

# SOUTH IRON ELEMENTARY



## STUDENT HANDBOOK 2008 – 2009

## ELMENTARY MISSION STATEMENT

We the faculty of South Iron Elementary, believe that all children can learn. Our mission is to ensure that all students will master the basic skills in all academic areas. We as professionals accept the responsibility to educate all students to their maximum educational potential, while fostering positive growth in social-emotional behavior and attitudes.

Developed 12-16-85 by Elementary Faculty

## SCHOOL OBJECTIVES

Our aims are that students of the South Iron School District acquire the essential knowledge, attitudes and skills to become mature, responsible and happy individuals who:

1. Express thoughts clearly and read and listen with understanding.
2. Honor their country and exercise the responsibilities of concerned self-disciplined citizens.
3. Exemplify personal integrity and enjoy the fulfillment to be realized through the art of living.
4. Are productive participants and intelligent consumers in economic life.
5. Understand and have concern for the environment.
6. Appreciate beauty in literature, art, music and nature.
7. Understand the methods and findings of science.
8. Think rationally and are proficient in problem solving and decision making.
9. Recognize their capabilities and have confidence in themselves.
10. Respect other people, their property and culture, and work cooperatively with them.
11. Practice good health habits and make worthy use of leisure time.
12. Are committed to moral ideas.
13. Understand the significance of the family.

Adopted March 2, 1992

South Iron County R-1 School District, Annapolis Missouri  
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August 14, 2008

Dear Parents/Guardians:

The staff and I would like to welcome you to a new school year. I am very honored to have this opportunity to work with you and your children. The staff and I want to ensure that your child has a successful school year. We are all looking forward to the coming year.

You, as a parent, are an important part of your child's education. Education does not just consist of classroom activities. Children continue to learn 24 hours a day and we encourage our parents to take advantage of every opportunity to teach their children. Both parents and grandparents are welcome at any time to visit school. You may want to come and have lunch with your child (please, call in advance). We would also like to invite you to volunteer in your child's classroom or assist with school activities.

The following handbook includes information concerning attendance, discipline, and other items. Please review and become familiar with these policies. Keep the handbook for further reference throughout the year. Other information concerning important dates and schedules can be found at the school's web page ([www.schoolweb.missouri.edu/southiron.k12.mo.us](http://www.schoolweb.missouri.edu/southiron.k12.mo.us)).

Once again I would like to welcome you to a new and exciting year. By working together we can ensure that all children at South Iron have a happy and safe school year. My door is always open if you have questions or concerns. (598-4240)

Sincerely,

Cristie Ayers  
Elementary Principal

## South Iron Elementary Faculty and Staff 2008-2009

**Principal:**

Cristie Ayers

**Parents as Teachers:**

Anita Patterson  
Amanda Bennett

**Pre-School:**

Sherry Ruble  
Tommi Joe Mills (\*TA)

**Kindergarten:**

Mona Warner  
Melonie Smith

**First Grade:**

Terri Furry  
Lisa Ruble

**Second Grade:**

Mary Beth Henson

**Third Grade:**

Ray Forshee

**Fourth Grade:**

Maryann Darden

**Fifth Grade:**

Chris Dinkins

**Sixth Grade:**

Jessica Clauser

**Special Services:**

Debbie Wright  
Beth Schembra (LD)  
Julie Ravanelli (Speech/Guidance)  
Robin Parker (\*TA)  
Savannah Middleton (\*TA)

**Reading Recovery:**

Faith Dinkins

\* Teacher Assistant

**Secretary:**

Jennifer Buckner

**Special Ed Coordinator:**

Linda Lewis

**Nurse:**

Michelle Miller

**Alternative School/ISS:**

Felina Wakefield (\*TA)

**Art:**

Tom Schembra

**Librarian:**

Linda Shockley-Watson

**Music:**

Amber Cuneio

**P.E:**

Dusty Dinkins

**Cafeteria:**

Georgia Lawless (Supervisor)  
Santee Colyott  
Ida Firebaugh  
Roberta Middleton

**Bus Drivers:**

Eugene Alcorn (Trans. Director)  
Doug Bond  
Sue Colyott  
Stella Harlow  
Susie Rayfield  
Gay Slusher  
Jeanne Westmoreland

**Reading Coach**

Nancy Renicke

**Custodians:**

Jeff Brewer  
Marty Middleton  
Roland Middleton  
Mike Tucker

## ATTENDANCE

### PHILOSOPHY:

The South Iron School district believes regular attendance of students is essential for a productive and successful learning process. Irregular attendance places the students at risk of failure as well as developing nonproductive habits that often carry over to the workplace and other avenues of life. However, there are times when events are beyond the control of the student which have to be taken into account. Therefore, the South Iron School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of every day life.

