

## *Mission Statement*

*The Buchanan County R-IV School District will provide a quality education in a safe learning environment.*

## *Vision Statement*

*Students at Buchanan County R-IV will grow as individuals having confidence to find their own purpose and become successful members of society through problem solving and independent thinking. In order to achieve this vision, we are committed as educators, students, the school district, and the community to these values:*

- *Provide a welcome setting where students feel safe, both emotionally and physically*
- *Dedicate ourselves to applying best instructional practices*
- *Encourage, challenge, and empower students*
- *Ensure that all students experience success*
- *Model and promote positive character traits*
- *Create an engaging, learning environment where successes are celebrated*
- *Collaborate as teams to implement our vision*

## NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Buchanan County R-IV School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to treatment, or employment in its programs and activities.

Any person having inquires concerning Buchanan County R-IV School district's compliance with the regulations implementing Title IX or Section 504 is directed to contact Buchanan County R-IV Title IX and Section 504 Coordinator, Mr. Lane Novinger, telephone number 816-685-3160, who has been designated to coordinate Buchanan County R-IV School District's efforts to comply with regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for civil Rights, Department of Education regarding Buchanan County R-IV District's compliance with the regulations implementing Title IX or Section 504.

## AHERA

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires the Buchanan county R-IV School district to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. These management plans are available for review during normal business hours at the district's administrative offices. These management plans have been implemented to meet requirements set forth in the regulation.

## SEXUAL HARASSMENT

*DEFINITION:* Sexual harassment is **unwanted** sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

If you believe that you have been the victim of sexual harassment or if you have questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. The Principal will investigate any report of sexual harassment, and a written record of the investigation will be submitted to the superintendent.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student include:

- Apology
- Parent Conference
- Detention
- Suspension
- Referral to the proper authorities
- Expulsion

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.

In all cases, a high degree of confidentiality will be maintained by the school authorities to protect both the student and the alleged offender.

## *Principal's Message*

*Dear Parents/Guardians and Students:*

*Welcome you to the 2011-2012 school year. We are excited to begin another year with the children of our community.*

*We are working with our parents and community members to realize our mission and vision. As a staff, we will set goals to help us provide our students a quality education. We will continue to work together as a community of learners utilizing best practices in education.*

*Thank you for providing strong parental support. Students cannot reach their potential without you. Please communicate with students and teachers regularly. In addition, feel free to contact me at school anytime. We look forward to a fantastic year!*

*Sincerely,*

*Jennifer Dittmore  
Elementary Principal*

## **Attendance**

It goes without saying that regular attendance is essential for student success in school. The daily classroom experience: presentations of skills and materials, and student/teacher interaction *cannot be made up* with make up assignments. The learning experience is more than just a passing grade on a final test or paper. Persistent absenteeism creates a genuine hardship on the student and the teacher. Continued absenteeism is regarded as a serious problem. A note explaining the reason for any absence must be sent to school when the student returns, even if you call the office. A doctor's note is required after the 3<sup>rd</sup> consecutive absence.

Students will be eligible to participate in extra-curricular evening activities if they were present at school for at least 3.5 hours on the day of the event.

Buchanan County R-IV has participated in a truancy program in coordination with the Buchanan County Juvenile Department beginning with the 2001-2002 school year. Our goal is to put students in school and reduce the number of unnecessary absences.

Student attendance records from previous years and/or school districts will be reviewed as students begin to accumulate tardies and absences for the 2011-2012 year. If a student misses 5 days (for any reason) during each **semester** a note will be mailed home to the parents. As students accumulate tardies and absences their file will be reviewed and checked for a truancy pattern. If there appears to be a truancy pattern, a submission report will be sent, by the school district, to the Office of Prosecuting Attorney, Dwight K. Scroggins. Cases will be reviewed by the prosecuting attorney and charges may be filed against the child's/children's legal guardian or guardians as deemed necessary.

## **Attendance Awards**

Students are recognized throughout the year and at the conclusion of the school year for attendance honors.

