

Parkview Elementary

Student Handbook

2016-2017

Pre-School-2nd Grade

602 South Harris Street
Cameron, Missouri 64429



School Hours: 7:45-2:45 p.m.
Office Hours: 7:15-3:15 p.m.
School Phone: 816-882-1051

School Mascot: Dragons
School Colors: Black and Gold

Battle Cry: Dragons are extreme, when we work as a team!

Mission: Growing and learning today for a better tomorrow.

Vision: We will empower students to be problem solvers in an exciting, challenging and collaborative environment.

Cameron R-1 Public Schools

CAMERON, MO 64429

<http://www.cameron.k12.mo.us/>

Distinction in Performance Award 2001-02, 07-08, 09-10, 11-12

Dear Parents,

Welcome to the 2016-2017 school year at Parkview Elementary. We take great pride in our students, families, staff and extended school families. Parkview faculty and staff will strive to provide a challenging curriculum in a safe, positive, and nurturing learning environment. Missouri Learning Standards are being implemented, and I am looking forward to an exciting year of learning and growing with our students.

The strength of any school community is the joint effort of parents and staff to establish and maintain high expectations for all areas of student growth and development. We invite you to become an active participant in our school community through asking your child daily about what he/she learned, reading daily at home, volunteering, joining our parent teacher organization, or attending and supporting school events. Research clearly supports that when parents participate and are actively involved in their child's education; these actions create academic success for the child. Education is a partnership between the school, students, parents, and community, and you are always welcome to be involved.

In the handbook, you will find information addressing procedures at Parkview and policies of the Cameron R-1 School District. Please take time to read through the handbook and familiarize yourself with our expectations and procedures.

I hope each of you have been enjoying these past few weeks of summer and are now looking forward to a great school year. We are committed to helping each child achieve their very best this year. If you have any questions or concerns please stop by my office or give me a call.

Sincerely,

Donna Rush
Parkview Principal

Staff Directory

Donna Rush	Principal	drush@cameronschools.org
Janet Smith	Director of Special Education	janet.smith@cameronschools.org
James Proctor	School Resource Officer	jproctor@cameronschools.org
Angela Ormsby	Instruct. Coach/Assessment Coord.	aormsby@cameronschools.org
Mary Jane Kemna	Intervention Instructor	mkemna@cameronschools.org
Margaret Fletchall	Intervention Instructor	mfletchall@cameronschools.org
Lori Brown	Intervention Instructor	lbrown@cameronschools.org
Francee Virts	Process Coordinator	fvirts@cameronschools.org
Stacy Robinson	Nurse	srobinson@cameronschools.org
LeAnn Kissire	Secretary	lkissire@cameronschools.org
Heatherlee Ryals	Guidance Counselor	hryals@cameronschools.org
Nancy Rodgers	Computers	nroddgers@cameronschools.org
Cayla Riley	Librarian	criley@cameronschools.org
Mallory Neeley	Music	maneeley@cameronschools.org
Jamie Berry	Physical Education	jberry@cameronschools.org
Betsy Bogle	Art	bbogle@cameronschools.org
	Zenith	
Sara Reno	ECSE	sreno@cameronschools.org
Ashley Conover	ECSE/Title	astevenson@cameronschools.org
Cyndee Miller	Title/Preschool	cmiller@cameronschools.org
Crystal Lind	Missouri Preschool Program	clind@cameronschools.org
Donn Harrison	Kindergarten	dharrison@cameronschools.org
Sara Feiden	Kindergarten	sfeiden@cameronschools.org
Matthew Neeley	Kindergarten	mneeley@cameronschools.org
Jennifer Todd	Kindergarten	jtodd@cameronschools.org
Ricki Oehring	Kindergarten	roehring@cameronschools.org
Melissa Francis	Kindergarten	mfrancis@cameronschools.org
Mary Flanders	First Grade	mflanders@cameronschools.org
Megan Gilliland	First Grade	mcook@cameronschools.org
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Cheryl Shipley	First Grade	cshipley@cameronschools.org
Bridget Pennington	First Grade	bpennington@cameronschools.org
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Adler Adams	Second Grade	adams@cameronschools.org
Whitney Howk	Co-Teacher ELA	
whowk@cameronschools.org		
Kitty Sutton	Co-Teacher Math	ssutton@cameronschools.org
Lisa Ripley	Resource Room	lripley@cameronschools.org
Andrea Morris	Resource Room	amorris@cameronschools.org
	Speech Improvement Plans	@cameronschools.org
Michelle Heins	Speech Pathologist	mheins@cameronschools.org
Sheila Switlik	Speech/Language Diagnostician	sswitlik@cameronschools.org
Mitzi Cleary	Occupational Therapist	mcleary@cameronschools.org
Cassie Johnston	Cert. Occupational Therapy Asst.	cjohnston@cameronschools.org
Heather Yuille	Cert. Occupational Therapy Asst.	hyuille@cameronschools.org
Samantha Kinslow	Physical Therapy	skinslow@cameronschools.org
Shelbie Alexander	Physical Therapy Asst.	salexander@cameronschools.org
Karen Newhart	Reading Para	knewhart@cameronschools.org
Mary Knab	Reading Para	mknab@cameronschools.org
Cindy Ebert	Special Education Para	cebert@cameronschools.org
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Lori Robertson	Special Education Para	lrobertson@cameronschools.org
Helen McDaniel	Recovery Room Para	hmcdaniel@cameronschools.org
Gloria Teaster	Preschool Para	gbrockman@cameronschools.org
Dorothy Vaiculis	Preschool Para	dvaiculis@cameronschools.org
Cheri Curtis	Library Para/Parents as Teachers	ccurtis@cameronschools.org
Amber Hurst	Preschool Para	ahurst@cameronschools.org
MPP Para		
Mary Bradford	Parents as Teachers Coord.	mbradford@cameronschools.org
Learn Walton	Parents as Teachers	lwalton@cameronschools.org
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Stephanie Thornton	PTSA President	steph.n.thornton@gmail.com
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Chasity Ramsey	PTSA Secretary	
chasity.m.ramsey.h1m7@statefarm.com		
Maggie Kearns	PTSA Treasurer	mkearns@cameronschools.org