When your child returns to school following an absence, please send a written excuse signed by a parent or guardian stating the reason for the absence. If your child is absent for more than one day, please make arrangements with the elementary office so make-up work can be sent home.

In regard to health safety; the manual "Prevention and Control of Communicable Diseases" as published by the Missouri Department of Health is used. If there is any suspected communicable disease, this student will not be permitted to return to class without a permit slip from a physician. This action is taken for the best interest of all students.

### TOTAL NUMBER OF ALLOWABLE ABSENCES:

The total number of absences per semester will be 5 days.

1. After the fifth absence from any class, future absences will be considered unexcused. Students who reach six absences must come before the Attendance Review Committee. The Attendance Review Committee will meet weekly on the first school day of the week at 8:10 a.m. Parents/Guardians will be sent an intervention letter when absences exceed 3 days and again at 5 days. A mandatory attendance hearing certified letter will be sent on the sixth absence. **\*\*Failure on the part of the parent/guardian to attend a hearing or make contact with the school will be construed as acceptance of the decision by the Attendance Review Committee.**
2. The five days of absences in a semester described in the policy are to take care of:
  - a. **Personal illnesses**
  - b. **Professional appointments-** that could not be scheduled outside of the regular school day.
3. An Attendance Review Committee consisting of Principal, Attendance Advisor, Counselor, School Nurse, and A+ Coordinator, will review the specific conditions relating to the individual's case. Parents/Guardians will be informed in writing of the results of this hearing. The following reasons for absences from school will be taken into consideration providing proper documentation is presented to the Attendance Committee:
  - a. Absence from school due to a death in the family (**documentation required**)
  - b. Absence created by required religious observations.
  - c. Absence created by a school-sanctioned activity.
  - d. Absence created when a student cannot attend school upon the advice of a physician. (**Doctor's note required with the time of the appointment noted by the Doctor's office. \*\*A reasonable amount of driving time will be excused. However, appointments made will not automatically excuse a full day of school**)
  - e. Absence created by taking the Missouri state drivers test. This will allow for one-half day of excused absence time.
  - f. Absence created by a subpoena to appear in court. (**Documentation required**)
  - g. Absence created by a trip to visit a college or to take care of military business. **\*Application for these will be made through the counselor's office. Two trips per year for Seniors and One for Juniors.**
  - h. Absence when school nurse feels student should be sent home.

### ATTENDANCE COMMITTEE OPTIONS:

Attendance Committee options after reviewing students violation of attendance days during attendance hearing.

- a. Mandatory (on time) grade buy back hours with a 14 hour limit. **(These hours will be bought back during after school tutoring and Saturday School. These hours will not reduce the total days of absence.)** For elementary students one hour of tutoring will be equal to .5 days of absence.
- b. Re-admission to school on a probationary basis, for a student who is 16 or older, with the limits imposed by the Attendance Committee.
- c. Suspension from school for the remainder of the current semester for a student who is 16 years or older. The student will not earn credit. **(Suspension done so through recommendation to Superintendent.)**
- d. Admission to the alternative school.
- e. Automatic contact to the proper legal and state authorities for students under the age of 16.

