

# Bismarck R-V Elementary School

## WELCOME !



*2016-2017 Student Handbook and  
Discipline Guide*

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## **Welcome**

Parents and Students,

Welcome to Bismarck R-V Elementary! My name is Carmen Barton and I will be the Elementary Principal for the 2016-2017 school year. I have worked as a teacher or counselor in the Bismarck District for 25 years and am excited to start a new school year in this position.

I encourage you to be involved in your child's education. As parents, you are the first and most important educator in your child's life. Education is a team effort, and together we can make your child's education the best it can be!

My vision for your child is to celebrate academic successes with contagious enthusiasm and dedicated partnerships, creating unity and inspiration in a safe learning environment. I strive to have a culture of excellence. I want the best for our students and expect nothing less from them.

I am so glad that you will be with us in the 2016-2017 school year! Together, we can continue to engage, challenge, and inspire our students. Please feel free to contact me by phone, email, or by visiting our school. I look forward to partnering with you in your child's educational journey.

Thank you,  
*Carmen Barton*  
Elementary Principal

## **Bismarck R-V School District Mission & Vision**

### **Mission**

Bismarck Elementary exists to meet the needs of the individual child by providing a safe, supporting and challenging environment, so that every child has the opportunity to become a productive member of society.

### **Vision**

The highly qualified staff at Bismarck Elementary School acknowledges education as a privilege and proudly accepts responsibility for the learning process. Through academic success, we will achieve and maintain distinction in performance. We strive to inspire a sense of pride through our student body, faculty and community.

- Teachers, students and community will demonstrate school pride and share enthusiasm for the learning process.
- Focusing on a rigorous, relevant and personalized curriculum raises achievement for all students, therefore preparing them to become a productive member of society.
- Strong and respectful relationships will be built throughout the educational system.
- We believe that fostering a safe learning environment which promotes and reflects positive character is essential.

## Attendance

Missouri Compulsory Education Law requires that all elementary students are to be in regular attendance at school. It becomes very difficult for a child to make up everything he/she misses due to absence. A student's best work is produced by regular and punctual attendance. Parents are asked to contact the school by 8:00 am each day the student will not be in attendance.

### Tardies

Students will be considered tardy if they arrive after 7:45 am. The parents or person who brought the student to school **must sign the student in at the office**. A student must receive an admit slip from the office to take to their classroom teacher. A student may have five excused tardies per semester. Parents will be notified of recurring tardiness and a conference with the parents will be requested.

### Attendance

1. Students will be allowed a total of seven (7) absences per semester; this includes those that are verified by a doctor's note. These seven (7) days should not be construed as an approved seven (7) days to skip school; rather they are to be used for illnesses, personal family matters and appointments that cannot be scheduled outside of the school day. Letters informing the family of their student's absences will be sent home at three (3), five (5) and seven (7) days of absences.
2. Should a student be absent for twelve (12) days a letter will be sent home informing the family of the attendance status and requesting a meeting with the building administrator and/or the district attendance officer.
3. Notes from parents and/or a doctor for absences are required to be submitted within five (5) school days of the noted absence(s).
4. Further absenteeism may result in notification to Children's Division and / or Local Juvenile Authorities.
5. Absences for family vacations will be counted as part of the seven (7) days.
6. To be promoted to the next grade, the student must not only earn passing grades but they must also be present for at least 90% of the scheduled days per semester.
7. If a student's attendance falls below 90% preventing promotion to the next grade, the student's parents or guardians will be required to appear for a hearing with the attendance review committee in order to determine if attendance recovery is possible.

### Absences and School Activities

Students must be in attendance the day of school to participate in after school activities unless excused by the principal.



### **Extracurricular Activities and Disciplinary Actions**

While a student is serving In-School-Suspension or Out-of-school-Suspensions, students will not be allowed to attend any school functions such as music programs, tutoring, ball games, practices and dances until the suspension has been served.

### **Release of Children during School Day**

Children are not permitted to leave the school grounds by themselves any time during the school day. Parents requesting release of a child for dental and doctor appointments or emergencies must make the request in the principal's office. Parents must come to the office to sign the student out. We encourage parents to make appointments after school hours. The nurse or the principal may release a child because of illness. This release must be to the parent or to an authorized adult, if the parent is not available. Every effort will be made to contact the parent in all cases.

# Calendar

## Bismarck R-V School District 2016-17 School Calendar

### August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9-New Teacher Orientation  
 10-11-Teacher Work Days  
 11-Open House 5:30pm-7:30pm  
 15-Intruder Training, etc.  
 8am-12pm  
 16-First Day of School  
 12-Student days

### February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1-PLC 3pm-5pm  
 20-President's Day---2<sup>nd</sup> Make up  
 19-Student Days

### September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2-5 - Labor Day Weekend  
 7-PLC 3pm-5pm (Stipend)  
 20-Student days

### March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

14-PTC (6-12) 3pm-6pm  
 16-PTC 530pm-7pm  
 17-No School PLC 8am-12pm  
 22-Student days

### October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7-No School PLC 8am-2pm  
 19-End of 1<sup>st</sup> Qtr  
 25-PTC (Pre-5) 3pm-6pm  
 27-Early Dismissal 12:30pm; PTC  
 1pm-6pm  
 28-No School  
 31-Early Dismissal 12:30pm  
 19-Student days

### April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12-PLC 3pm-5pm  
 13-No School--- 3<sup>rd</sup> make up  
 14-17 Spring Break  
 17-Student Days

### November 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

23-25 Thanksgiving Break  
 19-Student days

### May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16-Last Day Dismiss at 11:30am  
 17-Staff Development 8am-2pm  
 12-Student days

### December 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7-PLC 3pm-5pm  
 19 & 20 Finals  
 21-30 Christmas Break  
 14-Student days-84 semester