Students who arrive after the 8:06 bell or leave prior to the 3:04 dismissal bell will not be eligible for perfect attendance recognition. Out of school suspension days will count against attendance records.

Perfect Attendance:	Gold Medal	No absences or tardies, no early dismissal
Superior Attendance:	Silver Medal	One day or less
Excellent Attendance:	Bronze Medal	Missing up to two days

## **Daily Time Schedule**

School begins at 8:04 a.m. Students will be considered tardy if they are not at school by 8:04 a.m. School is dismissed at 3:06 p.m. in the afternoon. Buses are loaded as they arrive.

***Being at school on time is very important for all students!  
They do miss early directions for the day and they do disturb  
the class by coming in late.***

### **Arrival**

School will begin at 8:04 a.m. For those students who walk or ride with parents, we ask that they **do not arrive at school before 7:45 a.m.** Teachers will not be on duty before that time.

### **Early Dismissal Requests**

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, please send a note stating the time and who the child is to go with. You must first come to the office to check your child out.

### **Dismissal**

Walkers will be dismissed at 3:00. Students who ride the bus will be dismissed as the buses arrive at 3:06 p.m. Students who ride home in cars are to be picked up at the front desk at the end of the day and not at the classroom door.

This will be most helpful to all staff because of the excitement created by visitors to the classroom. Announcements at the close of the day need all student's attention. Thank you for following these procedures.

### **Transportation Change**

Please notify the school in advance by a note to the teacher, or a phone call if there is to be a change in the transporting of your child. If no notification is received, your child **will** follow his/her regular method of getting home.

### **Student Dismissal Precautions**

The school district is responsible for the safety of children during the school day. Therefore, no staff members shall excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or designee. In keeping with these precautions:

1. The building principal or designee **shall NOT** excuse a student before the end of the school day without a request for the early dismissal by the student's parents or guardian.
2. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
3. Children of estranged parents will be released only to the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

Additional precautions shall be taken by the school administration for younger students as necessary.

If the custody of a child changes, the school must be notified immediately. Court orders concerning guardianship should be kept on file with the principal.

### **Withdrawal of Students**

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary procedures. Your cooperation is greatly appreciated.

### **Change of Address**

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

### **Illness and Accidents**

If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. It is important that we have the name and phone number for someone that will be able to come for your child if there is sickness or injury. Please remember, we cannot keep seriously ill children or children whose temperature is 100 degrees or more at school.

### **After School Activities**

Siblings are not to remain after school with students that are staying for practices. Students practicing cannot watch younger children and pay attention to the instructor. Students and parents will be notified of various activities that might be held after school hours. Such things as sporting events and program practices require extra time. If students choose to take part in an activity, they will be responsible for their own transportation home.

Parents are responsible for all late pick up of students. Please be sure that this is covered the night before. Students should not have to call and make transportation arrangements the day they are to stay late for an activity.

### **SCHOOL CLOSING INFORMATION (Bad Weather Procedure)**

When school is dismissed early for inclement weather, such as heat, ice, snow, etc. the district will alert parents and guardians through an electronic notification system. Parents will provide their contact information at enrollment and the system will contact them directly through either the telephone or email message. Additionally the following radio and television stations will announce the information:

**KFEQ-680-AM**  
**KSFT-1550-AM**

**KAIR-1470-AM**  
**KSJQ-92.7-AM**

**KKJO-1050-FM**  
**KQ-2-TV**

In the case of long-term ice or snow dismissals the district may need to run buses on state routes only. Roads included will be lettered or numbered state routes such as: JJ, 116, HH, 59, KK, M, 138, V, and Lewis and Clark Village. Detailed information is located on the school districts web site at [www.bcr4.k12.mo.us](http://www.bcr4.k12.mo.us)

### **Lunch and Breakfast Program**

During the first week of school, all children will receive an application for free or reduced breakfast and lunch. We encourage every parent to apply even if they choose not to receive the benefits. School districts receive federal assistance for all families eligible for free or

reduced lunch and breakfast. The forms need to be returned to school as soon as possible. **If family circumstances change, applications need to be updated.**

Breakfast is \$1.10 for regular priced meals and \$.30 for reduced. School lunches are \$1.70 for full price meals, and \$.40 for reduced. Students may pay daily, weekly, or monthly. Students may purchase a second milk at \$.40 a carton. This is in addition to the one milk that comes with the lunch.

