

**Clearwater R-1  
Elementary School  
STUDENT HANDBOOK**



**2018-2019**

**Mrs. Deborah Hand, Superintendent**

**Mr. Michael Keller, Principal**

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*The forms in this section need to be completed by the parents and students and returned to the classroom teacher.  
Full copies of Permission/Acceptance forms have been attached for your convenience.*

# SECTION I

## GENERAL INFORMATION

### 2018-2019 School Year

**This Parent-Student Handbook has been prepared to provide the essential information to the students who attend Clearwater Elementary School. Please take a few minutes to review the contents. Please call the principal at 223-4812 if you have any questions or concerns.**

### WELCOME TO CLEARWATER ELEMENTARY SCHOOL

We want to welcome you to a new school year at Clearwater Elementary School and let you know we look forward to an exciting and challenging school year. As you read through this handbook know that we have worked hard to provide you with all the information we believe you will need to have a successful school year.

A primary objective of education is to prepare each student to become an effective citizen in a democratic society. Learning to accept the responsibilities and obligations of good citizenship helps us all appropriately participate in our society. This is the purpose of the rules and regulations found in this handbook. The handbook has been developed as a guide to promote a positive school environment to enhance the education process. Effective schools research suggests that a student handbook is one way to establish a form of communications between the school, students, and parents. Please note information in the handbook regarding attendance.

### **IT IS OUR SCHOOL – LET’S TAKE PRIDE !**

#### BOARD OF EDUCATION

Robert Gayle	President	Jim Seal	Member
James Seal	Vice-President	Dennis Shearrer	Member
Matt Graham	Member	Jason Street	Member
Robert Burns	Member		

## **CLEARWATER R-I SCHOOL DISTRICT**

### OFFICE TELEPHONE NUMBERS

SUPERINTENDENT'S OFFICE	223-7426
HIGH SCHOOL OFFICE (9 THROUGH 12)	223-4524
MIDDLE SCHOOL OFFICE (5 THROUGH 8)	223-7724
ELEMENTARY OFFICE (EC THROUGH 4)	223-4812
EARLY CHILDHOOD CENTER	223-2535
P.A.T.	223-2382
KAYLE MYERS, SCHOOL COUNSELOR	223-4812
KITCHEN	223-7137
BUS GARAGE	223-4066

### **SNOW/INCLEMENT DAY INFORMATION**

#### Available on:

KFVS Channel 12	Cape Girardeau
KPWB radio 104.9	Piedmont
KKLR radio 94.5	Poplar Bluff
KTJJ radio 98.5	Farmington

#### Other Notification Options:

School Reach Notification System  
Call the Elementary (223-4812) select school closings

### **ELEMENTARY SCHOOL DAILY TIME SCHEDULE**

7:30 AM	Students begin arriving
7:45 AM	All staff on campus
7:55 AM	Class begins
10:50 – 12:15	Elementary Lunch Periods

Early Childhood	10:30
Kindergarten	10:50-11:15
First Grade	11:05-11:30
Second Grade	11:25-11:50
Third Grade	11:45-12:10
Fourth Grade	11:55-12:20
3:15 PM EC-4	School Dismissal



The assigned duty teachers will remain in the bus loading zone supervising the students until the buses depart. Parents may wait in the front lobby to pick up/drop off your child during the day.

## **SCHOOL STAFF**

**Principal:** Michael Keller

**Special Education Administrator:** Kelly Jenkins



**Counselor:** Kayla Myers

**Director of Curriculum:** Elizabeth Chadbourne

**Parents As Teachers**

Anita Patterson  
Lloyd

**Second Grade**

Caitlin Batton  
Charity Robinson  
Christina Ross

**Title I**

Beth Cox  
Michelle Bennett

Lori

**Early Childhood**

Gretchen Middleton  
Lisa Ayers  
Tina Lancaster

**Early Childhood Special Education:**

Sarah Hampton

**Kindergarten**

Connie Radford  
Julie Rayfield  
Nicole Dusza  
Veronica Wheelehon

**Third Grade**

Pat Riggins  
Rachael McCorkell  
Sheri Rainwater

**Special Education:**

Eddie Jackson  
Garrett Alexander  
Jennifer Hicks  
J.P. Manetz  
Mary Warren

**First Grade**

Carissa Petrey  
Cheryl Dean  
Leigh Ann Bangert  
Nicki Green

**Fourth Grade**

Becky Keele  
Marsha Radford  
Whitney Jackson

**Speech/Language:**

Kara Prewitt  
Roberta Fitzgerald

**Paraprofessionals**

Barb Sanders  
Ciera Baker  
Debbie Reese  
James Henson  
Jessica Jones  
Judy Koehr  
Kathy Ferguson  
Kim Melton  
Marlo Martin  
Rachel Lazenby

**Secretaries**

Mary Reed  
Sherry Parker  
Jodi Westmoreland

**Maintenance**

Hunter Sheets  
Quinten Slevin

**Gifted:**

Lora Yant

**Art:**

Rowdy Moss

**Music:**

Sean Montgomery

**Physical Education:**

Lee Randolph

**Librarian:**

Carmen Zaloz

**Nurse:**

Sarah Tripp

**Custodians**

Clayton Wells  
Donna Cook  
Sandra Mabury  
Victor Miller

**NOTICE TO PUBLIC**

In compliance with federal regulations, the Clearwater R-I School District is making notice to the public that the district has non-friable asbestos at the old elementary building in the floor tile and the plaster ceilings. At the 5-12 building there is non-friable asbestos in the floor tile from the middle school wing through the high school.

### **DISASTER PLAN AND PROCEDURES**

1. The district disaster plan is available for public review in the administrative office. Specific instructions are posted in each classroom.
2. A tornado will be signified by a pulsating bell; the fire alarm will be a continuous bell.
3. After evacuation for any emergency, children will be assembled in the designated safe area.
4. In the event of a disaster, students will be released only through an established overall processing center. Student name, departure time, destination, and authorized signature will be recorded before student is released.
5. The school superintendent is designated as the public relations coordinator.
6. District disaster leaders will cooperate with area emergency assistance personnel and law enforcement agencies.

### **CLEARWATER R-I MISSION STATEMENT**

“The mission/purpose of the Clearwater School District in partnership with the community is to empower students to fulfill their aspirations of success in the 21<sup>st</sup> century.”

### **EDUCATIONAL PHILOSOPHY**

The Clearwater Elementary School recognizes 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/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that the parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities, and by participating in school activities.

We believe that the school and the parents/guardians must work together to instill good work habits in the student. We believe that the student must develop regular attendance, complete all school assignments, and demonstrate socially acceptable behavior at all times. We believe that by working together, the school and the parents/guardians can assure the successful accomplishment of this goal by each individual student.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obligated to come with an open mind, equipped with all the necessary materials, and ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, and staffed with trained personnel to help the student become a contributing member of society. We believe that the foundation of the district’s educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

It is, therefore, the responsibility of Clearwater Elementary School to provide an educational environment for the children of the district that will foster and accelerate their intellectual, physical, emotional, social, and career development.

### **GOALS OF CLEARWATER ELEMENTARY SCHOOL**

Our goals form the basis for the district’s curriculum evaluation and revision plans. In order to lead productive and fulfilling lives, and to continue learning, the educational program for elementary students should include citizenship and academic goals.

### **Citizenship Goals**

- Possess the knowledge required to take an active role in preserving and improving the environment.
- Demonstrate respect for authority and the property of others.
- Believe in the inherent worthiness of individuals.
- Identify individual goals.
- Have an insight into an individual’s strengths and weaknesses.
- Utilize leisure time in healthful and productive ways.
- Show respect for people who have differing cultural backgrounds, ideas, and values.
- Demonstrate respect for those who have special physical, emotional, or intellectual needs.

### **Academic Goals**

- Make responsible decisions individually and within groups as students, family members, workers and citizens.
- Solve problems, make informed decisions, and refine knowledge.
- Gather, understand, analyze, and apply information, ideas, and concepts from the disciplines.
- Communicate effectively in both oral and written form.
- Perceive, produce, and reflect upon a variety of aesthetic/creative experiences.
- Use study and organizational skills.
- Develop the capacity for self-directed study.

## **PARENTAL RESPONSIBILITIES**

The education of our boys and girls is a cooperative undertaking by parent/guardians, faculty, and local Board of Education. You, as parents/guardians, have a definite responsibility to:

1. Keep your child in school every day possible.
2. Know where your child/children are at all times.
3. Visit school and have conferences with teachers for first-hand information. This is strongly recommended.
4. Be actively involved with your child’s education.

## **STUDENT RESPONSIBILITIES**

Students have the responsibility to:

1. Respect the authority of the teachers and staff of Clearwater Elementary School.
2. Insure that their conduct will not disrupt the learning atmosphere in the classroom, and other areas of the school.
3. Obey all federal, state, local, and school laws.
4. Make a continued effort to:
  - a. Have regular and punctual attendance.
  - b. Bring all needed materials to class.
  - c. Complete all assigned work and turn it in when due.
  - d. Cooperate with teachers and other students.
  - e. Pay close attention to the teacher and participate in all classes.
  - f. Perform in each class to the best of their ability.

## **STUDENT RIGHTS**

Students have the right to:

1. Freedom of expression, providing its exercise does not interfere with the orderly conduct of classes or infringe upon the rights of others, during school hours, or during school events.
2. “Due process” in all matters of discipline regarding suspension and expulsion. All final decisions rest with the Clearwater R-I Board of Education in the appeal of administrative decisions.
3. Privacy concerning their academic and personal records maintained by the school.
4. Expect a safe, healthy environment in which to learn.

**SECTION II**

**POLICIES**

**AND**

**PROCEDURES**

## **ELEMENTARY ATTENDANCE POLICY**

The Clearwater Elementary School Attendance Policy is developed with the understanding that academic learning cannot take place when students are not in school. Attendance is essential to the success of the children in their educational endeavors. Our attendance regulations are developed to encourage attendance and an “on the job” attitude for students to follow and maintain throughout life. We would encourage parents to make as many appointments (dental, medical, etc.) as possible outside of school hours. **The state of Missouri requires students to be in attendance 90% of the time of 90% of the students.**

**The responsibility for ensuring regular attendance rests with the parents and the students.** Parents must ensure that their children are at school and must provide appropriate documentation when their child is absent. It is the parent’s responsibility to know the number of absences their child has and to ensure they follow the attendance policy.