### June 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-Christmas Break  
 3-School Resumes  
 16-MLK Day---1<sup>st</sup> Make up  
 20-Student Days

### July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Make Up Days: January 16, February 20, April 13, May 17, 18, 19, May 22, 23, 24, 25, 26, 30

## **Counseling Services**

### **Counseling Guidance Program**

The Bismarck R-V Elementary Comprehensive Guidance Program consists of student competencies organized into three areas: Career Planning and Exploration, Knowledge of Self and Others and Educational and Vocational Development. The guidance program at the elementary level promotes interpersonal and intrapersonal relationship skills. Counseling services are delivered to students through four main types of activities:

1. GUIDANCE CURRICULUM— The guidance curriculum consists of structured developmental experiences presented systematically through classroom activities.
2. INDIVIDUAL PLANNING— Individual Planning activities help all students to plan, monitor and manage their own learning, as well as their personal and career development. Individual Planning is implemented through such strategies as Individual Appraisal, Individual Assessment and Placement.
3. RESPONSIVE SERVICES— Responsive services are activities that meet immediate needs and concerns of students. These needs or concerns may require counseling, consultation, referral or information.
4. SYSTEMS SUPPORT— Systems Support consists of management activities that establish, maintain and enhance the total guidance program. These activities may take the form of professional development, staff and community relations and serving on school committees.

## **Discipline**

### **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 group of individuals to inflict physical, 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 mental harm without legitimate purpose, or

- Physically 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, etc. Consequences: Loss of privileges, classroom detention, conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

Bullying reporting forms are available on the Bismarck R-V web page or in the Principals' offices. Forms should be submitted anonymously via the lunch money drop boxes.

### **Disciplinary Responses to Student Misconduct**

This policy of discipline contains a chart prescribing responses to student misconduct to be followed by those charged with ensuring an orderly atmosphere in the schools.

Misconduct is ranked according to the severity of the act, and included are examples of the levels of misconduct, disciplinary procedures, and options to be considered in response to the various levels of misconduct.

It should be understood that, due to the many varying natures of interactions in the school situation and to the many varying individuals involved, not all incidents or actions which might occur can be specifically defined in all situations. School personnel involved should attempt, however, in as far as possible, to determine the level of misconduct and responses in accordance with the examples given. In any such situation, the personnel involved should be guided by their best judgment in determining the appropriate action to be taken, pending further possible consultation with the school administration regarding the appropriate action to be taken. It should be further understood that some standards of conduct -- either because of the special nature of the misbehavior or special aspects of the school district -- may be addressed in more specific terms in separate policies.

## Discipline Codes

<b>OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SUBSEQUENT OFFENSE</b>
*Arson	10-180 days OSS, LEA	Expulsion, LEA
*Assault – Student	Principal/Student Conference ISS/OSS/LEA	1-10(+) days OSS, LEA
*Assault – Staff	Principal/Student Conference ISS/OSS/LEA	1-10(+) OSS/Expulsion, LEA
Disparaging/Damaging Language	Principal/Student/Parent Conference/ ISS/OSS	ISS, 1-10 days OSS
Bullying	Principal/Student/Parent Conference – 1 to 2 days ISS/OSS	ISS, 3-5 days, OSS, LEA
Dishonesty (Cheating)	Grade of “0” on assignment/OSS	Grade of “0” for Quarter
Disruptive	Principal/Student Conference/ISS/OSS	ISS, OSS
Disrespectful	Principal/Student Conference /ISS/OSS	ISS, 1-5(+) days OSS
Drugs/Alcohol-Possession	3 days OSS, LEA,	10 days OSS, LEA
Drugs/Alcohol-Influence	5 Days OSS, LEA,	10 Days OSS, LEA
*Drugs/Alcohol- (Sale of or Attempt of)	10 Days OSS, LEA	Expulsion, LEA
Extortion	Principal/Student Conference/ISS/OSS	5 Days OSS, LEA
False Alarms	1-5 Days OSS	10(+) Days OSS
Horseplay	Principal/Student/Parent Conference, Loss of recess/ISS/OSS	ISS, 1-10 days OSS
Language – Threatening	Principal/Student/Parent Conference, Loss of recess, ISS,OSS	Loss of recess 3-5 (+)/ ISS 1-10 Days, OSS 1 -10 Days
Language – Obscene	Conference/Loss of recess/ISS/OSS	Loss of recess/ ISS
Language – Obscene to Staff	Conference /ISS/OSS	Loss of recess/ 5-10 Days ISS/OSS
Display of Affection	Conference/ Loss of recess/ 1-5 Days ISS/OSS	Loss of recess/ 1-10 Days ISS/OSS
Sexual Harassment-Conduct	Principal Conference/Loss of recess/ISS - Refer To Title 9 / OSS	5-10 Days ISS/OSS, Refer to Title 9
Sexual Harassment-Contact	Conference/Loss of recess/ 1-5 Days ISS/ OSS - Refer to Title 9	1-10 Day ISS/OSS, Refer to Title 9
Tardies – in excess of 5	Parent Conference	Dealt with on a case by case basis
Technology-Unauthorized	1-30 Day LOP/OSS	30-180 Day LOP
Technology-Other	1-10 Day LOP/OSS	10-20 Day LOP
*Theft	Restitution, 1-5 ISS, LEA, OSS	Restitution, 5-10 ISS/ OSS, LEA
Threats	Principal/Student Conference/ISS, Possible LEA/OSS	5-10 ISS/OSS, LEA
Trifling	Principal/Student/Parent Conference, Loss of recess/ISS/OSS	ISS, 1-10 days OSS
Tobacco-Possession	5 Days ISS, LEA,OSS	10 Days ISS, LEA
Tobacco-Use	3 Days OSS, LEA,	5 Days OSS, LEA
Truancy	1:1 ISS for Truancy/OSS	3:1 ISS for Truancy
Unauthorized Entry	5 Days ISS, LEA,OSS	5 Days OSS, LEA
*Vandalism	Restitution, 1-5 Days ISS/OSS	Restitution, 5-10 Days ISS/OSS
*Weapon –Firearm	1 Year OSS, LEA	Expulsion
*Weapon – Possession	5 Days OSS, LEA	10(+) Days OSS, LEA

Chronic Offender Status will be applied to any student who has been referred for disciplinary action ten (10) times in a school year. The disciplinary responses will be in the form of Out of School Suspension, or from the “Subsequent Offense” consequences listed above.