**\*\*THIS LIST OF OPTIONS IS NOT INCLUSIVE**

### DUE PROCESS:

- a) Any suspension will be in the form of a recommendation to the superintendent.
  - b) If the parent/guardian is not in agreement with the recommendation of the Attendance Review Committee the student will be afforded a contested case due process that is in accordance with Board Policy JGD. This process will begin by appealing to the Superintendent of Schools.
4. Absences will be classified as "excused" or unexcused". In case of truancy, make-up work will not be permitted. Truancy is defined as deliberate absence from school on the part of the pupil, with or without the knowledge of the parent, and for which no justifiable excuse is given. In this event, a "zero" will be recorded as the student's daily grade in each class. Senior skip day is not allowed and will be considered truancy
  5. The student who is suspended from school will not have that number of days charged against the total of five days. However, if a student chooses OSS over other discipline, these days will count against their attendance.
  6. Students who are absent 1/2 day or more on the day of an activity will be considered ineligible to participate on that date.  
No student may leave school during the day except by permission of the principal or his representative. Students who have appointments should have their parents contact the school and indicate the time the student must leave. **No student will leave the building without signing out in the office. When a student returns to the building, he/she will sign in at the office.**
  7. Any student with an out-of-school suspension may not attend any school function while under suspension or be on school property. Any student on homebound instruction is not to be at any school function without permission from administration.
  8. Perfect attendance shall be defined as, absences that total less than 1/2 day (3 class periods or less) during the school year.

## **DRESS CODE**

In order that the schools may achieve the purpose for which they are maintained, students are expected to conduct themselves in an orderly manner, showing respect for school rules, the teachers, the rights and property of others.

Personal pride, as well as pride in one's school are definite characteristics of a mature student and reflect a positive image. It is hoped that this image will find expression in the following:

1. A student's dress should not create undue distraction or result in adverse criticism. The dress and groom of all students should be reasonable and prudent.
2. Cleanliness is always a key to acceptable dress.
3. Students must wear shoes or sandals at all times--no bare feet.
4. Shorts with long baggy legs and finished seams are permissible dress thru October and beginning again on April 1.

Students may not wear for shorts:

- a. Cut-off jeans or sweats
  - b. Swim suits
  - c. Biker shorts
  - d. Gym clothes
  - e. Or any shorts which expose too much or are too short.
5. Bare midriffs, bare backs, plunging necklines, and exposed undergarment straps are not permissible.
  6. Students may wear commercial tank tops and muscle shirts as long as they conform to standards #1 and #5.
  7. Clothing that carry messages regarding drug, alcohol or tobacco products will not be allowed.
  8. Clothing that carry dual-purpose messages will not be allowed.
  9. Head coverings will not be allowed. (Unless it is a designated day to do so)
  10. Body piercing such as nose rings, lip rings, eye area piercing and tongue piercing will not be permitted.
  11. Boys' and girls' hair may be worn at any length as long as it is neat, clean, well groomed and does not cover any portion of the eyes.
  12. Students will be allowed to attend school with colored hair as long as the hair color of the student is a natural human hair color. Example: blonde, brown, black, etc.
  13. The length of a girl's dress or skirt should be reasonable.
  14. Students are not allowed to wear shoes that contain rollers in the heel (Heelies).
  15. Others will like you as a person--the real you. It is not necessary to resort to extreme styles of dress in order to be noticed or accepted.
  16. Additional standards may be imposed in certain situations where performance of safety is hindered by the style of hair or clothes.

The sixteen guidelines should create a positive atmosphere conducive to learning. These guidelines will be reviewed periodically and revised in accordance with changing styles and customs.

If a student's general appearance attracts undue attention to the extent that it becomes a safety factor or disruptive factor in the school, the administrators will ask the student to make necessary changes. In the event that the change does not take place within the time allowed, the administrators will prescribe the action to be taken.

## SIGNING STUDENTS IN AND OUT OF SCHOOL

Students arriving to school after it has already commenced **must** be signed in by an adult in the elementary office.

Students who are leaving school prior to the end of the day **must** be signed out by an authorized adult in the elementary office.

## VISITORS TO THE BUILDING

Parents are welcome to school at any time. We only ask that you check-in at the elementary office and have prior approval from the Elementary Principal first before going to the classroom in order not to interrupt classroom instruction.

## CHANGES TO STUDENTS ROUTINE OF ARRIVING AND LEAVING SCHOOL

Any changes to your child's daily routine, riding the bus home or to school, being picked up by another adult, or riding a different bus, must be accompanied by a signed note from parents. We will not send a child to a different location without a note from parents. We do realize that emergencies arise during the day and you must call in to the school. Please make these calls as early in the day as possible, preferably before 2:00. This will enable us to relay the message to your child's teacher before the buses are loading. Changes can be a very stressful thing to small children. Knowing ahead of time makes them feel better.