**It should be noted that since some learning experiences cannot be made up, all absences might adversely affect a student’s grade and future grade placement.**

The following rules and procedures are listed to insure that both student and parent fully understand the attendance policy and their responsibilities.

**Please read the following procedures and expectations carefully.**

### **I. Sign in/Sign out**

Students who arrive late to school (after 7:55 AM) must stop in the Elementary Office to sign in before going to class. Students will not be allowed to enter the back entrance of the building after 7:55 AM. We ask that parents dropping off your child that arrive after this time, drive your student to the front of the Elementary Campus and sign your child into school. Students who must leave before the end of the day will follow the same procedure to sign out. Busses line up in the front of the Elementary approximately 10 minutes before the dismissal of school. We ask that you do not impede the bus traffic in front of the elementary.

### **II. Tardy**

- The official start of the school day is **7:55 AM**.
- Students who arrive after the official start of school.
- A.M. tardy is any arrival to school after the official start of school.
- P.M. tardy is any departure from school prior to the official end of the school day.

### **III. Vacations**

- Vacations are discouraged during the school year because they can interrupt the educational process.
- The student will be expected to make up all the work missed during the vacation.
- Discussion and activities in the classroom are vital to the learning experience, thus your student’s grade may suffer due to lack of classroom participation during the vacation.
- Classroom teachers will do their best to prepare work prior to the vacation, but additional assignments and activities may be required for the student to make up upon return from the vacation.
- Parents need to notify the teacher by letter or phone at least one week prior to the vacation so teachers can prepare work for the student.

### **IV. Absenteeism:** Any Absence may be questioned by the principal and the attendance committee. Verification may be required concerning absences. All medical documentation and any other information pertaining to absences such as:

- A family emergency illness with written documentation from the physician and/or hospital.
- Illness at school excused by the school nurse.
- Deaths and funerals for immediate family.
- Absence for school sponsored activities approved in advance by the school principal.
- Absences arranged in advance through the elementary office.
- Religious observances that cannot be observed outside of school hours with documentation.
- Court appointments and/or hearing with documentation.

- A doctor's note signed by the physician.
- \* **Again, parents/guardians are strongly urged to contact the elementary school office anytime your student is absent from school for any reason.**

V. Without appropriate documentation, absences exceeding five (5) days per semester, may result in one or more of the following consequences:

- Exclusion from field trips and extracurricular activities
- One day of ISS for each day over 5 days
- Required parent night attendance
- Consideration for mandatory summer school
- Possible grade retention
- Referral to law enforcement, the legal system, and the Department of Family Services.

- \* **Again, parents/guardians are strongly urged to contact the elementary school office anytime your student is absent from school for any reason.**

**VI. Excessive Absences and Excessive Tardiness:**

- Absences exceeding 5 days in a semester will require a meeting with the attendance committee to decide on appropriate action.  
Tardiness exceeding 3 in a quarter will require 1 hour of detention for each additional tardy. This time will be made up after regular school hours. Transportation is the responsibility of the parents.
- Preschool students who accumulate more than 5 unexcused absences will lose their position in the preschool class if there are other students on the waiting list.
- On the 10<sup>th</sup> absence and/or tardy during the year, a student will be considered habitually truant and the student will be referred to the appropriate law enforcement authorities and legal system for investigation. A letter will be forthcoming advising parents of action taken by the school.

VII. If a student exceeds the allowable number of absences, they may be retained for the following school year. The principal will render his/her final decision to the School Superintendent. If the parents/guardians are not in agreement with the Principal's final decision, they may appeal to the Superintendent and the Board of Education.

VIII. Suspension and/or expulsion from school will automatically become unexcused absences. Students that are under suspension and/or expulsion may not make up missed work. All work missed during this time will be given a grade of zero. Students that are suspended are not allowed on school premises during school hours.

IX. Long term or chronic illness that results in absences will be dealt with on a case-by-case basis by the building principal.

**X. Attendance Communication**

- Each time your child is absent the district's automated School Reach system will send a notification.
- Parents/guardians will be notified by a Step I letter after the 3<sup>rd</sup> Absence
- Parents/Guardians will be notified by Step II letter after the 5th Absence.
- Parents/Guardians will be notified by Step III letter after the 6th Absence, and required to meet with the Attendance Committee.

**Attendance is critical to student's achievement and success.**

**A child that is not present cannot learn.**

**Truancy**

Any truancy will be included in the days counted toward total allowable absences. Truancy is classified as unexcused. It is defined as follows: not attending school after leaving for school, leaving school grounds or building during school without permission or an unauthorized absence from a class or classes when at school.

Any absence resulting in over three consecutive days missed without a doctor's excuse or verification of absence by a parent/guardian will be considered truancy and will be handled accordingly.

School-sponsored or sanctioned activities, and in-school suspension assignments, are exempted and do not count towards absences. It is the responsibility of the student to request and obtain make-up assignments from the teachers of classes missed due to absences. It is also his/her responsibility to satisfactorily complete and return the assignment to the teacher within a reasonable period of time as determined by the teacher. Generally, the student will be given one day of make-up work for each day of absence up to five days. If the assignment was given prior to the absence, it will be due on the day following the absence.

When parents/guardians have knowledge of extensive illness, the student may be placed on **HOMEBOUND** instruction. This can be accomplished by contacting the principal's office. A homebound program cannot be initiated without a physician's approval in writing (forms are available in the office).



**IMMUNIZATION of STUDENTS**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. The parent or guardian must furnish the school satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or other health facility or a statement of medical or religious exemption from immunization against diseases.

## 2017-2018 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. The student is in compliance as long as he/she continues to receive the appropriate immunization(s) at the correct intervals according to the ACIP recommendations.

In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)

- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	
<del>DTaP</del> (DTP/DT) <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	
<del>Tdap</del> <sup>2</sup>									1	1	1	1	1	
<del>MCV</del> <sup>3</sup> (Meningococcal Conjugate)									1	1			2	
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2	
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
Varicella <sup>6</sup>	2	2	2	2	2	2	2	2	1	1	1	1	1	

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
- 8-12 Grades: ~~Tdap~~, which contains pertussis vaccine, is required. If a student received a ~~Tdap~~, the student is up-to-date. ~~Tdap~~ is currently licensed for one dose only; an additional dose is not needed.
- Grade 8-9: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-7 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
8-12 Grades: Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is not needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. **Maximum needed:** four doses.
- First dose must be given on or after twelve months of age.
- First dose must be given on or after twelve months of age.  
Kindergarten-7 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
8-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



## SCHOOL RULES/REGULATIONS

### **Classroom Rules**

Each teacher develops his/her own classroom discipline plan with suitable procedures, rules and consequences. Each plan is in accordance with the Clearwater Elementary discipline policy and the Clearwater R-I School Board's discipline policy.

### **Elementary Cafeteria Rules**

- Remain seated at assigned tables.
- Use good table manners.
- Keep your table and floor area clean, and pick up after yourself.
- Eat and talk quietly with your neighbors.
- No cutting in line.
- No pushing or playing around.
- Treat each other with respect. Students are to report all concerns to the teachers/staff on duty. The teachers/staff have the responsibility to address issues that develop during the duty time and should refer issues to the principal as they feel is needed.

### **Consequences**

The teachers may use the following consequences, or combination, to correct inappropriate choices:

- Warning
- Isolated to eat lunch alone
- Time out on the wall
- Recess detention
- Sending student to the office (this should be automatic result for physical fighting)
- Phone call to parent/guardian

### **Elementary Playground Rules**

- Follow directions of staff on duty.
- Use playground equipment appropriately.
- Stay within the playground boundaries.
- Request permission to re-enter the building or retrieve playground equipment.
- Put litter in trash cans.
- Do not throw balls at the buildings.
- No footballs or hard balls are allowed.
- Line up at signal of duty staff.
- Do not twist the swings or jump out of them, or jump off the monkey bars, or walk up the slide.
- No horseplay.
- No physically aggressive play, this includes football.
- No toys from home except for teacher sponsored show and tell.
- The school is not responsible for lost toys from home. Do not bring toys to trade; this includes games (computer and video discs and cartridges), trading cards, and dolls and cars and so on. Show and Tell items are to be kept in your backpacks until class time discussion.
- No fighting or throwing rocks.
- Students are to report all concerns to the duty teachers. The duty teachers have the responsibility to address issues that develop during the duty time and should refer issues to the principal as they feel is needed.

## DRESS CODE

To promote a positive, healthy, and safe environment within the school, a student's dress and grooming must be neat, clean, and of good taste. When a student's dress and grooming disrupts the educational process or constitutes a threat to health or safety, the student will be required to make changes immediately.

1. Clothing, including hats and caps, that have offensive lettering or pictures (especially if it promotes disrespect, sex, drugs, alcohol, violence, or tobacco) will not be tolerated.
2. Inappropriately abbreviated clothes will not be allowed (short shorts, halter/midriff tops, short skirts). No visible undergarments, no spaghetti straps tops unless sleeved shirts are worn under or over them. No muscle shirts or shirts with sleeves cut off. Sleeveless shirts should be appropriately fitting and not have gaping holes around the arms. Tops or shirts that cannot be tucked in and stay that way when seated will not be allowed. No midriff area will be allowed to show at any time.
3. Tank top style shirts may be worn if they are appropriately fitting ensuring the modesty of the child.
4. Open toed sandals and flip flops may be worn, however the safety of the child during recess must be kept in mind. It is strongly suggested that children wear tennis shoes to prevent injury to the foot or ankle during recess.
5. Students must wear or bring a pair of tennis shoes to be worn on the days they have physical education.
6. Hats or caps are **not** to be worn in the building. They may be brought to school and worn on the bus and during recess.
7. Class activities or extracurricular activities may require, for safety reasons, a student to adjust to additional dress and grooming regulations.
8. Shorts need to be worn to reflect the season of the year. Due to the often quick changes in temperature from one day to the next, **no shorts may be worn from November 1 to April 1.**
9. Skirts or shorts have to be fingertip length or longer.
10. Elementary students are not allowed to wear mascara, make-up and/or lipstick. Perfume and cologne are acceptable as long as it is not a distraction or disruption to the educational process.