This framework is subject to adjustment by the administration, due to specifics of the situation.

**Legend:**

**ISS** - In School Suspension

**LEA** - Law Enforcement/Juvenile Agency

**LOP** - Loss of Privileges to use

**OSS** - Out of School Suspension

\* Reportable under the Safe Schools Act (+) Additional time may be requested from the superintendent.

(Misbehavior not covered - The administrator in charge will deal with this as he/she deems.)

**Description of Terms**

**Arson** - Setting a fire or causing an explosion with the intention to damage property or buildings

**Assault** - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent injury

**Disparaging Damaging Language** - Use of words or actions, (verbal, written or symbolic) meant to harass or injure another person: i.e., threats of violence or defamation to the race, religion, gender or ethnic origin of a person. Constitutionally protected speech will not be punished

**Disrespectful Conduct or Speech** - Disrespectful verbal, written, or symbolic language or gesture that is inappropriate

**Disruptive Speech or Conduct** - Conduct or speech, (verbal, written, or symbolic), which materially and substantially disrupts classroom work, school activities, or school function

**Drug/Alcohol** - Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia

**Extortion** - Threatening or intimidating any student for the purpose of obtaining money or anything of value

**False Alarm** - Tampering with emergency equipment, setting off false alarm, or making false reports

**Fighting** - mutual combat in which both parties have contributed to the conflict either verbally or by physical action (Authorities may be notified with each fighting offense.)

**Gangs** - gang activities, whether verbal, written or symbolic, which substantially disrupt the educational environment

**Profanity and Obscene Language** - Conduct or speech, whether verbal, written or symbolic, which is offensive or obscene

**Public Display of Affection** - Physical contact that is inappropriate for the school setting. All other physical contact is not acceptable

**Sexual Harassment** - Use of verbal, written or symbolic language that is sexually harassing or physical contact that is sexually harassing

**Theft** - Theft, attempted theft, or willful possession of stolen property

**Tobacco** - Possession of any tobacco products on school grounds, bus or at any school activity

**Truancy** - absence from school without the knowledge and consent of parents/guardian and/or the school administration

**Vandalism** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students

**Weapons - Safe Schools Act** - (see Board Policy)-Possession or use of any instrument or device, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person

**Weapons** - Possession or use of a firearm or any instrument or device

## **Discipline of Students with Disabilities**

Disciplinary action involving students with disabilities should take into consideration the special needs and special natures of these students and should be carried out in accordance with the student's Individualized Educational Program and Board Policy and Regulation 2672, the Education of the Handicapped Act, and any other such state and federal regulations and guidelines governing such cases.

## **Legal Basis of the Discipline Policy**

The legal basis of the Policy of Discipline is founded in the Excellence in Education Act of 1985, Section 5, and in such other sections of the Revised Statutes of Missouri, governing rules and regulations in the public schools of Missouri.

## **Emergencies**

### **Fire, Tornado, Earthquake and Intruder Procedures**

The state requires the school to implement emergency drills for fire, tornado, and earthquakes. Students will be instructed on the proper procedures for each drill. Instructions will also be posted in each classroom for students to follow.

### **School Closing Notification**

In our efforts to improve communications between parents and school, the Bismarck R-V School District has contracted with SCHOOLREACH Messaging - a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes

of an emergency or event that causes an early dismissal or school cancellation. This service will also be used from time to time to notify you of general announcements or reminders. You may sign up for this service in the school principal's office. The Bismarck R-V School District will continue to report school closings on local radio stations KFMO/B104 and KTJJ/KREI as well as on the Channel 5 (KSDK) television station.

## **Enrolling/Withdrawing**

An enrollment period for new students will be held during the month of August before school starts each year. Pre-enrollment for kindergarten will be held each spring. Local media will carry the specific information. During the school year, parents and the student may come to school during school hours to obtain enrollment information.

HB 1301 and 1298 require new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another student.

## **Birth Records**

Students entering the school will need to present the school with a copy of the child's birth certificate as verification of age.

## **Kindergarten Screening**

Children who will be 5 by August 1<sup>st</sup> will be screened and results will be complete and ready to be shared with the parents in an exit interview on the day of screening.

## **Pre-School Screening**

Children who will be 4 by August 1<sup>st</sup> of the school year will be screened and parents may receive results the day of screening in an exit interview.

## **Transfer Procedure for Students Moving From District**

Parents need to notify the elementary office at least three days before leaving. Students must return all books and supplies and clean desks removing personal items. Report cards will be issued if the student was in attendance for 21 days of the quarter.



## **General Information**

### **Asbestos**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, accredited inspections of all buildings of the Bismarck R-V School District are completed every 3 years. Mead Laboratories completed re-inspection of all facilities on July 2009. Asbestos containing building materials (ACBM) was found in the building.

ACBM is located in the high school principal's office, high school counselor's office, and the high school vault, storage room in the superintendent's office, cafeteria, the art room, elementary counselor's office, and all rooms in the first through fourth grade wing. All ACBM have been addressed in a management plan written according to federal and state requirements.

The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available for inspection by anyone who is interested. The asbestos contained in the building, in its present condition, does not pose a significant risk to the occupants of the building.