**Charging meals is not allowed, therefore it is suggested that enough money be kept in each student's account to cover at least one lunch just in case you forget to send money each day.** The students receive lunch notes each week if their lunch balance goes below \$3.00.

The school cafeteria should be considered a restaurant where students go to eat. Good manners should apply as with any restaurant, so everyone may enjoy their lunch and visit with the people sitting near them at their table. Studies have shown a proper diet enhances student achievement. We strongly encourage you to supervise the packing of your child's lunch. State regulations forbid soda pop to be drunk during school lunch. If your child brings a cold lunch please send a nutritious meal and an appropriate drink, or they may purchase milk through the kitchen.

### **Lunch Schedule**

There are three lunch periods at Rushville Elementary:

Pre K & 1 <sup>st</sup>	11:00 - 11:25
2 <sup>nd</sup> - 4 <sup>th</sup>	11:30 - 11:55
5 <sup>th</sup> & 6 <sup>th</sup>	12:00 - 12:25

Parents are welcome to eat lunch with their child. We do ask that you notify the school no later than 9:00 A.M. so your meal is included in our lunch count. If a parent is eating lunch, the lunch money should be sent with their student in the morning. The price for an adult lunch is \$2.35.

### **Severe Allergies**

The district has student(s) with severe, potentially life threatening, allergies to peanut products and soy products. Please consider this anytime you send lunches or treats with your child/children.

### **Medication**

The school furnishes certain medications for minor discomforts, but only with parent/guardian permission. The medications furnished on a limited basis are: Tylenol or generic equivalent, Motrin or ibuprofen, sore throat spray, Benadryl or generic equivalent, cough drops, antacid, antibiotic ointment for scrapes, calamine lotion or equivalent for rashes or bug bites, and first aid spray for minor burns, generic eye drops for eye irritations, lip balm for chapped lips, Orajel or generic equivalent for canker sores or mouth irritations. If your child requires/requests Tylenol on a regular basis (i.e. more than 1 or 2 times weekly), you will be asked to send medication from home.

If your child uses any over the counter medications not on the list, you will need to furnish the medication in its original container and send written directions for usage.

If your child takes prescription medication during school time or on a regular basis, the medication must be in the original prescription container with the name of medication and the exact directions for giving (your pharmacist will furnish an extra container upon request). A physician's signature is required for long-term medication to be given at school. The forms to be completed by the physician are available on request. A physician's signature is also required for inhalers. The physician may use a long term medication form or an asthma action plan. We ask no more than a four (4) week supply is brought at any one time. The medication should be brought by an adult or responsible older child. If medication is to be given only once daily, please give it at home unless your doctor prescribes it otherwise.

If your child is temporarily taking a prescription medication, the same criteria apply, i.e.; original prescription bottle with name of medication and directions for giving.

### **Medication Form**

Each student must have a medical history form completed by a parent or guardian on file with the school nurse. This form will also give the nurse permission to give some common medications for minor discomforts as described above.

### **Medication Given at School**

The school nurse will be responsible for giving the medication when she is in the building. If she is not there, the principal, secretary or designated person will give the medication.

### **Head Lice**

Head lice checks will be done at random for each student at Rushville Elementary. Any student found with nits or live lice will NOT be allowed to remain at school. The students will be rechecked by the school nurse before being readmitted to class. This is in compliance with our **"no nits"** policy.

Excessive student absences due to head lice are not excused. These will be reported through the attendance policy if necessary. Personal hygiene and the general well-being of each child is a parent responsibility.