### **Consequences to violation of dress code are:**

1. 1<sup>st</sup> offense: warning. Students will be required to change or be sent home to change with attendance counted against them.
2. 2<sup>nd</sup> offense: detention. Students will be required to change or be sent home to change with attendance counted against them.
3. 3<sup>rd</sup> offense: 1 day In-School Suspension. Student will be required to change or be sent home to change with attendance counted against them.
4. 4<sup>th</sup> offense: 1 day Out-of-School Suspension. Student will be required to change or be sent home to change with attendance counted against them.



## **ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Clearwater Elementary School. Therefore, the use, sale transfer, possession or being under the influence of alcoholic beverages or controlled substances on school property, on school-owned vehicles, personal vehicles while parked on school property, or any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally appropriate drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in the policy in the form required by the Department of Elementary and Secondary Education of the United States Department of Education. The district shall conduct a biennial review of such programs to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **STUDENT TRAFFIC**

When moving through the halls, walk quietly in an orderly manner. Keep the halls free of litter. Students are not allowed to loiter outside the building or in the parking area before or during school. Students should not be on the stage without the supervision of their teacher.

## **LUNCH TIME**

All students are required to remain on the school grounds during the lunch break. The district maintains a CLOSED CAMPUS. Students eating the school lunch or buying milk are to go through the lunch line in an orderly fashion and report to the lunch clerk. Students are to remain in the cafeteria throughout the lunch period. Only food or drinks supplied by the parents/guardians may be brought in during lunch time.

## **MEAL CHARGES**

Meal Charges (Policy 5550) The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

- Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
  - a) These meals will include only the menu items of the reimbursable meal.
  - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
- No charges will be allowed for ala carte foods and beverages (other than milk).
- Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, administration, or by the Food Service Department.
- On May 1 annually all charging will be cut off.
  - Parents/guardians will be sent a written request for “payment in full.”
  - If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

### **MORNING PROCEDURES**

The building opens at 7:30 AM for students. When students arrive in the morning, they are to enter the building at the elementary entrance and when directed to go to the gymnasium or the cafeteria if they are having breakfast.

### **AFTERNOON PROCEDURES**

Teachers in grades K/1 will take the pick-up students to the back entrance no earlier than 3:10 PM. Bus riders will be called in two rounds and will be dismissed from the front of the school. Students in grades 2-4 will be dismissed at 3:10 for pick-up in the back of the building and for buses at 3:15 PM.

All students being picked up shall be released as soon as the first round of buses start loading. Students who walk home must wait in the designated area in the elementary hall until dismissed by an administrator on duty.

### **MESSAGES**

Many phone messages are received into the building each day, and every effort is made to deliver them. However, **DO NOT CALL AFTER 2:30** and ask for routine messages to be delivered. Students (especially the 4 and 5 year olds) are preparing to leave the building and it’s difficult to locate them in time. Calls of extreme emergency will be accepted at any time.

**Party invitations need to be given to the teacher for distribution to the students.**

### **VISITORS**

Parents and patrons are encouraged to visit school; however, all visitors must register with the office before they visit in the building. Students are not allowed to have student aged visitors with them during the school day. If you are coming to the school for a classroom function or to visit with your child’s teacher, you must make prior arrangements with the teacher and check in with the office and obtain a Visitor’s Badge.

### **STUDENT DROP OFF AND PICK UP**

The drive through in front of the school is a **No Parking** area between the hours of 7-8 AM and 2:45-3:30 PM. When dropping off a student please follow the circle drive in back of the building. Students are not to be dropped off in front of the school. The parking area behind the school will be blocked off from 8:00-2:45 for the safety reasons. The chain will be removed at 2:45, so parents are able to begin parking for afternoon dismissal.

### **LEAVING SCHOOL**

If it is necessary for a student to leave school during school hours, he/she must be accompanied by a parent/guardian, or by a designated adult with written parent/guardian permission. Before a student leaves the school property, he/she must sign out in the elementary office. If a student leaves the school property without being

accompanied by a parent/guardian or a designated adult, they will be considered truant and this will be reported to the proper authorities

### **LIMITED ACCESS**

The Clearwater Elementary School is a closed campus and for the safety of children and staff, limits public access. Parents and visitors may only enter the school at the main door and should directly report to the office. If you are waiting to pick up your child after the school day, please wait in the outside area by the cafeteria.

### **CHILD CUSTODY**

In cases where one parent or guardian has custody of a child, and the other parent or guardian is prevented by a court order from having contact with the child, **the parent should notify the school and provide the elementary office with a copy of the court order.** Such an order gives the school the right to call the authorities if said adult attempts to contact/pick up the child. Without a court order, the school will contact the parent who makes the request if another adult attempts contact with the child.



### **LOST AND FOUND**

Many items are lost at school in the course of the year. Small miscellaneous items are turned into the office by the finder. Lost items turned into school will remain in a "lost and found" all year. What is not claimed is donated to community organizations.

### **FINES AND BILLS**

Lunches should be paid for daily or weekly. Charging meals is discouraged. When a student's lunch bill exceeds \$10.00, they will no longer be able to charge their meals and they will have to pay for their meals in cash. They may resume charging their meals after the bill is paid in full. Report cards will be held until all bills and fines are paid in full. This includes cafeteria, library and lost textbook charges. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting office, administration or by the Food Service Department. On May 1st annually all charging will be cut off. Parents/guardians will be sent a written request for "payment in full." All charges not paid before the end of the school year will be carried forward into the next school year. If financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

### **LIBRARY CHECK-OUT AND FINE POLICY**

Books may be checked out each week during scheduled library time or during any other time that the library is open. All books are checked out for a period of two weeks. Books should be returned to the librarian or placed in the book return box. If a book is returned with minor damage, book packet or date slip missing, pages colored on, pages ripped, etc.) a fine of 50 cents to one dollar will be charged according to damage done. When a book is lost or damaged beyond repair, a replacement cost will be charged using the most current price available.

**NO REPORT CARDS WILL BE ISSUED TO STUDENTS WHO HAVE  
MISSING BOOKS OR UNPAID FINES OR CHARGES**

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences will be scheduled in the middle of the first and third quarters. Parents, however, are encouraged to schedule conferences as needed throughout the school year by contacting the teacher or the office.

## **EMERGENCY/STUDENT UPDATE INFORMATION**

Please complete Emergency/Student Update Information and return it to the office as soon as possible. If at any time during the school year this information changes, please notify the office immediately. This information is very important to update our student records in case there is an emergency with your child.

## **TELEPHONES**

The use of the school telephone by students shall be restricted. Student calls shall not be made during the school day without permission from teachers or principal. No phone calls will be made after the lunch break without permission from the office. Office telephones are restricted to official school business or emergency calls only.

## **ANNOUNCEMENTS**

Announcements will be made on a regular basis as needed.



## **TEXTBOOKS**

Textbooks will be issued to students at the beginning of the school year. Every student is obligated to give school books the best of care. If books are lost, abused, or misused they must be paid for by the student.

## **CELL PHONES**

The Clearwater R-I School Board of Education has adopted a policy that bans cell phones within the school buildings of the Clearwater R-I campuses. This ban was adopted because of the misuse of cell phone technology in recent years. It is the intention of the Clearwater R-I School District to keep your child safe. Cell phones pose the threat of disrupting the education process through bullying, criminal activity, and academic dishonesty. It is the school Board's mission to ensure that all students are safe and free from harassment in this school district. Cell phones are banned from campus buildings during the instructional day. They are also banned in the dressing areas during extra-curricular activities. Out of school suspensions will be imposed for the first and subsequent offenses.

Please be advised that the consequences of any misuse of cellphone technology within the banned time period could result in your student being suspended up to 180 days and/or expulsion if in any way the misuse could be considered bullying, coercive behavior, or academic dishonesty.

Again, the purpose of this policy is to protect students in the school setting and keep them free from harassment and bullying and to protect the integrity of the school academic setting. Students will be allowed to use the school phone if a situation arises where they would need to contact you. As a parent/guardian you may call our offices and leave messages for your students in an emergency situation.

## **ELECTRONIC DEVICES**

Students are not to bring radios, tape/compact disc players, headphones, electronic pages, video games, MP3 players, video recording devices or any other similar type of electronic device to school or to any school-related activity unless they have direct authorization from the principal. Failure to comply with this policy will result in the item(s) being confiscated.

## **TRADING CARDS-ELEMENTARY SCHOOL**

Trading cards (for example sports and game cards, Pokémon, Yu-Gi-Oh) are not appropriate at school. Trading cards will be confiscated and may be picked up by the parents or guardians. The school will not be responsible for lost or misplaced trading cards; it is the student's responsibility to follow the no trading card rule.

## SNACKS

### **Distribution of Non-Commercial Foods**

In the interest of providing a safe and healthy environment for all students, snacks brought by students or parents/guardians to share with other students or treats brought for parties should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food, providing that all ingredients are in the original unopened container and all participants use proper hand washing procedures and preparation is adequately supervised. This procedure does not include activities that occur outside the school day such as PTA dinners or Booster Club activities.

**Gum chewing is NOT allowed in the elementary school.** Open containers, water, juices, etc. are not to be taken into classrooms, halls, or gym areas without permission from the teacher. Parents/guardians may provide beverages in their child's lunch or for classroom snacks.