### **Children with Disabilities**

Students with disabilities are entitled to a free appropriate public education. These rights are ensured under state law, federal law, and district policy.

A referral for children who demonstrate evidence of learning problems may be made to a school official. The school support team will make recommendations for alternative intervention strategies prior to the consideration of a special education evaluation. Placement in special education program is based on evaluation results, the development of an Individualized Education Program (IEP) and parental consent. The student's parent or guardian has access to the results of the evaluation and participates in the development of the Individualized Educational Program.

Parents and guardians maintain the right to inspect all information that is collected and to appeal the accuracy of such information.

Services are provided to students who meet eligibility criteria in the following categories:

Autism, Emotional Disturbance, Hearing Impairment & Deafness, Learning Impairment, Mental Retardation/Intellectual, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Sound System Disorder, Speech/Fluency, Speech/Voice, Traumatic Brain Injury, Visual Impairment/Blindness, and Young Child with a Development Delay.

Parents and students are advised of their rights, including the right to an impartial due process hearing if disagreement between the parent and school cannot otherwise be resolved. Questions concerning services for students with disabilities may be directed to the principal, counselor or the Director of Special Education.

If you know of any children suspected of having development delays or any condition that may cause learning or behavioral adjustment problems, or if you would like further information, please contact the Director of Special Education at (573) 734-6111.

### **Drug, Alcohol & Tobacco Free Workplace**

The Bismarck R-V School District is a drug, alcohol & tobacco free workplace and environment. Counseling, rehabilitation and re-entry programs are available from the following:

Access Alcohol Drug Abuse Treatment Services - 573-756-2200  
Center for Creative Change - 573-756-3330  
Alcoholics Anonymous - 573-431-7789 or 573-358-0101  
National Drug and Alcohol Hotline - 800-662-4357

### **Educational Overview**

Good conduct, self-discipline and high standards of personal appearance are some of the most important lessons education can teach. The policy of the Bismarck R-V School District is that the administration, teachers and all district personnel responsible for the care and supervision of students shall abide by this responsibility and shall provide an orderly atmosphere conducive to learning, and one that insures the safety and well-being of all students entrusted to their care. Students, parents, teachers, administrators, and all others responsible for the conduct and discipline of students should be aware of and are governed by the following policies, rules, and regulations:

1. If it becomes necessary to punish a student, the punishment shall be fair, reasonable, and designed to properly modify the student's behavior and to assist the student in dealing with his or her problem.
2. Discipline should be administered equally without regard to race, sex, age, religious beliefs, or financial situation.
3. All 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. This applies to school-sponsored activities, during intermission and/or recess periods.
4. Teachers have the primary responsibility in handling discipline problems in the classroom.

5. Serious problems of misconduct will be referred to the principal by the teacher. When a serious discipline problem is referred to the principal, the pupil, teacher, and principal must all have complete knowledge of the problem and the reason or reasons for which the referral was made.
6. Once a serious discipline problem has been referred to the principal by a teacher, bus driver, or other staff member, it becomes the primary responsibility of the principal to deal with the problem to its conclusion or until all avenues under his or her jurisdiction have been exhausted. This includes a judgmental determination of the appropriate action to be taken.

If the principal feels that the problem may be beyond his or her jurisdiction, he or she should consult with the superintendent regarding the disposition of the problem.

Each infraction of serious misconduct shall be dealt with on an individual basis. The superintendent or principal is authorized to take appropriate disciplinary action including detention, corporal punishment, or immediate suspension within legal limits as prescribed by Section 167.171, Revised Statute of Missouri, if warranted, against any student for disorderly conduct or misconduct, including, but not limited to the following infractions:

- A. Intentional disruption of school operation, functions, or activities.
- B. Intentional damage, destruction, or theft of school or private property.

## **Faculty**

### **Administration**

Mr. Chuck Hasty .....	Superintendent
Mrs. Carmen Barton.....	Elementary Principal
Mr. Jason King .....	High School Principal
Mrs. Karen Knowles .....	Attendance
Mrs. Heather Petrie .....	Special Education Director

### **Board of Education**

Mr. Brad Brown.....	President
Mr. Steve "Bull" Barton.....	Vice President
Mr. Matt Dunn .....	Secretary
Mrs. Melinda Dugal.....	Treasurer
Mr. Norman Loughary.....	Member

Mrs. Michelle Mork.....	Member
Mr. Aaron Radford .....	Member

### Cafeteria

Mrs. Jo Jackson .....	Supervisor
Mrs. Ellie Barton.....	Cook
Mrs. Cindy Curry .....	Cook
Ms. Becky Leija.....	Cook
Sandy Madden .....	Dish Washer
Mrs. Kim Mecey .....	Cook
Mr. Rich Miller .....	Custodian
Mrs. Carla Roberts .....	Cook

### Custodial Staff

Mr. Cotton Williams.....	Supervisor
Mr. Kenny Cole.....	Custodian
Mr. Jerry DeClue .....	Custodian
Mrs. Lesa Grant.....	Custodian
Mr. Jimmy Ketcherside .....	Custodian

### Teachers

Ms. Yvonne Graham.....	Preschool
Mrs. Jan Skinner .....	Kindergarten
Mrs. Sarah Wolfe .....	Kindergarten
Miss Tori Henson.....	First Grade
Mr. Matthew Boyer .....	First Grade
Mrs. Valeria Loughary .....	Second Grade
Mrs. Jessica Sheckles .....	Second Grade
Mrs. Verna Hawanchak.....	Third Grade
Mrs. Denita “Bunni” Henson.....	Third Grade
Mrs. Karen Clark.....	Fourth & Fifth Grade
Mrs. Cathy Cole.....	Fourth & Fifth Grade
Mrs. Sarah Hawkins .....	Fourth & Fifth Grade
Mrs. Chelsea McFarland .....	Fourth & Fifth Grade
Mrs. Wendy Brown .....	Title I Reading
Mrs. Shanyln Nelson .....	Librarian/TI Reading
Miss Lori Bassett .....	Special Education