## ASSERTIVE DISCIPLINE PLAN

An assertive discipline program is used in grades K-6. It is a classroom management system for student conduct. Listed are standards for appropriate behavior and consequences for misbehavior. Some teachers choose to use colored cards to represent each consequence. There is recognition for those students who do behave consistently.

### Class Rules

#### Kindergarten:

1 <sup>st</sup> Consequence	Name on chalkboard or Card #1	Warning
2 <sup>nd</sup> Consequence	One check or Card #2	Lose 5 min. of recess
3 <sup>rd</sup> Consequence	Two checks or Card #3	Lose 10 min. of recess
4 <sup>th</sup> Consequence	Three checks or Card #4	Lose all recess
5 <sup>th</sup> Consequence	Four checks or Card #5	Lose all recess, call parents

#### Grades 1-3:

1 <sup>st</sup> Consequence	Name on chalkboard or Card #1	Warning
2 <sup>nd</sup> Consequence	One check or Card #2	Lose 10 min. of recess
3 <sup>rd</sup> Consequence	Two checks or Card #3	Lose all recess
4 <sup>th</sup> Consequence	Three checks or Card #4	Lose all recess, call parents
5 <sup>th</sup> Consequence	Four checks or Card #5	Sent to Principal's Office

#### Grades 4-6

1 <sup>st</sup> Consequence	Name on chalkboard or Card #1	Warning
2 <sup>nd</sup> Consequence	One check or Card #2	Lose 1 recess
3 <sup>rd</sup> Consequence	Two checks or Card #3	Lose 1 recess, call parents
4 <sup>th</sup> Consequence	Three checks or Card #4	Lose 2 recesses, call parents
5 <sup>th</sup> Consequence	Four checks or Card #5	Sent to Principal's Office

### Principal's Office Following 5<sup>th</sup> Consequence

A student sent to the Principal's office for the 5<sup>th</sup> consequence in one day will follow these steps during the school year.

#### Grades 1-3:

1 <sup>st</sup> time	Conference with Principal and parent notified
2 <sup>nd</sup> time	½ day In-School-Suspension and parent notified
3 <sup>rd</sup> time	½ day In-School-Suspension and parent conference
4 <sup>th</sup> time	1 day In-School-Suspension and parent conference
5 <sup>th</sup> time	1-5 days Out-of-School-Suspension and parent conference
6 <sup>th</sup> time	1-10 days Out-of-School-Suspension, parent conference between school superintendent and/or school board

#### Grades 4-6:

1 <sup>st</sup> time	½ day In-School-Suspension and parent notified
2 <sup>nd</sup> time	½ day In-School Suspension and parent conference
3 <sup>rd</sup> time	1 day In-School-Suspension and parent conference
4 <sup>th</sup> time	1-5 days Out-of School-Suspension and parent conference
5 <sup>th</sup> time	1-10 days Out-of-School-Suspension, parent conference between school superintendent and/or school board

### Severe Disruption for Grades K-6

Students are sent immediately to the Principal's offices for a severe disruption. A severe disruption would include the following: profanity, verbal threat, fighting, vandalizing, defying the teacher, stopping class from functioning. The following will be the steps normally used during the school year. In an instance involving more than one student, the aggressor(s) may receive stronger discipline.

1 <sup>st</sup> time:	In room isolation, corporal punishment, 1-10 days ISS or OSS, parent notified and/or conference
2 <sup>nd</sup> time:	2-10 days ISS or OSS according to severity, parent conference
3 <sup>rd</sup> time:	2-10 days ISS or OSS according to severity, parent conference
4 <sup>th</sup> time:	5-10 days OSS according to severity. Student referred to the Superintendent for disciplinary hearing and possible long-term suspension.

Students who accumulate more than 5 days ISS during a semester, each infraction afterward will be OSS. Also at Principal's discretion, for severe infractions, steps 1, 2, or 3 above may be waived to the next step.

### Students Who Behave Will Earn

Students with name on board no more than once and no checks, or students who pull only one card will be given incentives for good behavior during the week, determined by each classroom teacher. This recognition may include: good behavior certificates, stickers, stamps, free computer time, free reading time, free recesses, monthly character assemblies or other special privileges.