### **Contagious Illness**

If a student is present with signs and symptoms of CONJUNCTIVITIS, (red, itching eyes with or without purulent drainage) IMPETIGO (skin lesions resembling raised pimples filled with fluids or pus and crusted areas) or other contagious illnesses, parents will be contacted and advised to seek medical attention. Preferably the child should not attend school until examined by a physician and approved for re-admission. Otherwise the child should not attend school during the acute stage of infection. If a student has a temperature of 100 degrees F or higher, he/she will be sent home. If a student experiences three (3) or more loose stools (Diarrhea) during school hours, he/she will be sent home. We ask that students **NOT** return to school until they have been fever free (less than 100 degrees F) for at least 24 hours WITHOUT medication and/or free from vomiting for at least 24 hours.



### **Classroom Parties**

There will be 3 classroom parties each year. Halloween, Christmas and Valentine's Day will be celebrated. Chaperones, supplies and activities are coordinated through the P.T.O. These parties will be limited to parents and guardians only.

Halloween - Oct. 29 @ 2:20

Valentine's Day - Feb. 14 @ 2:20

Christmas - Dec. 17 @ 2:20

In addition, parents or guardians may assist with field day activities held in May each year.

Students are allowed to bring only pre-packaged treats to celebrate their birthdays. Students may pass out personal party invitations at school **ONLY** if each child in the class is invited to the party. Otherwise, these invitations should be mailed from home.

Due to distraction caused in the classroom and safety issues on the buses we ask that you not deliver birthday gifts, balloons or flowers to the school.

### **Field Trips**

Field trips are scheduled by the classroom teachers. These trips are designed to add to and expand the classroom curriculum. Parents will always be notified of any field trip plans. One parent chaperon will be provided for every five students attending. Depending on the trip, more chaperons may be required. This is done at the discretion of the planning teacher. When permitted by the organization, each student will be allowed to invite one adult (age 21 or older) to accompany them on each field trip. **This is limited to parents, guardians and grandparents only.** **NO** siblings or other family members will be allowed to attend. Adults need to abide by the rules set by the classroom teachers. Adults are not allowed to smoke on school sponsored field trips. A field trip is a privilege to attend depending on proper class behavior, completed assignments, and teacher recommendations. Sometimes students will be asked to bring an amount of money to help pay for the cost of the event.

\*Other educational trips may be scheduled throughout the school year.

These fees are due prior to the trip date. This money will be collected at the front desk and a receipt will be issued.

### **Visitors**

**For the safety of all students and staff, all exterior doors at Rushville Elementary will remain locked at all times.**

*Visitors are required to approach the front entrance, push the button to be identified by the front desk, and report to the office according to school board policy! Visitors should enter the building through the front entrance only and sign in at the front desk.*

We have a **mandatory sign-in/out policy** for visitors and students arriving or departing outside normal school hours. **Parents will be responsible** to sign the student in/out at the front desk. Visitors will be given a badge to wear identifying them. This ensures to all employees that the visitor has checked in at the office and has permission to be in the building. We feel this is a necessary precaution in providing a safe environment for all.

There are special situations that make classroom visitors an addition to instruction. There are also a few times that someone may need to visit a class to observe a specific student or activity. These visits are to be kept to a minimum and short in length. Parents who feel like they need to observe their child in a classroom must make arrangements in advance with the teacher. This visit should usually not be more than 45 minutes. Friends or other relatives may not attend classes.

It is not our intent to discourage visitors in school, but it is our purpose to protect our students and their instructional time.

### **Telephone System**

Each classroom is equipped with a telephone to facilitate parent/teacher communication.

Students may use the school telephones for emergency situations determined by school authorities. Students should not use the telephones to retrieve homework assignments. These should be done in advance.

The front office will answer the phone between the hours of 7:45 a.m. and 3:45 p.m. The automated system will receive calls at all other times. You may report a student's absence, inquire about your child's homework assignments for the day or leave a message for any teacher. We also have a Tips Hotline that will allow students and parents the opportunity to anonymously report anything they feel school administrators should be aware of. To access any of the mentioned services, simply dial 688-7777 and a tutorial will take you through your options step by step.