Important Contact Information

Parkview Elementary	882-1051
Bus Barn	632-2421
Central Office	882-1031
Special Services	882-1035

The rules and regulations you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority

School starts at 7:45 a.m. and ends at 2:45 p.m. The title and ECSE, a.m. preschool programs run from 7:40 a.m. -10:40 a.m. The afternoon title and ECSE preschool run from 11:40 a.m. -2:40 p.m. Preschool classes are not held on early out days, Fridays, or the last day of the school year.

The district’s Missouri Preschool Project preschool is located at Central Office. Preschool hours are 7:45 a.m. – 2:35 p.m., and classes are held Monday –Friday.

Students who are dropped off by parents/guardians should plan to arrive after 7:15 a.m. If the crossing guard is not present and the south lot parking lot supervisor is not on duty, your child will not have access to the building.

If your child arrives to school after 7:45 a.m., the student must report to the front office and get a tardy slip before going to class .All tardies checkouts count against a student’s attendance. This includes class parties and field trips. If it is necessary to pick your child up before school is dismissed, you may be required to present identification and must sign them out in the front office prior to leaving the building. All adults are required to enter through the secured safety entrance at the front office. Please sign in at the office upon entering the building for any reason to and receive a visitor pass. Safety continues to be our priority at Parkview.

The mission of the Cameron R-1 School District is to provide all students the best educational opportunities possible in a positive and safe environment.

District Vision Statement

Living to Learn, Learning to Live and Leadership for Living and Learning

Parkview Mission Statement

Growing and learning today for a better tomorrow.

Parkview Vision

We will empower students to be problem solvers in an exciting, challenging and collaborative environment.

Parkview Battle Cry

Dragons are Extreme, When We Work as a Team

Office of Superintendent Safe Schools Act

This written communication is designed to provide information to you regarding the MISSOURI SAFE SCHOOLS ACT. A complete copy of the Safe Schools Act is available in the principal's office of each attendance center. These materials are available for your review during normal school day hours and regular office hours in the central office. The Cameron R-I School District shall adhere to the provisions of this legislation and shall modify district and building policies, procedures, and regulations in a timely manner. Each school building has its own discipline policy, which is provided in the student handbooks and may be accessed in the building’s office during normal school day hours. Information regarding the safety and the reporting requirements of juvenile officers and school officers are listed in a brief summary below:

- * Assault against another person while on school property is a Class D felony.
- * School administrators are required to report acts of school violence, as well as any information from a disabled child's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior to teachers and other employees with a need to know of such behavior. All school employees are to receive job-related instruction on dealing with acts of school violence, the disciplining of pupils with disabilities, and requirements for confidentiality.
- * School administrators must also report to law enforcement agencies certain crimes or acts that would constitute certain crimes if committed by an adult on school property. Those crimes are listed in the law.
- * If a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school.
- * Juvenile officers must notify the superintendent as soon as reasonably practical when information or a juvenile petition is filed alleging that a pupil committed one or more of the crimes listed in the law.
- * No school board is permitted to readmit or enroll a pupil that has been convicted or charged with certain crimes listed in the law.
- * At the time of registration by a student new to a school district, the student is to be accompanied by a parent or court-appointed legal guardian. That parent or legal guardian may be required to provide a sworn statement indicating whether the pupil has been expelled from school in Missouri or any state for weapons, alcohol, drugs, or willful infliction of injury to another person. A false statement will be charged as a Class B misdemeanor.
- * A transferring pupil's academic and disciplinary records must be sent to the pupil's new school within five business days after receiving the request.
- * Drug-free school zones are 2,000 feet from school property or any school bus.
- * The penalty for making a false bomb threat is a Class D felony.