## RULES FOR STUDENTS WHO RIDE SCHOOL BUSES

1. The bus driver is in charge of the students and the bus. Students must obey the driver promptly and politely.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Students are to stay in their seat while bus is moving.
5. Unnecessary conversation with the bus driver is prohibited
6. Classroom conduct is to be observed by students while riding in the bus except for ordinary conversation. No "horse-play" is permitted.
7. Students must not at any time put head or arms out of the bus window. Students should never throw anything out of the window.
8. Students must observe instructions from the driver when leaving the bus.
9. Any damage to a bus by a student must be paid for by the student responsible for the damage.
10. The bus driver will not let students off the bus at places other than their regular bus stop, unless the parent writes a note or notifies the bus driver or principal.

## PARENTS DROPPING STUDENTS OFF BY CAR OR STUDENTS WALKING

1. Students are not to enter building before 7:40.
2. Try to avoid the 7:45-7:55 a.m. time period. This is the busiest time for buses. Come a little earlier or later.
3. Enter into the school drive from the upper (north) end, then drive south to unload. (North bound traffic congests the area and when students are unloaded they have to cross two lanes of traffic.)
4. Utilize drop off points for students – elementary on pre-school road and high school on gym parking lot. This would be best at all times, but is especially requested from 7:45-7:55 a.m. and when buses are coming into and unloading curb side.
5. Please respect the yellow painted line areas especially where the buses pull into the unloading area in the morning.

## GUN FREE SCHOOLS/WEAPON POLICY

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, adversary or victim, or any instrument 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 violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education.

An adult transporting a gun in their personal vehicle is not considered a violation.

See Board Policy JFCJ.

## ALTERNATIVE SCHOOL

The safe schools initiative mandates that schools identify abusive, violent, and disruptive students. It provides means for schools to remove these identifiable students from the normal school setting when their presence does not allow other students to learn in an orderly and safe environment. The South Iron-R-1 Schools will initiate an Alternative School for students who meet the criteria within the safe school initiative. Students who are abusive, violent, and disruptive will be moved from the general school setting following the procedures adopted by the Board of Education. In all cases, students will be informed of why they are to be removed and will be given a complete description of what is expected of them in the Alternative School. In all cases, a student's due process will be implemented according to state and federal guidelines.

## DUE PROCESS

It is the Board's belief that, as a part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

All teachers will be required to post and make students aware of classroom rules. These will vary somewhat with each teacher, but consistency will be stressed. Each teacher will be required to have a copy of their class rules on file in the principal's office.

1. When a student is involved in a discipline incident with a teacher, the student is to follow the teacher's instruction promptly. If sent to the office, they are to do so without delay.
2. Students are reminded that in any matter related to discipline, they have the right to appeal to the school building principal, who based on the facts and information presented, will make a final determination at the building level. Parents or guardians will be informed in writing of the determination.
3. In the case of suspension by the principal, students have the right to an appeal and hearing by the school superintendent, who as the chief administrative officer of the school, has the right to revoke suspension assigned by the building principal at any time.

In the case of a suspension by the superintendent for more than ten (10) days, the student's parent/guardian or others having custodial care may appeal the decision of the superintendent to the Board of Education. In the event of an appeal to the board, the superintendent shall promptly transmit a full report in writing of the facts related to the suspension, the action taken by him, and the reasons for such action. At the hearing, the Board shall consider the evidence and statements made by the parties present prior to rendering a decision.

4. In the event of the suspension for more than (10) days, where a student gives notice that he wishes to appeal his suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent, the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practical. See Board Policy JFAA concerning student discipline hearing before the Board.

## ELEMENTARY BASKETBALL/CHEERLEADING

Students participating in elementary basketball or cheerleading must learn to handle extra-curricular activities with their schoolwork responsibilities. Below is a list of guidelines for students who plan on participating in elementary basketball or cheerleading.

