.

*If your child has an elevated temperature of 100 degrees or more or is sent home from school with an elevated temperature, they should remain home until they are fever free for **24 hours**. Tylenol and Advil may reduce the fever, but they remain contagious to others. If your child has diarrhea or is vomiting or is sent home for the same reason, they need to remain at home until they have not had diarrhea or vomiting for **24 hours**.*

HEAD LICE CONTROL

The head louse is a parasitic insect that lays eggs in the human hair and scalp. Head lice infestations are endemic in the school population. While lice infestations are not life-threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice cases occur in a school, it takes a significant amount of time away from the educational program. If children are not properly treated, including complete removal of nits, re-infestation may occur. This results in repeated exposure to the pesticidal shampoo/cream rinse and

a great deal of anger and frustration. In order to protect our classroom time, we are following a “no nit” policy.

All students found to have evidence of a head lice infestation (lice or nits) will be excluded from school attendance until treated and all nits have been removed. Parents will be given written materials that explain the reasons for exclusion and methods to treat the infestation on the hair and in the home. There are several products on the market for treating head lice. As long as children are treated and return to school with parent/guardian without evidence of nits, they will not be required to see a physician. There are some head lice treatments that require a physician’s prescription, but that will be the parent’s choice. The child will be examined on return to school. Any evidence of nits will require exclusion. A log will be kept, and those children who have been excluded and returned to school will be re-examined in ten days to ensure that they remain free of infestation.

Refer to - 167.181-191, RSMO

SOILED CLOTHES PROCEDURE

Students are to change out of soiled clothing as soon as possible. Students will not be permitted to sit in soiled clothing all day. This policy is intended to prevent spread of infectious organisms.

STUDENT EMERGENCY MEDICAL INFORMATION FORMS

A current student emergency medical information form must be kept in the nurse’s office to ensure adequate and prompt care.

All information included on the emergency medical information form is strictly confidential and must be kept secure.

MEDICATION POLICY

With the exception of some students in Special Education programs or those with section 504 accommodation plans, the school district is not obligated to supply or administer medication to children.

I. Prescription Medication

A. The student’s authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber’s name.

B. A parent(s)/ guardian(s) will provide a written request that the school district comply with the authorized prescriber’s request to give medication. The district will not administer the first dose of any medication. The school nurse will not, without clarification from the prescriber, administer any medication if the dosage exceeds the recommendations of the manufacturer. The parent(s)/guardian(s) will supply the medication in a properly labeled container from the pharmacy, with only those doses to be given at school, and with any instructions for any special need for storage, e.g., refrigeration. Medication supplies should not exceed a thirty-day supply.

II. Over the counter (OTC) Medications

The school will use reasonable and prudent judgment in determining whether or not to administer any medication, including OTC medications.

Parent/Guardian must supply any over-the-counter medications (Tylenol, Advil, cough drops, antacids, Pepto Bismal, cough syrup). Any OTC medications must be in their original containers. Medications must be age appropriate. We will follow manufacturer’s

labeling.

III. Handling, Storage, and Disposal of Medications

1. *A parent/guardian or other responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the nurse. The medication must be in a pharmacy or manufacturer's labeled container.*
2. *Expiration dates on medications must be checked on a routine basis.*
3. *Parent/guardian may retrieve their student's medication from the school at any time.*
4. *All medications shall be returned/destroyed at the end of the school year.*

P.E. FOR ELEMENTARY CLASSES

Due to safety reasons, students must have tennis shoes to participate in P.E. Students WILL NOT be allowed to participate in "Crocs," flip-flops, boots, dress shoes, etc. or barefoot. Excessively dirty tennis shoes will also not be allowed. It is best to send an extra pair of tennis shoes to school to leave in the gym for P.E. Participation grades will be affected when students are not able to participate due to inappropriate shoes.

PRE-PLANNED ACTIVITIES

When you and your child are hosting an activity (birthday party, 4-H, Girl Scouts, etc.) and guests will be going home after school with you or your child, on the bus or private vehicle, please send the office a list of the guests. Each guest will also need a permission slip from his/her home. Hopefully, this will alleviate any anxiety at the end of the school day. This includes pre-planned overnights. **PRIOR APPROVAL MUST BE GIVEN IF 5 OR MORE GUESTS ARE PLANNING TO RIDE THE BUS HOME WITH ANOTHER STUDENT.**

SUPERVISION OF STUDENTS

P.M. SUPERVISION

- A. Elementary students may be in the school building after school for Student Council, tutoring, math practice, etc. Parents please be on time when your student stays after school for an extra curricular activity. Students must be picked up promptly after activities.
- B. Elementary students are not to remain after school with older brothers or sisters while these students are attending high school events such as practices or meetings. If they are waiting for a Jr. High or Sr. High game, they are to go home and return at the appropriate time.