Mrs. Trisha Wilkinson .....Special Education  
 Mrs. Tori Eftink.....Speech/Language  
 Mrs. Bridget Anglin-Cooper .....Art  
 Mr. Colin Eaton .....Physical Education/Keyboarding  
 Ms. Hilary Freeman.....Elementary Counselor/Gifted  
 Mrs. Stephanie Pratt .....Music

### **School Nurse**

Mrs. Pam Morris .....Nurse

### **Secretaries**

Mrs. Debbie Grundmann .....Counselor Secretary  
 Mrs. Beth Latham.....Central Office Secretary  
 Mrs. Peggy Weir .....Elementary Office Secretary  
 Mrs. Julie Worley .....High School Secretary

### **Teacher Aides/Teacher Assistants**

Ms. Tracy Burley.....Teacher Aide  
 Mrs. Jessica Jones .....Teacher Aide  
 Mr. Jacob Lorenz .....Teacher Aide  
 Mrs. Angie Mayberry .....Teacher Aide  
 Mrs. Sara Yates .....Teacher Aide

### **Technology**

Mr. Benjamin Moss .....Technical Coordinator

### **Transportation**

Mrs. Melanie Wright ..... Transportation Director  
 Mr. Kenny Cole ..... Driver  
 Mrs. Cindy Curry ..... Driver  
 Mr. Bobby Hodges ..... Driver  
 Ms. Becky Leija..... Driver  
 Staff ..... Driver

## **Homebound/Hospital Instruction**

Students who are unable to attend school because of poor mental or physical health or injury may be eligible for the Homebound/Hospital Instructional Program.

All referrals must be to the Special Education Director, by teachers, parents, counselors or administrators. The Homebound/Hospital Instructional program is provided in cooperation with the school at no cost to the parents.

## **No Child Left Behind Legislation**

The No Child Left Behind Act of 2001 requires that the Bismarck R-V School District, at the beginning of each school year, inform parents/guardians of students enrolled at or attending schools receiving Title 1 funds of their ability to request certain information from the District and the District's responsibility to provide certain information to parents/guardians without a request.

Parents/guardians may request information regarding:

- A. Whether their student's teacher has met state qualification-licensing criteria for the grade level and subject areas in which the teacher is providing instruction.
- B. Whether the teacher is teaching with emergency or other provisional status under which state qualification or licensing criteria have been waived.
- C. The teacher's Bachelor Degree major and any other graduate certifications or degrees in the field or discipline of the certification or degree.
- D. Whether the child is being provided services by a paraprofessional's qualifications.

The District must provide the following information to parents/guardians without being requested to do so:

- A. Information on the level of achievement of the parent's/guardian's child in each of the state academic assessments.
- B. Notice that the parent's/guardian's child, for four or more consecutive weeks, has been assigned to or has been helped by a teacher who is not highly qualified.

## **NCLB – Revised 09-06-07**

### **Missouri Department of Elementary & Secondary Education**

#### **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

#### Who May File a Complaint?

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

#### Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. Facts, including documentary evidence that supports the allegation, and
3. The specific requirement, statute, or regulation being violated.

#### Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

#### Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures within the district,
3. Addressing informal complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. Appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

#### Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

#### Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

#### Appeals

##### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA



determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### Formal LEA Complaints against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### Complaints against LEAs received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

### **Nondiscrimination Compliance Officer for Bismarck R-V School District**

Heather Petrie, Director of Special Education  
Bismarck R-V School District  
#1 Indian Trails, PO Box 257  
Bismarck MO 63624  
Telephone: (573) 734-6111

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities and vocational opportunities offered by the district. The provisions of the Title IX extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities and to individuals with whom the Board does business.

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is prohibited.

The Board also declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities, and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities and to other qualified individuals with a disability.

### **Philosophy**

The Bismarck R-V Schools are designed and intended to be a place where orderly learning is possible and encouraged. Effective schools are those that work hard to provide an orderly

atmosphere conducive to learning and standards of conduct are important and necessary. Students should be informed as to what is acceptable, unacceptable behavior, and know that unacceptable behavior results in consequences that will be administered in a firm and fair manner. Guidelines setting forth standards of expected behavior and consequences for misbehavior are established to assure an orderly atmosphere conducive to learning.

### **Policies and Regulations**

Policies and regulations are set up by or with the approval of the Bismarck R-V Board of Education. The purpose of these policies and regulations is to provide the best possible educational environment at Bismarck Elementary School.

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Bismarck R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Bismarck R-V School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Bismarck R-V School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Bismarck R-V School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the office of the Special Education Coordinator located in the Bismarck High R-V School in Bismarck, Missouri, 9:00 am-2:00 pm, Monday-Friday during regular school calendar days.

This notice will be provided in native languages as appropriate.

### **Student Directory Information**

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

### **Student Due Process**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board Policy/Regulation 2671 on student suspension and student expulsion.

### **Student Rights and Responsibilities**

The Board of Education of the Bismarck R-V School District believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

- \*The right to attend free public schools; the responsibility to attend school regularly; and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.
- \*The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- \*Civil rights – including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- \*The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding rights.
- \*The right to due process of law with respect to suspension, expulsion, and decisions, which the

student believes, injure his rights.

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

Standards of conduct are established by the R-V Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents or guardians will be notified of their rights and responsibilities, including standards of conduct; and the Policy of Discipline will be available in the Office of the Superintendent during normal business hours for public inspection. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

### Visitors

Parents/guardians are always welcome to visit the classrooms of their children so you may become familiar with school routine and observe the progress of your children. For your child's safety - **All parents/visitors must check in at the office upon entering the building.** Passes will be issued to parents/visitors, as needed, at the discretion of the administration.