1. Students may not have an F in any subject in order to attend and/or participate in ballgames. They may, however, participate in practices with the intent that they are working toward bringing up the F. Grades will be reviewed the day before each ballgame.
2. Students who receive an office referral for late assignments (in accordance with the Homework Policy) will not be allowed to participate for the remainder of the week or until late assignments are completed. If a student receives multiple referrals, he/she may forfeit participation in basketball or cheerleading.
3. Students not attending school the day of a game or practice will not be allowed at said event without prior approval from their building principal.

## CAFETERIA

Our cafeteria offers a well-balanced breakfast and lunch daily. Daily prices are \$.50 for breakfast and \$.90 for lunch. Reduced lunch prices for those who qualify are \$.25 for breakfast and \$.40 for lunch. An extra milk is \$.25. Breakfast and Lunch money envelopes are due in the money box by 8:30 a.m. Students must not allow balances to dip below \$2.00 and only will be allowed to charge breakfast or lunch for one day.

All of the students are issued a breakfast/lunch card at the beginning of the school year. This card is scanned through the computer system each time they eat breakfast or lunch. Each student is responsible for their own card. If this card is lost or damaged, the school will ask for \$1.00 donation to off set the cost of replacement.

## TEXTBOOKS AND SUPPLIES

Most items that children will need for their school activities are provided by the school district. However, parents will need to furnish certain items such as pencils, paper, erasers, crayons, Kleenex, and scissors.

Children are responsible for all books and furniture supplied for their use and will be expected to pay for lost or damaged items.

## MEDICATION AT SCHOOL

The Missouri State Board of Education requires as a minimum the following medication administration policy:

1. **All medication must be brought to the school by the parent/guardian.**
2. All prescription medication is to have the prescription label stating the name, medication, and dose for the student.
3. Parents should ask the pharmacy for a second bottle with the amount of doses we will give at school for the days needed.
4. All over the counter medications will require signed permission by the parent/guardian and doctor, nurse practitioner, dentist, etc. The school nurse will follow medication dose guidelines written by Dr. Toney of Piedmont Family Clinic in Piedmont, Missouri. Parents preferring their own doctor to sign the consent form may pick one up in the nurse's office.
5. All medication is to be kept in the School Nurse's office.
6. **The first dose of any new medication is to be given at home. The School Nurse or designated staff will not administer the first dose of any new medication.**

Forms for medication administration are available in the nurse's office. The school nurse may be contacted at (573)598-4240 for additional information.

## FIRST AID

The school is equipped to render only minor first aid (cuts & scrapes). Injuries will be taken care of by the School Nurse or designated staff. It is extremely important that an emergency procedure form is turned in at the beginning of each school year.

## EMERGENCY PROCEDURE FORMS

Emergency Procedure forms are sent home at the beginning of each school year. This informs the school what procedure you wish to be taken in case of an illness, accident or emergency. The steps must be numbered in the order you want followed. The people you list here as well as the people named in part B will be authorized to pick your child up from school. It is very important to have these forms completed each year and updated as necessary. A photo I.D. may be required by an adult who is unknown by staff when signing a student out of the building.

## HEADLICE/NO NIT POLICY

South Iron School has a no-nit head lice policy. This means no student will be allowed to attend school with nits (eggs) or live lice. Initial head checks will be done at the beginning of each school year, and periodically throughout the year. All new students will be checked prior to admission to class. When a student is sent home with nits or lice, a parent or guardian must accompany their child to school for a head re-check before they are admitted to class.

## HOMEWORK

Homework is a necessary and important aspect of student's learning. It requires a student to be responsible for completing a task in a prescribed manner and allows the teacher to see the progress the student is making.

There is a homework policy for grades 4 – 6.

## CONFERENCE WITH TEACHERS

The parents or guardians of our students are always welcome. Please sign in at the elementary office first. Advance notice is necessary when a conference is needed with your child's teacher. That way a time can be scheduled to not interfere with class time.

## REPORTING TO PARENTS

The school year is divided into four quarters. Parents will receive a Student Report Card after the completion of each quarter. Elementary students will also receive a tri-weekly grade sheet which must be signed by a parent or guardian and returned to school the next day.