TOYS AT SCHOOL

Toys are not to be brought to school without permission from the teacher. Students that do bring toys to school without permission will have them taken away the first time and returned at the end of the day. The second incident will result in the toy being kept until the parent picks it up or until the end of the school year. Toys are not allowed on the school bus as well.

VISITORS

Any person not enrolled in this school as a student or employed as a staff member must report to the office upon entering the building. All classroom visitors must have prior administrative approval. No school age visitors will be allowed during school hours. Parents and patrons of the district are

always welcome in our school. They should simply check in upon arriving at school. Under most circumstances it is always best to schedule an appointment with the teacher(s) or principal ahead of time.

VOLUNTEERING

Anyone who has a student in a class may be a room parent for that class. Parents of students who move into the district during the school year have the opportunity to be a room parent by signing up with the classroom teacher and the Room Parent Director. They must follow guidelines established by the Elementary Principal and the Room Parent Director.

(Subject to change) The organizational meeting will be the night of Open House. Anyone interested in being a Room Parent will sign up that night and later be contacted by the Room Parent Director or Room Parent Chairperson for the class. Please always keep in mind that class parties are for the students, and we need to do what is in the best interest of all the students in the classroom. **Younger children are not to be brought to school on party days. Please make prior arrangements to ensure your full attention can be given to the students in the class.** Room Parents report to their Room Parent Chairperson who reports to the Room Parent Director, who in turn reports to the Elementary Principal.

Elementary Principal

- * Direct and Establish Volunteering Procedures in the building.

Room Parent Director

- * Appointed by the PTA
- * Work with the Elementary Principal in establishing what parties Room Parents are responsible for
- * Serve as a contact person for special needs from Room Parent Chairperson
- * Distribute any and all information to Room Parent Chairpersons.

Room Parent Chairperson

- * Work with the teacher at all times, keeping them informed of what the Room Parent group plans to do for the students during parties.
- * Lead class Room Parents
- * Organize and coordinate school parties for that specific room
- * Keep other parents from that class informed
- * Notify Director of schedules and other important information
- * Establish contact information for class Room Parents

Room Parents

- * Work in the room that they have a child in
- * Work with the chairperson and the other parents on class parties.

DISCIPLINE CODE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that

extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

Board Policy JGA allows for the use of corporal punishment as a disciplinary measure when deemed necessary. The Disciplinary Code follows.

RETURN THIS PAGE AFTER READING AND SIGNING
STUDENT HANDBOOK SIGNATURE SHEET
SCHOOL YEAR 2009-2010

The signature sheet is to verify the following.

- A. I have been supplied a copy of the Halfway R-III Elementary Student Handbook.
- B. I know it is my responsibility to be familiar with the entire contents of the student handbook.
- C. I understand that the student handbook contains policies that govern student behavior and will be enforced.
- D. I understand that assistance is available to help answer any questions that I might have concerning the handbook.

Parents please insert child's name and print and sign your name below:

Student Name _____ Grade _____ Date _____

Student Signature _____
(Student Signature for 1st grade-6th grade)

Parent Name _____ Date _____

Parent Signature _____

CORPORAL PUNISHMENT

The following section refers to the application of CORPORAL PUNISHMENT being applied to your son/daughter. Please mark one of the boxes beside the statements below. **Both parents should print, sign, and date their names below.**

** Note from Mrs. Spear – It is my hope that corporal punishment will never be needed for your son or daughter; however, there are times when it is very useful and appropriate as a consequence to disrespectful and inappropriate behavior. In addition to being phoned, you are also welcome to be present when it takes place.*

Never apply CORPORAL PUNISHMENT to my son/daughter.

I give the school permission to apply CORPORAL PUNISHMENT to my son/daughter after calling a parent.

Child's Name _____ Grade _____

Parent 1

Parent 2

Print _____

Sign _____

Date _____