Parents/visitors without passes will be asked to return to the office. All parents will be asked to attend a school conference in November. When you do visit, we ask your cooperation in the following:

- Please be as quiet as possible when visiting the classroom.
- Please let the teacher or the office know in advance.

# Health Services

## 2016-2017 Missouri School Immunization Requirements

### 2016-2017 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 In 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	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV (Meningococcal) <sup>3</sup>									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	1	1	1	1	1	No doses required, however vaccination is highly recommended

- 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:** One dose of MCV is required.  
**Grade 12:** Two doses of MCV is 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.
- Kindergarten-6 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.  
**7-12 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-6 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.

**7-11 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.



Missouri Department of Health and Senior Services  
Bureau of Immunizations • 930 Wildwood Drive • Jefferson City, MO • 65109 • 800.219.3224

Rev 8-15

## **Accidents**

Any accident that occurs on school property or during a school sponsored activity should be reported immediately to the individual in charge of the group. That individual should then report the accident to the principal as soon as possible.

## **Contagious Disease**

It is against the law of the state of Missouri for a student to attend school while having a contagious or infectious disease or while liable to transmit any such disease after having been exposed to it.

## **Concussions – Brain Injury**

Policy 2930 – Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least twenty-four (24) hours. Athletes suspected of sustaining concussions or brain injury will not be permitted to return to contact practice or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions and receiving a written clearance from the provider to return to competition. (See Form 2930 – MSHSAA Concussion Return to Play Form). Information about concussions obtained from MSHSAA (Form2930.2) or similar materials will be made available to all student athletes and to their parents/guardians.

## **Head Lice**

According to Board Policy/Regulation 2860, any student found to have head lice or nits (eggs), will be sent home from school. After proper treatment and the REMOVAL OF ALL NITS, parents are to bring their child (ren) to the school nurse for re-examination. Students will not be allowed to return to class if lice or nits are present.

## **Medication**

A request for medication to be administered at school is to be referred to the school nurse accompanied in the original container with the original prescription instructions. The school nurse is unable to administer over-the-counter medicine without instructions from a physician. No student is allowed to have medication in their possession for self-administering, including over-the-counter medications. The danger of reaction and/or children accidentally taking medication by error necessitates strict enforcement of this policy.

## **School Nurse**

The diagnosis or treatment beyond first aid procedures is not the responsibility of the school



nurse. A full time Licensed Practical Nurse (LPN) is available if your child becomes ill or injured **while at school**. In order to give your child the best aid and attention, we must have up-to-date emergency numbers on file at all times. If you change your phone number, place of employment, or if the emergency numbers you have on file change, please notify the Elementary Office immediately.

Please be sure that the child's teacher and school nurse are informed prior to the first day of school about any food or activity restrictions or any special health conditions that your child may have.

### **Sick Children**

Children who become ill at school are sent to the school nurse. If they are too sick to remain at school, parents are called to take them home. If the parent cannot be reached, we will call the emergency number listed on the pupil's emergency data file. Please be sure that your child's emergency data file is kept up-to-date, and that it is always possible for us to reach someone who can act in your place.

### **Vision**

All Kindergarten and First Graders enrolling for the first time are required to have a mandatory comprehensive eye examination before their entrance to school.

## **Parents as Teachers**

In compliance with SB 658, the Bismarck R-V School District offers the Parents as Teachers Program to those families with children ages 0-5 years of age. The program provides services within the home, as well as group contacts at the school facility. Thorough academic and health screening is provided, with referral services as needed. This program is voluntary and of no cost to participating families; however, interested parents must contact the Elementary Office in order to be served.

Children ages Birth - 5 are screened as part of the Parents as Teachers (PAT) program in the areas of intellectual language, motor, vision auditory and general health on an ongoing basis.

## **Safe Schools Act**

HBs 1301 and 1298 have made changes regarding school safety and the reporting requirements of juvenile officers and school officials. The following information explains in more detail these changes.



## **Assault on School Property**

The act establishes the crime of "assault while on school property." A person commits the crime of assault while on school property if the person:

1. Knowingly causes physical injury to another person; or
2. with criminal negligence, causes physical injury to another person by means of a deadly weapon; or
3. recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district sponsored activity. Assault while on school property is a class D felony.

## **Reporting by School Officials and Juvenile Officers**

School administrators are required to report acts of school violence. Acts of school violence will be reported by school administrators to teachers and other employees with a need to know of such acts.

## **Student Information**

### **Birthday Cards**

Students may pass out birthday card party invitations at school only if they include the whole class. Students who do not receive invitations often become upset, and this takes away from the educational setting. The time for the students to pass out invitations is left to the teachers' discretion.

### **Cell Phones**

In accordance with policy 2656, regulation 2656, cell phones cannot be used during regular school hours. Cell phones must be kept off and in back packs. The school and staff are not responsible for lost or stolen cell phones.

### **Dress Code**

Dress of students should lend itself to meeting the basic social expectations. This would include clothes that modestly cover a person. Shoes must be worn at all times. Hats are not to be worn at any time while in the school building. Tank tops, bare midriff clothing, and see-through clothing are not acceptable. Clothing with suggestive slogans, words, or symbols that advertise products that are illegal for students to possess are not to be worn. The decision to accept or

reject the clothing will be left to the discretion of the building administrator. Hair colors that are distracting to the normal function of a classroom are not permitted.

### **Grading System**

Your child will be evaluated on the grading system adopted by the Board of Education. This key will be used for all grading periods.