## GRADING SYSTEM

100 – 95	A
94 – 90	A-
89 – 87	B+
86 – 84	B
83 – 80	B-
79 – 77	C+
76 – 74	C
73 – 70	C-
69 – 67	D+
66 – 64	D
63 – 60	D-
59 & BELOW	F

## HONOR ROLL

The purpose of honor roll is to recognize those students with high academic achievement. The student will be honored by recognitions on the “A” honor roll or the “B” honor roll. Spelling, Reading, Math, English, Social Studies, and Science will be the course work from which honor roll will be determined.

A Honor Roll– All A’s with 1 grade no less than a B

B Honor Roll– All A’s and B’s with no grade less than a B-

## SOUTH IRON ELEMENTARY READING INSTRUCTION GRADES K-4

Ninety minutes of protected instruction time each day is provided for reading instruction. A Balanced Literacy Approach along with the Scholastic Reading series is used to deliver instruction to Kindergarten-4<sup>th</sup> Grade. Both the Balanced Literacy Approach and Scholastic Reading series encompasses all aspects of Reading (including comprehension), Writing, Listening, and Speaking. A copy of the South Iron Balanced Reading Plan is available upon request in the elementary office.

### South Iron Elementary Reading Policy

Students in *Kindergarten* will be given the Developmental Reading Assessment during the 1<sup>st</sup> month of school, midyear, and 4<sup>th</sup> quarter. Students consistently scoring below grade level will be recommended for Early Literacy Instruction from the district’s Reading Specialist. The results of the assessments will be given to the first grade teachers at the beginning of the following school year to help identify students in need of help in the area of reading.

Teachers of *Grade 1* will use assessment results from kindergarten to identify students who lack reading proficiency this, along with the Developmental Reading Assessment given during the 1<sup>st</sup> month of school will determine remediation. Those students reading below grade level will be placed in the Reading Recovery program and will receive 30 minutes of individual instruction daily from the district Reading Specialist for 20 weeks. During the 4<sup>th</sup> quarter students will be given the STAR Test, Developmental Reading Assessment, and teacher assessments. A determination will be made on promotion to 2<sup>nd</sup> grade.

Teachers of **Grade 2** will use assessment results from first grade in identifying students lacking reading proficiency. The Developmental Reading Assessment and STAR Test will be given to students during the 1<sup>st</sup> quarter. Those students scoring at or below a 1.2 grade equivalent will receive Early Literacy Instruction from the district's Reading Specialist. These students will be given the opportunity to attend after-school remediation in reading. During the 4<sup>th</sup> quarter students will be given the STAR Test, Developmental Reading Assessment, and teacher assessments. A determination will be made on promotion to 3<sup>rd</sup> grade.

Teachers of **Grade 3** will use assessment results from second grade in identifying students lacking in reading proficiency. The Developmental Reading Assessment and STAR Test will be given to students during the 1<sup>st</sup> quarter. Those students scoring at or below 2.2 grade equivalent will be given the opportunity to attend after-school remediation in reading. During the 4<sup>th</sup> quarter students will be given the STAR Test, Developmental Reading Assessment, and teacher assessments. A determination will be made on promotion to 4<sup>th</sup> grade. The district will design and implement a Reading Improvement Plan for the student's fourth grade year for those students determined to be reading below a 3<sup>rd</sup> grade equivalent.

Teachers of **Grade 4** will use the assessment results from third grade to monitor students who do not have Reading Improvement Plans. By the end of the first quarter students will be given the STAR Reading Test. Those students scoring at or below a 3.2 grade level will be given the opportunity to attend after-school remediation in reading. During the 4<sup>th</sup> quarter students will be given the STAR Test and teacher assessments. Students scoring below third grade equivalent shall be required to attend summer school, which will include a minimum of 40 hours of reading instruction.

At the end of summer school each student shall be given the STAR Test and teacher assessments. If the student is reading below the third grade level, the student shall not be promoted to fifth grade. The district will design and implement a reading improvement plan for the students repeating fourth grade. Each fourth grade student for whom the district has designed a reading improvement plan and retained for failing to meet the required reading standards will be assessed at the end of the repeated fourth grade year. If the student is reading below the third grade level, the student shall be required to attend summer school, which will include a minimum of 40 hours of reading instruction. If the student is still reading below a third grade level at the end of summer school, the district will design and implement a reading improvement plan for the student's fifth grade year.