## HEALTH

### **Contagious Diseases and Health Checks**

No pupil shall attend school of this district while affected with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to it. The principal, teachers, or Board of Education shall have the power to require any child to be examined by a nurse or doctor. (PLS Mo. Article 167.191). All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever such inspection is deemed necessary. Pupils will occasionally be given screening test for defects in vision, hearing, speech, and dental check-ups. Parents will receive written notice of any defects that interfere or tend to interfere with the child's progress in school. Head lice inspections will be held regularly. **Students must be inspected and be free of head lice prior to readmission to school.**

### **Medication**

Giving medicine to students during school hours shall be discouraged. When medicine must be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy/physician or a parent/guardian in the case of non-prescription medicine. In addition, written instructions, signed by the parent/guardian and/or physician, will be required and will include the following:

1. Child's name
2. Date prescribed
3. Name of medication
4. Purpose of medication
5. Time to be administered
6. Dosage

The administration of the medicine to a student, when all the above have been met, shall be limited to the school nurse, the principal or other designated person(s). All medication shall be kept in the nurse's office or the principal's office. **This includes cough drops.** The parents/guardians of the student must assume the responsibility for informing school personnel of any changes in the student's health or change in medication.

Doctor's orders are required for dietary restrictions or limits on physical activity.

### **Policy for Head Lice Control**

The head louse is a parasite 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 pesticide shampoo/cream rinse and a great deal of anger and frustration. In order to protect our classroom time, we have adopted the following “no nit” policy.

All students found to have evidence of a head lice infestation (lice or nits) will be excluded from class and 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 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. Parents must bring students back to school so they can be checked by the nurse, who must determine that no nits or lice are present before students may return to class. If a child accumulates frequent absences due to head lice infestations, the family is liable under the provisions of the district’s attendance policy to be reported to the Division of Family Services for educational neglect.

## **TRANSPORTATION**

### **Bus Rules**

1. Follow directions of the bus driver.
2. Be respectful and courteous to others.
3. Remain seated and keep the aisle clear.
4. Keep the bus clean.
5. No eating or drinking on the bus.
6. Don’t stick anything out of the bus windows.
7. Animals may not ride the bus.
8. Balloons are not allowed on the bus.
9. For everyone’s safety, do not distract the bus driver.
10. All school rules apply to vandalism, profanity, fighting, deviance, etc.



### **Transportation Guidelines**

1. Transportation rules and guidelines apply to all bus trips before, during, and after school hours.
2. For liability reasons, only students and the district staff may ride the buses.
3. Students are required to have a written note, approved by office staff, in order to ride a bus different from their regular route, or to get off at a different bus stop.
4. Due to possible overcrowding, the buses cannot accommodate large groups of additional students, such as friends accompanying each other to one location for a party.
5. If a child has no home telephone, and parents and emergency contacts cannot be reached, an employee of the Clearwater R-I School District may provide transportation for a child for medical or disciplinary reasons.

### **Consequences for Misbehavior on the Bus**

Discipline notices are issued by bus drivers. One copy is kept by the driver, one copy is turned in to the school office, and one copy is sent home, either with the child or through the mail. **Discipline for buses will be under the discipline section of this handbook.**

### **Extracurricular Functions**

**Students must ride the bus to any extracurricular function or field trip.** They may ride home with their parent/guardian if a written request is given to the teacher. Students may ride home with the parents of another student if the teacher has a written request from the child’s parent/guardian.

## **DISTRICT INTERNET ACCEPTABLE USE POLICY**

The Clearwater R-I School District sees the Internet as a valuable learning tool. The district realizes as with any open learning opportunity it is possible to misuse and all precautions should be taken by the district to stop or limit any such misuse by students or faculty. The Clearwater R-I School District has adopted the following Internet Safety Policy regarding the use of the Internet by students and faculty. This policy addresses the use of the worldwide web on inappropriate subject matter, direct electronic communications; i.e. emails, chat rooms, unauthorized access or unlawful use of the Internet and unauthorized disclosure, use and dissemination of personal information regarding minors. All faculty members that develop class projects using the Internet are urged to visit any Internet sites first to explore and determine if possible misuses could occur. The Clearwater R-I School District believes every precaution should be taken to protect our students.

The purpose of the district's Internet access and other resources is to support and enhance learning and teaching. By providing these resources the district hopes to empower students with the confidence to succeed in a complex technological society.

Because of the far-reaching implications of these resources, the Board realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the Internet are activities resulting from specific tasks and assignments which support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate copyright laws; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store, or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others.

**All parents and students must sign an Internet and Computer Technology Use Agreement at the beginning of the school year to become eligible to use computers/Internet. The signed agreement will be kept on file in the office.**

## **TERMS AND CONDITIONS**

### **Acceptable Use**

Access to the district's Internet must be for the purpose of education or research and be consistent with the educational objectives of the district.

### **Privileges**

The use of the district's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building principal will make all decisions regarding whether or not a user has violated the authorization and may deny, revoke, or suspend access at any time.

### **Unacceptable Use**

Students are responsible for actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any US or state regulations (Clearwater R-I School District may not be able to prevent consequences assigned by Federal or State authorities);
2. Downloading of software without authorization by the supervisor (i.e. teacher) regardless of whether it is copyrighted or de-virused;
3. Downloading copyrighted materials for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources such as file space;
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexual oriented, threatening, ethically offensive, harassing, or illegal material;

13. Using the network while access privileges are suspended or revoked;

14. No email accounts.

#### **Network Etiquette**

1. No student email accounts are allowed.
2. Teachers may create email accounts for students for special projects.
3. Those projects are to be arranged through the media center and cleared by the building principal.
4. When a project is approved, students are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of anyone.
- d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail.  
Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by others.

f. Consider all communications and information accessible via the network to be private property.

#### **No Warranties**

Clearwater R-I School District makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### **Liability**

The user agrees to indemnify Clearwater R-I School District for any losses, costs, or damages including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the authorization.

#### **Security**

Network security is a high priority. Security problems must be reported to a staff member. Accounts and passwords must be kept confidential. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

#### **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to, the uploading or creating of computer viruses.

#### **Telephone Charges**

Clearwater R-I School District assumes no responsibility for any unauthorized fees, including telephone charges, long distance charges, per-minute charges, and/or equipment or line costs.

#### **Inspection**

The equipment and access to the Internet remain the property and responsibility of the Clearwater R-I School District, which offers it to students for their convenience and educational use. The district reserves the right to limit use or inspect the contents of the files.

### **DISTRICT PREVENTATIVE MEASURES**

The district uses a combination of hardware and software to block inappropriate sites on the Internet. The Clearwater R-I School District will continue to seek to purchase protective software or hardware applications to prohibit access to any indecent or inappropriate Internet site. Violation of this acceptable use policy will result in loss of Internet privilege and the necessary disciplinary actions.

# **SECTION III**

# **DISCIPLINE**

## **PHILOSOPHY OF DISCIPLINE**

A safe and orderly environment is required for maximum learning to occur. All students have a responsibility to behave appropriately on school buses, on school property, and at school-related activities. It is the responsibility of parents and school staff to cooperate in maintaining behavior which will advance the purpose of education. Students are expected to treat peers and adults with dignity and respect. Teachers will provide a learning atmosphere that promotes good citizenship, cooperation, efficiency, trust, and important character traits. Unless otherwise specified in an IEP, all special education and/or handicapped students will be expected to comply with conduct and discipline standards.

### **Scope**

All certified school personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct. This refers to conduct in the following situations:

1. in school
2. on any school-owned property
3. on any school bus to and from school
4. during school-sponsored activities, including field trips
5. any other time deemed appropriate by the administration or Board of Education.

### **Legal Basis**

Excellence in Education Act of 1985, Section E

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection.
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

This code is not all inclusive; therefore, the principal may handle each discipline problem at his/her own discretion with penalties to be given to the student based on the severity of the infraction. The principal may also consider the length of time between infractions and the type of behavior exhibited by the student during that elapsed time when deciding on the appropriate corrective action. Students may violate more than one rule at a time, and the punishment may be cumulative.

### **Distribution of the Discipline Policy**

A copy of the Clearwater R-I Discipline Policy will be on file at the Board of Education Office, Rt. 4 Box 1004, Piedmont, MO, and in each building administrator's office during normal business hours for public inspection.

### **Procedure for Student Complaints and Grievances**

Any actions perceived to be unjustified or any decisions made by school personnel, except as otherwise provided for under student suspension and expulsion, may be appealed to the school principal or designated representative. The first step to address a grievance is to discuss the problem with the child's teacher. If this does not result in a satisfactory outcome, the following guidelines have been established by the school board for the presentation of student complaints and grievances:

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board will be final.

### **STUDENT CONDUCT AND DISCIPLINARY GOALS**

Goals of the Clearwater Educational Program include the development of student mental abilities through a sound educational program, as well as encouraging their growth in responsibility and independence, which are all characteristics of a mature person in today's society. For such development to take place, an orderly atmosphere is essential.

Student's responsibilities are as follows:

1. To develop a constant respect for themselves and others within the school community whether they are other students, teachers, staff members, visitors, etc.
2. To exhibit appropriate, refined, and courteous behavior which enhances rather than detracts from the school experience.
3. To display behavior which promotes an atmosphere conducive to learning. Hitting, shoving, name calling, teasing, taking or destroying others property, and sexual harassment, are examples of inappropriate and unacceptable behavior.

Whenever any student, or groups of students, engages in any activity which disrupts the learning climate, or adversely affects the reputation of the school or any member of the school community, disciplinary action by school authorities will be implemented. Measures will be implemented which are primarily designed to help the student correct undesired behavior.

The authority of the school in such matters includes the school, school grounds, immediate surrounding area approximate to the school premises, and during the period of time necessary for student transportation from the door of his/her home to school and return, and extra-curricular activities home and away.

A general policy of student-teacher and/or student-counselor conferences, with participation by the principal when necessary, will be used to clarify and correct most discipline problems. When necessary, a parent/guardian conference will be required.

In cases of repeated problems or severe first time offenses involving student behaviors and attitudes in which parent conferences did not bring about acceptable changes, external suspension, and possibly expulsion, from school may be necessary.

## TYPES OF ELEMENTARY SCHOOL DISCIPLINARY ACTIONS

Students who behave appropriately will be positively rewarded with praise, hugs, stickers, stamps, positive notes sent home, free time, bonus points and/or other special privileges. When students choose to break a rule, the following consequences will be imposed.