### **Parental Information**

Parents are encouraged to utilize the parent portal to Lumen. This is your way to get on the internet and check your child(ren)'s attendance, grades, and lunch account information. If for some reason you do not have a logon just contact the elementary office

### **Communication Services**

Students are not allowed to use or carry pagers or cell phones during school hours. These should be turned off and kept inside backpacks on the bus and at school. IPODS, Walkmans, Nintendo DS, etc. are also not permitted in classrooms during the school day.

- 1<sup>st</sup> offense taken for the day
- 2<sup>nd</sup> offense the parent will be asked to pick up.

### **Library**

To enable all students to have good access to the library materials, the following rules are used.

1. Books may be checked out for one week. A book may be renewed by bringing it back and checking it out again.  
Kindergarten – 1 book  
1<sup>st</sup> – 5<sup>th</sup> – 2 books  
6<sup>th</sup> – 3 books
2. Overdue notices will be sent home if books are not returned. Please remind your child to return books on time

3. Children will be responsible for lost or damaged books. It is recommended that your child keep his/her library book in a special, safe place to avoid loss or damage. A book will be considered lost after 3 library classes from check out date and a bill for replacement will be issued.

\* Parents will have access to view their student's library book status through Lumen Parent Portal.

### **Textbooks**

All textbooks are furnished free of charge to students who attend the Rushville Elementary School. However, students are expected to exercise reasonable and proper care in the use of district owned texts. Students will be responsible for lost or damaged books.

### **Student Communicators**

Student communicators will be provided for students in grades one through three. The purpose of the communicator is to provide a daily line of communication between home and school.

### **Student Planners**

Student planners will be provided for students in grades four through six. The purpose of the planner is to provide a daily line of communication between students, parents, and teachers regarding homework, academic progress, and behavior. The students will be responsible for writing all homework assignments given in their planner; and for bringing it to and from school each day. Through the planners, teachers may inform parents of homework and test scores for each subject as necessary. Behavior concerns may also be addressed. It is the parent's responsibility to check planners each day for communication from teachers.

If a planner is lost, the student will be required to replace it immediately through the office. The cost is \$5.00

### **Special Services**

Rushville Elementary is fortunate to have specially trained instructors who can help students who have met the state criteria for special needs.

There is a teacher to give assistance to students who are classified learning disabled or educationally mentally handicapped, also gifted education is offered to those who qualify. Rushville Elementary also has the services of a certified speech therapist and an elementary guidance counselor, and Title I Reading and Math.

### **Student Dress Code**

Student's dress and grooming will be the responsibility of the individual and the parent. Student dress can have significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. The following have been found to be a distraction to the learning process and therefore are unacceptable for wearing in an elementary school.

1. Halter or strapless tops, spaghetti strapped (1 inch or less wide) dresses or tops, tube tops, swimsuit-type tops, bare midriffs, mid-cut shirts or tops, and see-through shirts are not allowed.

2. Shorts, dresses, and skirts must be of an appropriate length. The bottom of the garment must at least touch the child's fingertips.
3. Clothing that advertises such substances as alcohol, drugs, and cigarettes are prohibited.
4. Clothing that utilizes double play on words, obscenities, profanity or is suggestive in anyway is prohibited.
5. **Hats or caps are not to be worn in the building during school hours. This does include any type of headdress i.e. dew rags, etc. All boys and girls must adhere to the same rules**

For health and safety, appropriate footwear must be worn at all times – bare feet or Heelys are not acceptable.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications.

### **Citizenship**

Citizenship is defined by the National Association of Elementary School Principals as students who:

- Are always prepared for class
- Have assignments completed on time
- Volunteer when needed
- Are ready to help others
- Always play fair
- Treat everyone with respect

In addition, students are always expected to do their personal best. As parents and teachers we believe these are behaviors we want to see in all children.