Students in **Grade 5 and Grade 6** will be given the STAR Test at the beginning of the year and during the 4<sup>th</sup> quarter to monitor reading progress. At the end of sixth grade those students reading below a fifth grade level the district shall place a notation on the student's permanent record advising that the student has not met the minimal reading standards.

#### PROMOTION POLICY

A student who has successfully completed his/her grade level will be promoted to the next level. A student may be retained if he/she meets any of the following categories and the teacher has documented effort to keep parents informed of each student's progress:

- A. Student makes an F for two or more quarters in any core subject.
- B. Student has been absent 10% of the school year without medical documentation.
- C. At the end of the Fourth, Fifth or Sixth Grades, students who are still reading below the previous grade level.

\*\*In accordance with Senate Bill 319, students will be assessed in reading at the end of Third Grade. Those students reading below the previous grade level will be placed on an Individualized Reading Plan for their Fourth Grade year. At the end of the Fourth Grade students who are still reading below the previous grade level will be retained.

## CITIZENSHIP RECOGNITION

Recognition given during the month or quarter will be determined by each teacher. To qualify for the end of the month or quarter recognition, the student will meet criteria by the elementary principal and faculty. End of the year recognition will be given to students who qualify every month or quarter.

## SOUTH IRON VIP (VOLUNTEER IN PUBLIC EDUCATION) PROGRAM

A VIP program in the elementary school was established in September 1989. This program has been very successful and has contributed immensely to the education of young children. Anyone with a sincere interest may volunteer regular hours at school providing supportive assistance. Individual tutoring, clerical tasks, and other teacher aide duties are performed. If you are interested in becoming a VIP, please contact the elementary school office.

## PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally-identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of those records if they feel the information is inaccurate, misleading, or violates the private or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The District has developed a local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public Schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the District or whose parent or legal guardian resides in the District. This Census is compiled as of May 1<sup>st</sup> each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child, and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

If you have a child with a disability or know of a child with a disability who is not attending public school, please contact your school district.

## JUVENILES AND THE LAW

The elementary has a brochure entitled “Juveniles and the Law – Legal Facts.” If anyone is interested in receiving a copy, please notify the elementary office.

### SOUTH IRON R-1 SCHOOL DISTRICT COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA’S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America’s Schools Act (IASA).

A complaint is a formal allegation that a specific 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 the local district policy: Complaints and reports should be addressed to the compliance coordinator, who is the Superintendent of Schools, 210 School Street, Annapolis, MO 63620; phone 573-598-4241, fax 573-598-4210. In the event the compliance coordinator is the subject of a report, then reports should instead be directed to the Board of Education, 210 School Street, Annapolis, MO 63620, phone 573-598-4241, fax 573-598-4210.

If the issue cannot be resolved at the local level, the complaint may be filed with the Missouri Department of Education. If there is no 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 similar complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone needing more information about this procedure or how complaints are resolved may contact the school.

## TITLE I ESEA

All Title I programs are 100% funded by federal monies. Programs include:  
Special Reading Grades K-7  
Pre-School three and four year old.

In addition, the No Child Left Behind Act (NCLBA) requires schools to notify parents that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught
- whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
- the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree
- if the child is provided services by paraprofessional, their qualifications

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. 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 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent:

Student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; 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; most recent previous school attended; and photographs 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.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

*Prepared by U.S. Department of Education, Family Policy Compliance Office*

Note: The reader is encouraged to review policies and/or procedures for related information in the administrative area.

Implemented: September 9, 2002

South Iron County R-I School District, Annapolis, Missouri

#### ASBESTOS MANAGEMENT

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The South Iron R-1 School District conducted a complete inspection of its facilities in 1988, utilizing the services of Larron Management. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other personnel and their representatives, and parents. The district may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and was conducted on May 1, 2003. A reinspection of our facilities is required every three (3) years and was conducted on July 17, 2003. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This district takes very seriously the recommendations made in the management plan.

The person in the District trained to oversee asbestos activities and ensure compliance is Donnie Wakefield. As required in the Rule, Mr. Wakefield is the single contact for the public to obtain information about asbestos-related activities in the District. You may reach Mr. Wakefield at 573-598-4241.

Thank you for your cooperation and understanding.