<u>Letter Grade</u>	<u>Percentages</u>
A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	00-59

### **Homework Responsibilities of the Students**

1. Write down all homework assignments and due dates before leaving class. Use a notebook or folder to copy and keep all your assignments.
2. Make sure you fully understand the assignment and the concepts to be practiced or applied. Ask your teacher to explain again if you are not sure.
3. Organize your materials. Be sure to take home your homework assignment and all necessary materials. (Textbooks, special supplies, etc.)
4. Demonstrate good study habits by budgeting the necessary time to complete the assignment.
5. Demonstrate pride in your homework by doing your best work and working independently. Ask for assistance only after giving it your best.
6. Demonstrate responsibility by finishing your homework neatly.
7. Place your completed homework in a spot where you will see it before you leave for school and not forget it.
8. Be sure you turn your homework in on time.

### **Homework – Make up: Home and School Working Together**

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curricula, homework can and should be used to develop responsibility

and good study habits.

### **Lost and Found**

Many personal items are lost by the children and never claimed. Coats, sweaters and hats will be kept until the end of the school semester. To help eliminate confusion and assist with identification, items should have student's name written on them. Such markings will increase chances of children finding lost items.

### **Meals – Breakfast and Lunch**

All student breakfast & lunches are free.

Extra milk and fruit juice are available to all students for .35 each. Breakfast and lunch are served each day. All elementary students are to eat the cafeteria lunch or bring their own.

### **Parties and Field Trips**

In our continuing efforts to improve student safety and security, parents and guardians who wish to be eligible to participate with chaperoning parties, field trips, play day or being selected as a Room Parent will be required to fulfill the following steps, annually.

1. Acquire an application for a background check either on the Bismarck R-V School District website, from the Elementary Office or at [www.machs.mo.gov](http://www.machs.mo.gov).
2. Submit the completed application, including the eleven dollar background investigation cost, to the appropriate authorities.
3. Submit the background investigation results to the Bismarck R-V Elementary Office for approval no later than October 15<sup>th</sup> of the current school year.
4. Acquire and submit the Parties/Field Trips Participation Request Form from the appropriate classroom teacher.
5. All background checks for Parents of students who have enrolled on or after October 1<sup>st</sup> of the current school year must be submitted to the Elementary office for approval within ten (10) days of the student's enrollment.

Selections for Room Parents will be randomly drawn. The number of Room Parents selected will be based on the needs of each classroom. To be eligible for the drawing, participants must have submitted the previously mentioned request form and provided an acceptable background investigation report.

Party Chaperones will likewise be randomly selected, and will not exceed four (4) chaperones per classroom party, in addition to Room Parents.

Chaperones for field trips will be selected in a similar fashion per trip necessities.

## **Promotion/Retention**

Students will normally progress to the next grade level each year. Exceptions may be made when it is in the best educational interest of the students involved. Student placement is based on academic performance and attendance. Placement of student is finalized only after prior notification and explanation are given to each student's parents/guardians, but the final decision will be made by the school administration.

## **Recesses**

All students will be expected to go outside for recesses each day. Any student needing to stay in from recess will remain in a supervised classroom. Parents sending notes to keep students in from recess longer than one day will need to present a doctor's excuse stating the reason why the child cannot go to recess. Students will not go outside for recess if it is raining or if the temperature is excessively cold or hot.

## **School Pictures**

Pictures are taken of the students each fall and spring. All children should have pictures taken, but parents are not required to purchase pictures.

## **Student Insurance**

Application forms are distributed early in the school year for an optional accident insurance program offered to all students. A choice of full-time coverage or only school-time coverage can be selected. Parents are required to send the completed forms into the company.

Accident insurance is the responsibility of the parents. The school does not have accident insurance that covers students.

## **Telephone Usage**

We will deliver all emergency telephone calls and messages to children and teachers.

## **Textbooks/School Property**

Textbooks are provided to students at Bismarck Elementary School free of charge. As with other school property, if a student damages or loses a textbook, he/she will be required to replace it.

Damage to or loss of school property or damage done to another person's property will be charged to the student responsible. The student will be required to repair or replace the damaged or lost property. Disciplinary action will also be taken as deemed appropriate by the school officials.

**Toys, Water Guns, etc.** are not allowed at school. Toys that interrupt the educational process may be confiscated and returned later to be taken home. Electronic Devices such as but not limited to I-pods, radios, etc., are not to be permitted unless approved by the principal for a special day, party, or function. The school and staff are not responsible for lost or stolen articles.

## **Testing and Screening**

### **Purpose of Testing Program**

The purpose of the testing program is: (1) to improve instruction for individual pupils and: (2) to improve instruction for all students providing information to assist in educational judgments and decisions.

### **Vision/Hearing Screening, Physical Status**

The school nurse will notify parents of children scoring outside of normal limits or exhibiting significant problems.

### **Speech/Language**

When screening indicates a need for further evaluation the speech pathologist will notify parents in accordance with the district's Compliance Plan.

### **Title 1 Intervention**

Selection instruments are STAR Enterprises Reading and Math Programs and 10% may be selected through teacher referral.

### **Individual Evaluation and Diagnosis**

Individual students are evaluated as needs are determined through  
Referral  
Screening  
Student Transfers

### **Achievement Testing**

The achievement tests are administered to students in grades K-5 in the spring. The results are used to assess what students have learned, help identify learning problem areas, identify academic talent, and help the school plan their educational programs. Please encourage your child to do his/her best on all tests.

Parents receive a printout of the test results. If desired they may make an appointment with appropriate school personnel for further explanation and/or discussion of results. Parents may have access to all of their child's evaluation results. An appointment is necessary to insure that appropriate personnel will be available to give an explanation of results.

Test administrators will inform students as to how test results are to be utilized.