### **School Pledge**

Rushville Elementary begins each day by saying the Pledge of Allegiance and the School Pledge. We feel this is a good way to remind students of the daily routine and expectations.

#### ***Rushville Elementary School Pledge***

*I pledge today to do my best in reading, math, and all the rest.*

*I promise to obey the rules in my class and in the school.*

*I'll respect myself and others, too.*

*I'll expect the best in all I do.*

*I am here to learn all I can, to try my best and be all I am.*

## **Discipline**

It is a must that children learn to develop self-discipline. We ask that you discuss with your children the importance of and need for good manners and a good attitude. We feel that this is something all parents want of their children and should expect of them. Appropriate behavior will be demanded at all times at Rushville Elementary. In addition, students are to treat all school materials and facilities with respect.

## **Suspension**

In-school suspension and out of school suspension are possible consequences for not following school rules. Students serving in-school suspension may be transported to DeKalb to the in-school suspension room and complete all work. They may not participate in any activities or classes during this time. Students serving an out of school suspension will receive no credit for any lessons assigned during that time. All work will be made available to the students. We strongly advise it be completed so the student gains the information presented and does not fall further behind.

## **Weapons in School**

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

## **BOARD POLICY 1432      Prohibition Against Firearms and Weapons**

*The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase school premises include all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.*

*Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 – Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.*

*Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.*

The district takes every precaution in providing a safe learning environment. Parents should be aware of any items their children bring to school. Toy guns or weapons of any kind should

**NEVER** be brought to school. Anything perceived as a weapon will be treated as such. Violators will be punished to the fullest extent.

### **Student Conduct on School Buses**

Safe transportation to and from school is essential to the successful operation of the school district. Any student whose conduct on a school bus is improper and jeopardizes the safety of others may have the privilege of school bus transportation suspended for a period of time. We consider the safety of each child to be very important. Any passenger refusing to behave on a school bus is endangering the lives of the other children. Misbehavior cannot be permitted and will be treated through a Bus Conduct Notice System.

### **BUCHANAN COUNTY R-IV BUS RULES**

1. Promptly follow the driver's instructions
2. Stay seated and face the front of the bus
3. Show respect for everyone on the bus
4. Improper language or gestures will not be tolerated
5. Keep hands, feet and belongings to yourself and inside the bus at all times
6. Eating, drinking and tobacco products are **not allowed** on the bus
7. Fighting, property damage, or disobeying the driver are cause for suspension from bus riding privileges

Conduct Notices will be handed out as follows:

1. Conduct Notice sent to parent.
2. Mandatory, parent, student and transportation director conference – Conduct Notice sent to parent.
3. Student suspended from the bus – Conduct Notice sent to parent
4. Same as # 3

Students may immediately be suspended from bus privileges for behavior considered to be hazardous to the health of others or for actions considered to be of a serious nature.

If you have questions or concerns regarding transportation issues please contact Linda McDowell, transportation director for Randy Small Transportation.

### **Fire, Tornado, and Safety Drills**

Fire, tornado, and safety drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the posted instructions in each classroom indicating proper procedures.
2. Walk, no talking. Move quickly and quietly to designated area.

### **Recess Policies**

We believe exercise and fresh air are an important part of each child's day. However, students that misbehave in the classroom or on the playground may lose the privilege of being on the playground. Please encourage your child/children to follow rules and procedures.

If the wind chill, according to [www.weather.com](http://www.weather.com) for Rushville, MO, “feels like” 20° or below, there will be no outdoor recess. If the wind chill or temperature is 20°-24° students will have a 15 minute recess. Students should always dress for outside recess including hats, gloves scarves, and boots. If temperature permits students will be allowed to go outside in the snow. Also, if school is dismissed due to extreme heat there will be no outdoor recess.

All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

### **Lost and Found**

Items found at school are to be brought to the school office when the owner isn't known. Parents are asked to put the student's name on all items brought to school. School supplies, lunch boxes, jackets, gloves, and other items are easy to return when they are marked.

Students should not bring items of great value to school. Parents, please supervise what students bring to class.