**There is a zero tolerance for violent language and/or behavior, defiance, or disrespect to staff members or students. Severe behavior (such as fighting, verbal abuse, or destruction of property) may result in the principal going directly to the last consequences (4 and 5).** Students who accumulate more than 3 behavioral referrals will not be allowed to attend class trips.

1. **Detention:** Detention is assigned for minor disciplinary problems and/or incomplete homework.
2. **In-School Suspension (ISS):** ISS will be initiated after a student has accumulated three unexcused tardies (i.e. overslept, tardy bell, etc.), for other repeated rule violations, or for 3 detentions in a one-week period. ISS can also be assigned for more severe disciplinary problems or serious cases of incomplete schoolwork.
3. **Out-of-School Suspension (OSS):** The observance of school policies, rules, and regulations is essential for permitting others to learn at school. The administrative prerogative to remove a student from his/her present school setting because of a willful violation of school rules and regulations shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension. The student's parents/guardians will be notified of the suspension action taken by the administration. Such notice may be oral or in writing. No credit for assignments will be given during the days a student is suspended.
4. **Corporal Punishment:** Corporal punishment, as a measure of correction, is permitted. It shall be used only when all other reasonable means have failed, and then only in reasonable form and upon recommendation of the principal. Corporal punishment may be substituted for in-school or out-of-school suspension as determined by the principal. Corporal punishment is permitted by Clearwater R-I School Board policy. Parents/guardians shall be contacted before corporal punishment is administered.
5. **Expulsion:** The Board of Education may originate suspension or expulsion proceedings on its own motion or pupil conduct which is deemed prejudicial to good order and discipline in the school, or which tends to impair the morale or good conduct of the pupils. However, only the Board has the authority to expel a student from school. The Board's policy manual outlines the procedures for conducting an expulsion hearing including the rights of an expulsion candidate.

The principal is directly in charge of the discipline. With the cooperation of all faculty and staff members, proper order shall be maintained at all times. The overall discipline of our school is the responsibility of each student. Students are responsible for their actions, and the results of their actions, at all times. The teacher/staff member is legally qualified and responsible for any students in his/her area of supervision (such as classroom, hall, school activity, etc.)

## GENERAL DISCIPLINE POLICIES

### **Gun-Free Schools and Weapons 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; any instrument or device used to inflict physical injury or harm to another person; or any potentially dangerous item inappropriate in a school setting. No pocket knives are allowed on campus. If knives are found they will be held in the office until the end of the school year and can then be picked up by a parent. 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.

### **Corporal Punishment Guidelines**

According to Missouri law, a teacher has the right to inflict corporal punishment upon a pupil if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper under all the conditions and circumstances existing, and it must not be excessive, cruel, unusual, or malicious.

1. Corporal punishment shall always be administered by an administrator with the use of a paddle and in the presence of another certified staff member as a witness.
2. No more than three swats shall be administered in any one day.
3. Parents must inform the elementary office if they do not want their child to be subjected to corporal punishment. The child may be assigned out-of-school suspension.
4. All attempts will be made to notify parents prior to administering swats. Discipline notices listing the infraction and consequence will be mailed home.
5. Corporal punishment will not be administered in the presence of other students.

### **Bullying Policy 2655**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or a group of individuals to inflict physical harm, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or to inflict physical, emotional, or mental harm without legitimate purpose.
- Physical contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included
- Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s) degree of harm, severity of behavior, number of incidences, ect. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

**Discipline**

**Bullying**

**BULLYING INCIDENT REPORT FORM**

**If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.**

Date Filed: \_\_\_\_\_

Time: \_\_\_\_\_

Name\*: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment:

\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back side of this form, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of

Witnesses: \_\_\_\_\_

Have you reported this anyone to else: \_\_\_\_\_ Yes \_\_\_\_\_ No Is so, who?

\_\_\_\_\_

\_\_\_\_\_

\*Signature of

Complainant \_\_\_\_\_

**\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of District Administration

Date Received by Principal: \_\_\_\_\_

Investigate Action

taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result of Investigation/Action

taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of

Principal: \_\_\_\_\_

\*\*\*\*

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## **Safe Schools Act**

School administrators are required to report acts of school violence to teachers and other school district employees with a need to know. Violent behavior is defined as the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, on a school bus, or while involved in a school activity. The following felonies must be reported to the appropriate law enforcement agencies as soon as possible:

- First or second degree murder
- Kidnapping
- First and second degree assault
- Burglary and robbery in the first and second degree

Distribution of drugs

Arson in the first degree

Voluntary and involuntary manslaughter

Felonious restraint

Property damage in the first degree

Possession of a weapon

Specific sexual acts

No student shall be allowed to enroll in the district if properly suspended for more than ten consecutive school days for an act of violence from any other district or if convicted of or an indictment has been filed alleging any of the above felonies. District officials must request records required for student transfer and discipline records within 48 hours of enrolling a new student. When receiving such a request for records, the district office must respond within 5 business days.

### **Offenses and Punishments for School and Bus**

#### **Level 1 Offenses**

1. Not following directions
2. Running in hallways, line, or on buses
3. Inappropriate language
4. Derogatory notes/pictures
5. Teasing/putdowns
6. Disrespect
7. Moving seats
8. Not being seated
9. Excessive talking
10. Name calling
11. Misuse of materials

The consequences of these types of misbehavior is left to the discretion of the teacher and/or principal, depending upon the circumstances, severity of the infraction, and accumulated offenses of the child. Appropriate consequences will be administered in the form of:

- student/principal conference
- parent/teacher conference
- parent/administrative conference
- written notification through office
- loss of recess
- additional assignments (i.e. sentences, reports, letters of apology, etc.)
- swats
- in-school suspension
- time out of classroom
- alternative disciplinary action agreed upon by school staff and parents.

### **Level II Offenses**

1. Back talking/arguing
2. Inappropriate gestures
3. Refusing to work
4. Open defiance
5. Throwing objects
6. Hitting
7. Crawling under seats on buses

The consequences of these types of misbehavior is left to the discretion of the teacher and/or principal depending on the circumstances, severity of the infraction, and the accumulated offenses of the child. Appropriate consequences will be administered in the form of:

- student/principal conference
- parent/teacher conference
- parent/administrative conference
- written notification through office
- loss of recess
- additional assignments (i.e. sentences, reports, letters of apology, etc.)
- swats
- in-school suspension
- time out of classroom
- alternative disciplinary action agreed upon by school staff and parents.

### **Level III Offenses:**

1. defiance
2. blatant disrespect
3. threatening language
4. theft
5. vandalism
6. fighting
7. ethnic slurs
8. bullying
9. extreme use of profanity
10. pulling fire alarm
11. harassment/sexual harassment

Possession of weapons, dangerous objects, lighters and matches, tobacco, fireworks, explosives, etc. will result in immediate confiscation and parent notification, and possibly one or more of the following: swats, in-school suspension, out-of-school suspension, possible involvement of juvenile authorities.

Truancy will result in parent notification, notification of authorities, and possible in-school suspension and/or swats.

Extortion/gambling will result in one or more of the following consequences: parent conference, swats, in-school suspension, and out-of-school suspension

Possession and/or distribution of pornographic material will result in one or more of the following consequences: parent conference, swats, in-school suspension, and out-of-school suspension

Causing a false alarm will result in one or more of the following consequences: parent conference, swats, in-school suspension, out-of-school suspension, notification of juvenile authorities

### **Level III Consequences**

Punishment for these types of offensive will be handled by the principal. These types of offensive may be referred to the juvenile officer and district attorney's office. Certain offensive may also be reported to the School Resource Officer. Level III consequences may also include the following:

1. swats
2. ISS
3. OSS
4. Parental Meeting
5. Suspension of Bus

### **School Activity Behavior**

Students will be subject to discipline for behavior unsuitable to specific activities such as ball games, dances, etc., either home or away. First, parents will be notified if they are in attendance. The discipline code for specific offenses may be followed, and the student may be suspended from future extracurricular activities.

### **Cheating**

To copy from others; to knowingly assist others in cheating; to deceitfully submit work that does not represent one's own effort.

- K-2: Possible parent conference and loss of points and/or classroom privileges. The teacher may require work to be redone.
- 3-4: First offense – 0% on material; parent conference: ISS and/or one swat  
Second offense – 0% on material; parent conference, ISS, OSS, and/or swats  
Third offense – 0% on material; ISS or OSS, subject to principal/teacher/parent conference

**SECTION IV**

**ACADEMICS**

**AND**

**CURRICULUM**

## ACADEMICS

The school year consists of 36 weeks divided into two 18-week semesters. Report cards will be distributed every nine (9) weeks and grades averaged on the semester basis. Parents/guardians will be notified of academic deficiencies in a timely manner, but not less than mid-quarter.

### **Elementary Student Homework Policy**

Homework is an integral part of the teaching/learning process. Usually homework assignments reinforce skills taught during the day. Sometimes the purpose of an assignment may be to encourage discovery on the part of the student. Students are responsible for completing assignments on the dates they are due. Parents are asked to help support their children's educational program by providing time and a quiet place for students to complete homework, calling for assignments if a student will be absent, and checking with the teacher if a question arises about homework completion.

### **When Students are Not in Attendance**

1. Students should never be excused from homework that is critical to the learning of sequential skills. Teachers may use their discretion as to what is not to be made up.
2. When a student is out for any reason, they are expected to do necessary homework. If they are out one day, they should be given one full school day and overnight to get it done. The back work would be in addition to his/her new assignments. If they are out 2 days, they have 2 full days and 2 nights to get work done in addition to the new assignments, and so on.
3. If the work is not done within the set limits, a grade of 0% will be assigned.

### **Grading Policy**

1. Grades will be taken on tests and independent practice (which could be homework or class work) only. At least part of the independent practice grades should come from work done in class.
2. A minimum of 9 grades must be taken in each subject per quarter.
3. Test grades are weighted equally when averaging grades.
4. There will be no percentage grades calculated for oral reading, effort, participation, etc.
5. Cooperative group work is encouraged in all classes. Any group grades taken by the teacher will be averaged with students' individual grades only when no significant negative effect will result. Group grades often count towards bonus points or a reward of some kind.
6. In grades 2-4, work turned in one day late will be marked 20% off the grade earned. **After one day, late work will not be accepted for a grade.** Students will still be responsible for completing late assignments for skill acquisition.