	<u><b>Test or Screen</b></u>	<u><b>Purpose</b></u>
Gr. K	Goodlite Lighted Charts Apple House Umbrella or Snellen "E" Chart	Screens visual acuity.
Gr. K, 1, 3, 5 and new students in Gr. 2, 4	Puretone Audiometer	Screen hearing acuity.
Gr. K-5	Physical Status	Assess fitness/general health.
Gr. Pre-K and K	Preschool Language Scale Screening Test - 5 <sup>th</sup> edition	Screen Language competency and misarticulated sounds.
Gr. Pre-K, 1, 3, 5 and new students in Gr. 2, 4	Articulation & Language Screening Test (ALST)	Screen for misarticulated sounds and completeness of responses.
Gr. K-5	Faculty informed concerning continuous screening in the following areas: intellectual, social/emotional/behavioral, motor, language	Alert staff to possible need for beginning pre-referral procedures.
<b>February/March</b>		
Ages 2, 3, 4	Ages and Stages Questionnaire (ASQ) Developmental Indicators for the Assessment of Learning (DIAL-4)	Evaluate basic developmental skills.
	Preschool Language Scale Screening Test - 5 <sup>th</sup> edition	Evaluate language development.
	Functional Visual Screen (including visual tracking) and/or Goodlite lighted charts.	Assess visual development.
	Functional Hearing Screen and/or audiometer	Assess auditory development.
	Physical Status (including height and weight)	Assess physical development.
	Dental Check	Determine need for advice and/or referral.
	Medical/Developmental History	Provide baseline data. Determine if there are

		any suspected or diagnosed handicaps.
Grades 5	Scoliosis Screen	Determine need for referrals.
April/May		
	Age 5 prior to August 1 <sup>st</sup>	Developmental Indicators for the Assessment of Learning (DIAL-4)
	Preschool Language Scale Screening Test - 5 <sup>th</sup> edition	Screen language competency.
	Pure Tone Audiometer	Assess hearing acuity.
	Goodlite Lighted Charts	Assess visual acuity.
	Physical Status (including height and weight)	Assess physical development.
	Dental Check	Determine need for advice and/or referral.
	Nutrition Check	Determine need for advice and/or referral.
	Medical/Developmental History	Provide baseline data for later evaluation. Check for significant factors affecting schooling, e.g., immunizations, etc. Check for any suspected or diagnosed handicaps.
Grade 3	Missouri Assessment Program (MAP)	English Language Arts and Math
Grade 4	Missouri Assessment Program (MAP)	English Language Arts and Math
Grade 5	Missouri Assessment Program (MAP)	English Language Arts and Math and Science

### Procedures for Disseminating Test Results

The school district administrators shall provide:

- (1) The Department of Elementary and Secondary Education with test score information upon request;
- (2) The Board of Education with reports on the evaluation of the effectiveness of the instruction program and identified needs, and;
- (3) Parents, patrons, and news media with information about school district test results.

## Transportation

Bismarck R-V School District provides bus service for those students living more than one mile from school. The bus driver is in complete charge of all students who ride his/her bus. If a student needs to ride a different bus for any reason, he/she must have a note from the parent, and the principal must approve and sign it. Should you have any questions regarding bus service, contact Melanie Wright at (573) 734-6111.

### Expectation of Students Riding the Bus

1. The driver is in charge of the students and the bus. Students must obey the driver promptly. The assigned driver will be the only person occupying the driver's seat at any time.
2. Unnecessary conversation with the driver is prohibited.
3. Students are not to move about, change seats, or stand up at any time the bus is in motion. All students must be seated before the bus pulls away from a stop.
4. Students should never stand in the roadway or in the street while waiting for the school bus.
5. Students must not, at any time, extend arms, hands, or head out of the school bus windows.
6. Always cross 10 feet in front of the bus when getting on or off. Watch for traffic before crossing roads.
7. Remain in your seat while the bus is in motion. Keep your arms and hands inside the bus.
8. Any incident on the bus will be treated as if it happened at school.
9. Students who ride a bus to school and home are not to leave the school campus or any other campus at any time without permission, and must wait for the bus in the proper area.
10. Bus drivers have rules posted in the bus and a copy of the rules will be given to each student at the beginning of the year.

### Bus Discipline Policy

This policy will be strictly followed:

- *1<sup>st</sup> Violation* - Referral to the principal's office - Warning given to the student
- *2<sup>nd</sup> Violation* - Referral to the principal's office - Detention given to student or 1 day bus suspension, parent contacted.
- *3<sup>rd</sup> Violation* - Referral to the principal's office - 3 days of bus suspension given, parent contacted.
- *4<sup>th</sup> Violation* - Referral to the principal's office - 5 days of bus suspension given, parent contacted



- *5<sup>th</sup> Violation* - Referral to the principal's office - 10 days of bus suspension given, parent contacted.
- *6<sup>th</sup> Violation* - Referral to the principal's office - Permanent suspension from the bus, parent contacted.

The safety and welfare of all students on the bus is the bus driver's primary responsibility. When students present a threat to the others or the bus driver's ability to drive safely, other actions must be taken. Unless the offense requires immediate removal from the bus, school policy is to meet with the student and follow the referral procedures.

Any further disturbances and referrals will result in your child not being allowed to ride the school bus. As their parents, it would then be your responsibility to provide transportation to and from school for the length of time your child would be suspended from bus. All transportation changes must be approved by 2:30 pm. Beyond the sixth referral, a recommendation of permanent removal from the bus for the remainder of the school term will be enforced.

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bismarck R-V School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bismarck R-V School District may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bismarck R-V School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama productions;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside, organizations without a parent's written consent. Outside organizations include, but limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of

1965 to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Bismarck R-V School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by Wednesday, September 7, 2005. Bismarck R-V School District has designated the following information as directory information.

Student's Name

Address

Telephone listing

Photograph

Date and place of birth

Dates of Attendance

Grade Level

Participation in officially recognized activities and sports

Weight and height of athletic team members

Degrees, honors and awards received

Bismarck R-V School District