### **Parent Conferences**

Parent/Teacher Conferences will be held after the first and third quarters. Parents will also pick up grade cards at this time. Staff members are concerned about the progress of students at Rushville Elementary and are always willing to discuss the student's education. Conferences may also be scheduled during the year if necessary.

### **Honor Roll**

Fifth and sixth grade students are eligible for an honor roll membership at Rushville Elementary School. The criteria will be as follows:

Superintendent's	Student receiving all A's – 4.0 grade average
Principal's	Students whose grade point average falls between 3.5 and 3.99 on a 4.0 scale. Students may have only one C and no grade below C
Black and Gold	Students whose grade point average falls between 3.0 and 3.49 on a 4.0 scale. Students may have only one C, and no grade below C.

### **Grade Scale**

The following grading scale is used at Rushville Elementary.

A	100-95
A-	94-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D-	63-60
F	59-0

## **Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed each day.

If students utilize their time at school they should not have excessive homework. Work assigned is meant to be done at school for the most part. If a student has large amounts of homework please contact the teacher to discuss the situation.

An incomplete assignment may be completed for 75% credit of the original value of the assignment if turned in at 8:05 a.m. the following day.

## **Make-up Work**

Make-up work is provided for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. A parent may call the school office and request the student's homework early in the day. Please allow the teacher enough time to compile the work. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

The number of days absent will equal the number of days allowed to make up the work. (Example: If a student misses 2 days of school, he/she will have 2 days upon their return to school to turn in the work missed. This work will be due upon arrival the 3<sup>rd</sup> day.) If a student misses the day of a test they will be required to take the test upon returning to school.

## **Two-Week Grade Checks**

Students in grades 4-6 will receive two-week grade checks throughout the school year. This will give parents regular notification of their child's academic progress. Parents should expect students to bring home grade checks on the dates included at the back of the handbook. Parents, please contact the teacher if you do not receive a grade check. Also, you may view student progress through the district website.

## **Extended Learning**

We believe that students cannot learn to their potential if they do not attempt assignments, projects, reports, etc. assigned by their teachers. It is impossible to evaluate their academic status and capabilities as a student if assigned work is not attempted. In addition, students earning a D or F on a two-week grade check have not mastered course objectives and need further time and assistance.

Extended Learning will be assigned to any fourth through sixth grade student that has a D or F as a grade on their two-week grade check.

Extended Learning will be held Tuesdays and Thursdays the week following two-week grade check, from 3:00-4:00.

If a student fails to report to Extended Learning prior to the completion of any missing assignment(s) they will be assigned a Saturday School from 8:00AM until noon and be given a third and final opportunity to complete the work.



Failure to report to Saturday School will result in a two-day Out of School Suspension and a conference with the parent(s).

**Tiger Time**

Students will participate in Tiger Time. This will provide students opportunities for additional instruction and study time within the school day.

**Awards**

These awards will be presented during awards assemblies as well as throughout the year. Sixth grade awards will be given at Promotion.

Available to:	All Students	Attendance, Book-It!, Reading Circle, Citizenship
	Grades 3-6	Missouri Assessment Program Awards
	Grades 4, 5, & 6	Student Council
	Grades 5 & 6	Honor Roll, Science Fair, Academic Team, Spelling Bee
	Grade 6	President's Education Awards, Valedictorian, Salutatorian

Tiger Pride ribbons in grades K-2 are given by teachers and they recognize student accomplishments. Students in grades 3-6 set individual quarterly goals for themselves. Students accomplishing their goals are recognized in an assembly and are able to select from a list of incentives.

Field trips or special activities are planned for students earning honors in MAP, Honor Roll, and Title I Math and Reading. Various classroom celebrations are held each month in honor of student successes.

**Promotion and Retention**

The philosophy of the board is that students need to meet minimum requirements for promotion to a higher grade level. A conference with parents and the building principal (by phone or in person) must be held to inform parents if a student has not been promoted to their next grade level. A student failing two or more subjects will most likely be retained.