### **Honor Roll Eligibility**

A student roll will be published each nine weeks to formally recognize and encourage superior scholastic achievement.

To be eligible for the Honor Roll a student (grades 2-4) must be in regular attendance, and earn As and Bs and no Cs according to our grading scale.

Clearwater Elementary School uses the following grading system for students in grades 2-4:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 & BELOW

## RECOGNITION PROGRAMS

### **Awards Ceremony**

Awards ceremonies are held each quarter for grades 2-4. Students are recognized for Honor Roll, Perfect Attendance, and Citizenship. In addition, at the final ceremony of the year, classroom awards are given and the top students in the 4<sup>th</sup> grade are awarded the Presidential Award for Educational Excellence. Students in Kindergarten and first grade are recognized in their classroom with Citizenship and Attendance Awards. A year end ceremony is held where they receive classroom awards.

### **Academic Contests**

Academic competitions at the elementary and middle school levels may include:

Missouri Council of Teachers of Mathematics regional competition, grades 3-4

Ozark Area Academic bowl, grades 3-4

Other academic contests may be developed within the Clearwater School District according to faculty and student interest, or our district may be invited to participate in other contests established by area districts.

In all contests, reasonable deadlines for the completion of the qualifying process may be established by the sponsors for the competition. Participants and alternates will be expected to attend at least 75% of scheduled practices.

### **Ozark Area Academic Bowl**

**Grades 3-4:** Participants for the Ozark Area Academic Bowl will be chosen based on their grades and test performance. The top five students from each classroom, based upon year to date grades (August through December), will be selected to take a mock academic bowl test in January. The student's first semester grades will be averaged together at the completion of 2<sup>nd</sup> quarter. This grade point average will then be averaged with the academic bowl score on the mock academic bowl test. The top five students from each grade will participate in the academic bowl (four contestants and one alternate). In case of a tie, the student's reading test score will be used to determine rank. The alternate will be chosen by the Academic Bowl grade level sponsor(s) based upon academic performance during practice sessions prior to the academic bowl competition. Behavior of a student maybe taken into consideration to determine eligibility on the team.

### **Math Fun Bowl**

**Grades 3-4:** Participants for the Math Bowl will be chosen based on their grades and test performance. The top five students from each classroom based upon year to date grades (August through December) will be selected to take a mock Math Bowl test in January. The student's first semester grades will help determine placement. The grade point average will then be averaged with the score on the mock Math Bowl test. The top five students from each grade will participate in the math bowl. In case of a tie, the students will take a short math quiz to determine rank. Behavior of a student maybe taken into consideration to determine eligibility on the team.

### **Presidential Awards for Educational Excellence**

Students in grade four are eligible to receive the President's Award for Educational Excellence by meeting the following criteria:

1. Student must rank in the top ten percent of the class throughout elementary grades.
2. Student must be reading at or above grade equivalency.
3. If students have the same GPA, the student with the highest score on the Terra Nova portion of the Communication Arts MAP test will be selected.
4. If there is still a tie between students, the student with the highest score on the Terra Nova portion of the

Mathematics MAP will be selected.

No more than ten percent of the class can receive this award. The school principal has the final authority to determine which students receive this award.

## **CLEARWATER RETENTION POLICY, GRADES EC-4 PHILOSOPHY**

It is the belief of the Clearwater R-I elementary teaching staff that each child is unique and as such is entitled to individual consideration of his/her educational program. Every effort should be made to maximize achievement in accordance with a child's abilities in order to give each child a better foundation for success in future grade levels. Retention is only one alternative intervention strategy that may be considered.

This policy is not meant to encourage or discourage the practice of retention, but to emphasize the importance of assessing each child's needs on an individual basis and the use of a team approach to determine appropriate remediation strategies when necessary.

### **Rationale**

Our reasoning in setting up the following guidelines and procedures is as follows:

1. To assure individual assessment of the needs and abilities of each child.
2. To promote home/school cooperation by involving parents in the decision-making process.
3. To set guidelines for teaching staff to follow when considering retention.
4. To establish consistent procedures in grades EC-4 for recommending retention of a student.
5. To present retention in a more positive light, as one remediation technique among many.

### **Procedures for Recommendation of Retention**

A. A list of those students who are not meeting grade level objectives in reading, language arts, or mathematics will be given to the building principal by the October, January, and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts, or mathematics:

1. The teacher, principal, and counselor will meet to review the student's academic record, current test scores, and work samples.
  2. The parent/guardian will be notified as soon after the review as possible that retention is being considered and a meeting with the parent/guardian will be scheduled.
  3. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
  4. A follow up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
  5. An academic program including remediation will be offered to the student.
- B. In case of transfer students, grades, assessment data, and recommendation from the previous school will be considered when the team makes decisions affecting students' promotion.
- C. Students may be required to attend a summer school program and have good attendance and make adequate progress in order for promotion to be considered.
- D. Form letters with recommendations for promotion, retention, or mandatory attendance at summer school will be sent home by mid-May, requiring parents/guardians to sign agreement or disagreement with the school's recommendation. **If the parents/guardians do not respond the school's recommendation will automatically take effect.**

The following guidelines reflect our philosophy that retention should be considered on an individual basis and only for the opportunity of increased academic success for the student.

### **Elementary Guidelines, Grades EC-4**

1. Retention should never be considered as a punitive action.
2. Criteria to be reviewed when considering retention will include: grades, benchmark scores, MAP results, reading grading level, attendance, and other appropriate assessment measures.
3. The school staff should make every effort to provide alternative strategies prior to a recommendation to retain.
4. A child should not be retained more than one time.

5. Parental permission for retention is strongly recommended.
6. A student's motivation, attitude, and absenteeism should be considered on an individual basis to determine their effect on academic achievement.

## **READING LEVELS AND STATE MANDATED RETENTION**

### **Our Requirements on Instruction and Assessment**

1. The school will test all 3<sup>rd</sup> grade students to determine their reading ability.
2. The school will test any 3-6 grade students who transfer in to determine their reading ability.
3. Those students who have been targeted as not reading on grade level need to be tested again within 45 days of the end of school.
4. Students with disabilities or limited English proficiency may be exempted from the mandatory reading assessment.
5. Any student who has been determined to have a cognitive ability insufficient to meet the reading requirement may be exempt from the testing.

### **Individualized Reading Improvement Plans**

1. An Individualized Reading Plan will be developed for any third-grader who was determined to be reading **below second grade level**.
2. The plan **MUST** include, at a minimum 30 hours of additional reading instruction or practice outside the regular school day during the student's fourth grade year. (May be in summer school preceding fourth grade or during the regular school term).
3. The District may require the student to attend summer school for reading instruction as a condition of promotion to fourth grade.

### **4<sup>th</sup> Grade Requirements**

1. Students in grade 4 with Reading Improvement Plans must be assessed again within 45 days of the end of the school year.
2. Those who are still reading below **third grade level shall be required** to attend summer school to receive reading instruction.
3. The reading level of these students must be assessed again at the end of summer school.
4. If a child is still reading below third-grade level, the district must notify the parents or guardians, and the child **shall not be promoted to fifth grade**.

### **Due Process Procedures**

If agreement regarding the retention or promotion of a child cannot be reached through discussion, parents (or guardians) will be advised in writing of the district's position, which will clearly indicate the action which the school proposes or refuses to initiate. After the parents receive this notice, they may request in writing an informal administrative review with district administrators, or they may waive the right to administrative review and request a 3-member hearing panel.

### **At the Administrative Review**

1. The district will tell the parents about and permit them to review all of the information the school has on the child.
2. The district will fully explain to the parents each reason for the action (retention or promotion) they propose.
3. The parents, or their representative, may present any information which pertains to the proposed action.
4. Cross-examination shall be permitted.

The administrative review will be conducted and a written decision will be given to the parents by the district within ten days of receipt of a written request (unless both parties agree to a later date). The review will be conducted by the school superintendent or his/her designee. If parents waive their rights to administrative review, the district will advise them of their right to select hearing panel members and will proceed with the empowerment of the panel.

During the time in which the panel is being empowered, the district has two options: conduct the administrative review, or waive the administrative review. If the district chooses to conduct the administrative review, parents will be advised of the district's findings.

If satisfactory agreement is not reached through the administrative review process, parents may appeal to the local Board of Education, requesting a three-member hearing panel. The school district must form the three-member panel within ten days of receipt of parent's' written request. One member is selected by the parents, one by the district, and one is mutually agreed upon. No member of the panel can have a personal or professional interest which would conflict with his/her objectivity, or be an employee of the district or any public agency involved in the education or care of the child. The panel will have fifteen days from the receipt of the request to set the date and location of the hearing, give notice to all involved, conduct the hearing, and render the findings to parents and the Board of Education in writing.

**At the Three Member Panel**

1. Both the district and the parents may be represented by legal counsel.
2. Both parties may present evidence, cross-examine witnesses, and compel attendance of witnesses.
3. Both parties may prohibit the introduction of evidence or records which have not been disclosed at least five days prior to the hearing.
4. Both parties may obtain a written verbatim record of the hearing.
5. Parents may have the child who is the subject of the hearing present.
6. Parent may open the hearing to the public.

After receipt of the findings of the three-member panel, the parents and the Board have thirty days to appeal to the State Board of Education.

# **SECTION V**

## **PUBLIC NOTICES**

**PUBLIC NOTICE OF DIRECTORY INFORMATION**  
**PROTECTION OF STUDENT RIGHTS**

Board Policy and Regulation 2400 pertains to Student Educational Records. The following statements are a brief overview of the policy and regulation that pertains to the annual release of information that is allowable under the regulations. However, parents/guardians and eligible students may choose to notify school officials of their desire not to allow this information to be released. Please review Board Policy and Regulation 2400 for more information about student educational records. Board Policy is located in the Principal's office and Superintendent's office. Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Clearwater R-1 School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:

- a. To inspect and review the student's educational records.
- b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
- d. To obtain a copy of this policy and guidelines.

Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that is designated as directory. In addition, the District will allow within fifteen days from the first day of school for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent/guardian or eligible student's consent.

**PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. @ 1232h, requires Clearwater R-I Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

### **PUBLIC NOTICE – CLEARWATER R-I SCHOOLS**

The Clearwater R-I School District has assured the Missouri Department of Elementary and Secondary Education that free, appropriate special education programs and related services will be provided for all handicapped children age 3 through twenty (20). Various handicapping conditions are served through special education programs: mental retardation, learning disabilities, behavioral disorders/emotionally disturbed, speech/language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, and early childhood special education. Complete definitions and criteria for initial determination of eligibility are available upon request at all administrative offices of the Clearwater R-I School District. Interested patrons may call 223-7426 for information.

The right to free, appropriate special programs and related services shall be afforded to:

- all children enrolled in the Clearwater R-I School District;
- all children enrolled in private and parochial schools whose parents reside in the district;
- all children enrolled in State Schools for the Severely Handicapped, Missouri School for the Blind, and Missouri School for the Deaf;
- all children being served by other state agencies, such as the Department of Mental Health and Department of Social Services;
- all pre-school handicapped children;
- all out-of-school youth, ages 16-20;
- qualified individuals enrolled in the district with disabilities as defined by federal statute for Section 504 of the Rehabilitation Act.

It is the responsibility of the Clearwater Board of Education to conduct an annual census of handicapped and/or severely handicapped children and youth to obtain the following data elements:

- the name of the child
- the parent or guardian's name and address
- the birth date and age of the child
- the handicapping condition of the child and,
- the services provided to the handicapped child.

The Clearwater R-I School District maintains an Annual Compliance Plan as required under Part B of the Education of the Handicapped Act, Public Law 94-142. The Compliance Plan is available for inspection in the administrative offices at all times during regular office hours. Should a person be unable to come to the offices during regular hours, a time for inspection of the Compliance Plan will be arranged. Parents/guardians shall have full and free access to information.

Compliance Coordinators:

Title VI of the Civil Rights Act of 1994: Superintendent Deborah Hand. Business address: Clearwater R-I School District, Rt. 4, Box 1004, Piedmont, MO 63957 Phone: 573-223-7426

Section 504 of the Rehabilitation Act of 1973: Special Services Director, Kelly Jenkins. Business address: Clearwater R-I School District, Rt. 4, Box 1004, Piedmont, MO 63957 Phone: 573-223-7426

The Age Discrimination Act of 1975: Superintendent Deborah Hand. Business address: Clearwater R-I School District, Rt. 4, Box 1004, Piedmont, MO 63957 Phone: 573-223-7426

The District's Title IX Compliance Coordinator: Michael Keller. Elementary Principal Business address: Clearwater Elementary School, 825 N. Main St. Piedmont, MO 63957 Phone: 573-223-4812

The District's Coordinator of Programs for Homeless Students: Special Services Director, Kelly Jenkins. Business address: Clearwater R-I School District, Rt. 4, Box 1004, Piedmont, MO 63957 Phone: 573-223-7426

### **DETERMINATION OF A NEED FOR AN EDUCATIONAL SURROGATE**

A request for the appointment of an educational surrogate can be made to the school district. Clearwater R-I has 30 days to determine if a surrogate is needed. A request for the appointment of a surrogate shall be made within 10 days by the district to the Division of Special Education. Within 30 days, the division will appoint a person to act as a surrogate.

Contact Kelly Jenkins, Special Education Director, at 573-223-4812, if you feel you may in need of such services.

### **504 PUBLIC NOTICE**

The Clearwater School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the district who is not receiving a public education; and take appropriate steps to notify disabled person and their parents or guardians of the district's duty.

The Clearwater School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the district's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Clearwater School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at Clearwater Elementary – Mrs. Jenkins' office, Monday-Friday from 8:00 – 3:30.

This notice will be provided in native languages as appropriate.

504 Coordinator: Kelly Jenkins 573-223-4812.

### **DUE PROCESS**

167.171. Summary suspension of pupil – appeal grounds for suspension – procedure.

1. The School Board in any district, by general rule and for the causes provided in section 167.161, may authorize the summary suspension of pupils by principals of schools for up to 10 days and by the superintendent of schools for up to 180 school days. In case of a suspension by the superintendent for more than 10 days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the Board or to a committee of Board members appointed by the president of the Board which shall have full authority to act in lieu of the Board. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the Board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore and the Board, upon request, shall grant a hearing to the appealing party to be conducted as provided in section 162.161.

2. No pupil shall be suspended unless:

- a. The pupil shall be given oral or written notice of charges against him; and
- b. If the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- c. The pupil shall be given an opportunity to present his version of the incident; and
- d. In the event of a suspension for more than 10 days, where the pupil gives notice that he wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision unless the judgment of the superintendent of schools, or of the district superintendent in a metropolitan school district, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

### **PRIVACY RIGHTS OF PARENTS AND STUDENTS**

The Clearwater R-I School will comply with P.L. 90-247, Title IV – Privacy Rights of Parents and Students.

99.11. Right to inspect and review education records.

1. Each educational agency or institution, except as may be provided by 99.12, shall permit the parent of a student or an eligible student who is or has been in attendance at the agency or institution, to inspect and review the education records of the student. The agency or institution shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been made.
2. The right to inspect and review education records under paragraph (a) of this section includes:
  - a. The right to a response from the educational agency or institution to reasonable requests for explanations and interpretations of the records; and
  - b. The right to obtain copies of the records from the educational agency or institution where failure of the agency or institution to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.
3. An educational agency or institution may presume that either the parent of the student has authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a State Law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

### **NOTICE**

**The district's Parent Involvement Plan, LEA plan, and the Schoolwide Program Plan for Title I are available for review upon request at each of the buildings' offices. See special education director Kelly Jenkins for more information.**

### **MISSOURI'S HEALTHY CHILDREN AND YOUTH PROGRAM**

If your child is currently receiving direct services from the school district, such as speech/language therapy, occupational therapy or physical therapy and if your child is or becomes Medicaid eligible, your child's Individual Education Plan and possible other pertinent records, e.g., evaluations and physicals, will be reviewed by a physician retained by the district. This physician will determine whether the direct service(s) provided to your child are medically necessary as defined by Division of Social Services/Department of Medical Services. If a physician reviews your child's records, that review will be performed without charge to you. Should you have any questions or concerns please contact Kelly Jenkins, Special Education Director at 223-4812.

**Missouri Department of Elementary and Secondary Education**  
**Every Student Succeeds Act of 2015 (ESSA)**  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, 781e A, Title IX, Title IV, A, 781e V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **HOMELESS CHILDREN AND YOUTH**

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youth sharing the house of others due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purpose of this subtitle because they are living in circumstances described in clauses (i) through (iii).

### **EDUCATIONAL RIGHTS OF CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS**

Children and youth experiencing homelessness have the right to:

- Go to school, including public preschool, no matter where they live or how long they have lived there
- Continue in the school of origin (the school attended when permanently housed or the school in which last enrolled) if that is the parent’s or youth’s choice and is feasible
- Receive transportation to and from the school of origin
- Enroll in school immediately even if missing records and documents normally required for enrollment
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of choice (either the school of origin or the school in the attendance zone where the family or youth is residing) even while the school and parent or youth seek to resolve a dispute over the selected school
- Receive the same special programs and services, if needed, as provided to all other students served in these programs
- Receive transportation to and from school and school programs, comparable to that of housed students

### **PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A. funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the educational needs of children; and to assist parents to communicate effectively with teachers, counselors, administrators, and other school personnel.

The recipient of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to the website at: <http://www.nationalpirc.org/directory/MO-32.html>.

### **NONDISCRIMINATION STATEMENT**

The Clearwater R-I School District, in compliance with Title VI, Title IX, and Section 504, of the Education Amendments of 1972, has implemented the following procedure for students claiming discrimination on the basis of Race, Sex, Age, Creed, Color, National Origin, or Handicap in admission or access to, or treatment or employment in its programs and activities.

#### **Informal Procedures:**

1. Verbal communications of alleged discrimination shall be made directly to the teacher, or other school employee directly involved.
2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable length of time.
3. Complaints not resolved in the informal stages may be presented as formal charges.

#### **Formal Procedures:**

1. Students accompanied by parents may present discrimination complaints in writing to the school principal. Written complaints must be signed by students and parents or legal guardians. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved.
2. Upon receipt of formal complaint, the principal will:
  - a. Forward copies of the complaint to the superintendent of schools.
  - b. Make a decision and notify the student, the student's parents, and the superintendent of schools of that decision no later than ten (10) days following the filing of the formal complaint.
3. Students and parents or legal guardian may appeal the decision of the building principal to the superintendent of schools. The parents and students may arrange a conference with the superintendent of schools at their earliest convenience. Parents and students may appear together and present their written report of the decision of the building principal. Notification of action taken by the superintendent will be given in writing to the students, parent, and principal within five (5) school days of this conference.
4. Students and parents may appeal the decision of the superintendent of schools to the Board of Education by notifying the superintendent of schools of their intent and by appearing before the Board of Education. The meeting may be conducted in Executive Session upon the request of either the Board of Education or the complaining parents and students.

### **CLEARWATER R-I SCHOOL DISTRICT – POLICY ON SEXUAL HARASSMENT OF STUDENTS**

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U. S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX." Examples of sexual harassment include unwelcome sexual advances, verbal conduct of a sexual nature, and physical conduct of a sexual nature.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal. If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal, or if the student simply feels more comfortable speaking to someone other than the building principal, the student should contact the Title IX compliance coordinator for the school district. If neither the student's building principal nor the Title IX compliance coordinator is of the same sex as the student, or the student for any reason would prefer to report the student's concern to another administrator within the district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Following the receipt of the report, district personnel will fully investigate the concern and will notify the student of the following results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved. The district will maintain the confidentiality of the report and the details of the investigation to the fullest extent possible. If the investigation substantiates the validity of sexual harassment, the district will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment when the offender is an employee of the district). If the offender is another student, disciplinary action will be taken in accordance with Board established policy. If the offender is not an

employee or student of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the harassment. Reprisals, threats, or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion. The responsible administrator shall follow-up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred. Deborah Hand and Michael Keller are the Title IX Compliance Officers. The school board policy on sexual discrimination and sexual harassment is available in full in any of the district's administrative offices for public review. If it is determined that a student has sexually harassed another student, the possible consequences to the offending student include:

- Apology to the victim
- Parent conference
- Detention
- Referral to school counselor
- In-school suspension
- Out-of-school suspension
- Referral to juvenile officer
- Recommendation to the Board of Education for expulsion from school.

**DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION**  
**STANDARD COMPLAINT RESOLUTION PROCEDURE**  
**(for improving America's Schools Act Programs)**

This standard 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 (LASA).

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: submit it to the school superintendent. 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 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 similarly written complaint if they believe the state or federal laws or regulations have been violated, misapplied, 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.

# **SECTION VI**

# **PARENT AND STUDENT FORMS**

# School Supplies List

## EARLY CHILDHOOD

- Lancaster** Nap Mat w/students first and last name on it.  
**All classes** 2 bx. of Kleenex  
1.5 inch binder w/clear pocket on front  
Change of clothes in plastic bag w/ name on bag  
1 container Clorox wipes  
1 pkg. baby wipes  
1 reg. size backpack  
1 pkg. sheet protectors (25 pgs.)  
1 bx. Of gal. Ziploc bags  
\$10 for snack money for 1<sup>st</sup> Semester in an envelope

## KINDERGARTEN

- 3 bx. of 8 count crayons  
3 pk. Glue sticks  
12 #2 pencils  
1 lg. Eraser  
3 pkg. baby wipes  
2 bx. Of Ziploc bags (sandwich or snack size)  
3 bx. Of tissues  
6 black dry-erase markers  
1 pkg. colored pencils  
3 containers Clorox/Lysol wipes  
3 plastic brad pocket folders  
1 backpack (labeled w/ first and last name)

## 1st GRADE

- 1 composition notebook (wide ruled)  
2 boxes #2 pencils  
3 bx. 16 reg. crayons  
2 bottles glue  
2 glue sticks  
3 lg. bx. Tissues  
3 large erasers  
3 pocket folders  
1 sm. school supply box  
2 bx. Ziploc bags, gal & quart  
1 container of baby wipes  
1 container of disinfecting wipes  
1 bottle Germ-X  
Backpack  
2 black fine pt dry erase marker  
1pkg card stock

## 2<sup>ND</sup> GRADE

1 journal/notebook  
1 clipboard  
1 folder  
Art box  
Scissors  
2 boxes of crayons  
4 glue sticks  
1 pkg. Lined paper  
2 pkg. dry erase markers  
1 pkg. large erasers  
2 pkg. Pencils  
2 bx. Kleenex  
Germ-X  
Baby wipes or Clorox wipes  
1 pkg. cardstock (girls)  
1 pkg construction paper (boys)  
Backpack  
1 liquid glue

## 4<sup>TH</sup> GRADE

Headphones or earbuds  
1 pks. Wide-ruled notebook paper  
3 pocket folders no prongs  
3 composition books  
2 pkg. #2 pencils (not mechanical)  
2 pkg. erasers  
2 lg. bx. Of tissues  
1 lg. container of Clorox wipes  
1 pkg. gal Ziploc bags  
2 pkg. dry erase markers  
2 bx. Crayons  
2 pkg. markers  
2 pkg. colored pencils  
2 pkg. glue sticks  
2 3-pk. Clear tape (scotch tape)  
1 pr. Scissors  
2 pkg. markers  
1 pkg of construction paper

## 3<sup>RD</sup> GRADE

3 pocket folders-no prongs  
Baby wipes-girls  
Disinfectant wipes:boys  
1- 1" binder  
3bx. 24-count crayons  
4 glue sticks  
Art box  
1 pkg. highlighters  
Backpack  
2 pkg. notebook paper  
1 pkg. assorted construction paper-boys  
4 pkg. #2 yellow pencils  
1 pkg. pencil caps  
1 lg. erasers  
1 pkg. cardstock-girls  
1 bx. Tissues  
2 composition notebooks  
Headphones  
1 pair of scissors  
Ziplock bags: boys-Gal girls-Quart  
2 4-pk dry erase markers  
Safety goggles (if possible)  
1 clipboard

# **ATTENTION PARENT/GUARDIAN**

Please read this handbook and complete this form

Clearwater Elementary School  
2017-18 school year

We have read and understand the rules, policies, and expectations of the Clearwater School District as outlined in the Student Handbook.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please sign and return to the classroom teacher during the first week of school.  
Thank you for your cooperation.

## **Permission to be Photographed or Video Taped**

Permission for your student to be photographed or video-taped for publication in papers, on school website, or on television is given at this time. If you do not wish to imply permission by signature above of this form, A WRITTEN STATEMENT MUST BE PROVIDED TO BE FILED IN YOUR STUDENT'S FOLDER.

CLEARWATER ELEMENTARY  
PRE-K - 4  
SCHOOL-PARENT-STUDENT COMPACT  
2017-2018

Clearwater Elementary, and the parents of students participating in Title I.A activities, services, and programs, agrees that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

### **School Responsibilities**

Clearwater Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning Environment that enables participating children to meet the Missouri Learning Standards as follows -
  1. Retain highly qualified principals and teachers,
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
  3. Maintain a safe and positive school climate.
  
- Hold annual parent-teacher conferences to -
  1. Discuss the child's progress/grades during the first quarter,
  2. Discuss this compact as it relates to the child's achievement, and
  3. Examine the child's achievement and any pending options at the time of parent-teacher conferences.
  
- Provide parents with frequent reports on their child's progress as follows -
  1. Periodic packets from the classroom teacher,
  2. Suggestions from the classroom teacher,
  3. Mid-quarter report mailed from the school, and
  4. Quarterly grade cards/reports sent home by the school.
  
- Be accessible to parents through -
  1. Phone calls or person-to-person meetings,
  2. Scheduled consultation before, during, or after school, and
  3. Scheduled school or home visits.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows -

1. Listen to children read,
2. Help with classroom decorations, art projects, etc.,
3. Assist with holiday programs or parties, educational trips, etc.

**Parent Responsibilities**

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched, and/or electronic device usage.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

**Student Responsibilities**

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will -

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

---

*Principal* *Date*

---

*Teacher* *Date*

---

*Parent(s)* *Date*

---

*Student* *Date*

## Bus and Discipline Plans

### Bus Transportation Information and Safety Procedures

Your child's safety is our utmost concern. In order for your child to be transported to and from school in a safe manner, all bus riding rules must be obeyed. In the event your child chooses not to obey the rules and receives one or more School Bus Conduct

Discipline notices are issued by bus drivers. One copy is kept by the driver, one copy is turned it to the school office, and one copy is sent home, either with the child or through the mail.

#### Level I Offenses

1. Not following directions
2. Running on bus
3. Inappropriate language
4. Derogatory Notes/pictures
5. Excessive talking
6. Teasing/putting down
7. Name calling
8. Misuse of materials
9. Not being seated
10. Moving seats

#### Level III Offenses:

1. defiance
2. blatant disrespect
3. threatening language
4. theft
5. vandalism
6. fighting
7. ethnic slurs
8. bullying
9. extreme use of profanity
10. pulling fire alarm
11. harassment/sexual harassment

#### Level II Offenses:

1. Back Talking
2. Inappropriate Gestures
3. Hitting
4. Open defiance
5. Throwing objects
6. Crawling under seats



Level I and II Offenses may be handled in school by the principal with phone calls to parent, parent conferences, loss of recess, or ISS, time of classroom. Level III offenses may result in parent conferences, swats, suspension off buses, OSS, and ISS to be determined by the principal.

Revisions or special accommodations to the above policy may be made depending upon the age of the child. The principal may suspend a student from the bus at any time because of dangerous or severely disruptive behavior. We appreciate the help and support you give to your child to make the bus ride as safe and pleasant as possible. Severe misconduct incidents will cause circumvention of the usual procedures. The principal has the authority to suspend a student for as many as ten days, without regard for the number of incidences. Parents will be contacted by phone or letter.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **Corporal Punishment**

Corporal punishment (paddling or swats to seat of pants), as a measure of correction, is permitted by Clearwater R-I School Board policy. It shall be used only when all other reasonable means have failed, and then only in reasonable form and upon recommendation of the principal. Corporal punishment may be substituted for in-school suspension as determined by the principal. Every effort will be taken to contact the parent/guardian before corporal punishment is administered.

\_\_\_\_\_ Yes, you may administer corporal punishment to my child.

\_\_\_\_\_ No, you may not administer corporal punishment to my child.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## INTERNET USAGE AGREEMENT

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

### To be signed by the Student and Parent/Guardian and Collected by the Teacher

The purpose of this Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the district. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the district.

Transmission of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Clearwater R-I Board of Education, under this agreement, is the delegated authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user. MOREnet will serve as a resource as well as final authority in disputed matters regarding appropriate use. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. MOREnet or the district shall not be held liable for any division to restrict or regulate access to Internet materials.

Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. FOLLOW WRITTEN and ORAL CLASSROOM INSTRUCTIONS.

Users shall not play games or use the computer resources for other non-academic activities.

Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the sending of unwanted mail.

Vandalism and harassment will result in cancellation of user privileges.

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and the Clearwater R-I School District prohibits the access to controversial material. However, I also recognize it is impossible for Clearwater R-I School District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Authorization with my child. I hereby request that my child be allowed access to the district's internet.

Parent/Guardian Name (Please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_





**IF SOMEONE HAS HURT YOU,  
IT'S OK TO TELL.**

No one has the right to hurt you. We can help.

**CALL 1-844-CAN-TELL**

Child Abuse and Neglect Hotline



Or tell a teacher, counselor, principal or school nurse  
Call 911 if you need help now

For more information about reporting child abuse, neglect or exploitation visit: [dss.mo.gov/cd/can.htm](https://dss.mo.gov/cd/can.htm)