Thank you for your attention to this important information. If you have any questions or concerns about the Safe Schools Act, district or building discipline policies, please contact your child's building principal for assistance.

Sincerely,
 Dr. Matt Robinson
 Superintendent of Schools

Notice of Non-discrimination:

The Cameron R-1 Public Schools Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The district provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent of Cameron R-1 Schools
 423 N. Chestnut
 Cameron, MO 64429
 (816-882-1035)

For further information on notice of non-discrimination visit <http://wderobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-4481.

Sexual Harassment of Students: Sexual harassment is strictly prohibited in the Cameron R-1 School District. See Board Policy AC for more information regarding behavior that could constitute sexual harassment. Please contact the Superintendent of Schools to report and concerns or complaints regarding sexual harassment.

Transportation

Students whose residence is more than 1 mile from the school building are eligible for bus transportation. Any student that has an IEP, which states that the student requires special transportation to and from school, will be provided free transportation between home and the special education program facility. If you need assistance arranging bus transportation for your child, or have questions or comments, please call Don Gerber, Director of Transportation, at 632-2421.

Cameron R-1 School District School Bus Route Assignment Guidelines

School bus routes shall be based upon the permanent residences of eligible students. However, eligible students desiring transportation services to and from a location other than their permanent residence (alternate address) may be permitted to receive such services on a space-available, first-come, first-served basis. Transportation request forms shall be made available at the main office of each school building or on the school district's website.

Criteria for Approval

1. Eligibility will be based on a student's permanent residence.
2. Space availability will be determined be granted to the student's permanent residence first before space will be made available for an alternate address.
3. Best practices dictate that bus routes are set up with consistency and student safety in mind. Accordingly, all morning and afternoon assignments must be consistent.

For example:

-Picked up at parent's house and dropped off at daycare Monday through Friday.

-Picked up at daycare and dropped off at grandparent's house Monday through Friday.

-Picked up at mom's house and dropped off at dad's house Monday through Friday.

4. Morning and afternoon must remain the same all five days of the week. Because of the large number of students transported by the district, the days of the week cannot be broken up (i.e. Mon, Tues, Fri to one location and Wed, Thurs to another location). It is safest for the student to utilize consistent routing.
5. Student will be permitted to board assigned school buses only.
6. Any and all variations to the assigned schedule will require the parents to provide transportation.

Re-application

Parents are required to re-apply for ridership for their student each school year. If either the permanent residence or alternate address changes, both school and transportation office should be notified as soon as possible so that appropriate arrangements may be made.

Bus Rules

1. Follow the driver's instructions.
2. Sit in your seat facing the front of the bus with your feet on the floor.
3. No littering, marking on, or damaging the bus in any way.
4. No deliberate defiance-refusal to cooperate with the driver or other school staff member.
5. Keep all body parts and all other objects inside the bus and out of the aisle.
6. No crowding, pushing, fighting, teasing, or disturbing other riders. Keep hands, feet, and objects to yourself.
7. No yelling, screaming, arguing, cursing, using profane language or gestures.
8. No deliberate delay of loading or unloading of the bus.
9. No fighting or scuffling at the bus stops.
10. The use of tobacco or drugs in any form is prohibited.

11. No eating or drinking on the bus.
12. No getting on or off at unassigned bus stop without written and signed consent from a school official.
13. No sexually oriented remarks, gestures, or contact with another student.
14. Radios, CD players, tape players, live animals, alcohol, glass items or containers, toys, skateboards, sharp objects, weapons, ammunition or any large object or playground items are not permitted on the bus.

A severe incident (fighting, vandalism, and possession of illegal or dangerous materials/items) may require suspension from the bus from one day to the remainder of the school.

Bus Discipline Measures

Buses carrying school children will be considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his or her rights to school bus transportation suspended for such period of time as deemed proper by the building principal or designee. Uniform rules of conduct and disciplinary measures will be enforced. Conduct notices will be handled as follows:

1. First Notice: Student will be warned. A notice of the bus infraction will be sent to the parent/guardian, or parent phone call will be made.
2. Second Notice: The student will be removed from the bus for three (3) school days.
3. Third Notice: Student will be removed from the bus for five (5) school days.
4. Fourth Notice: Student will be removed from the bus for ten (10) days.
5. Fifth Notice: Student will be removed from the bus for the remainder of the school year.

Smoking and the use of other drugs or being in possession of a weapon or device used to inflict physical injury to another person is cause for removal from the bus for the remainder of the school year.

In addition to possible suspension of bus privileges, students are subject to the applicable discipline consequences for any violation of school policy (see District discipline policies and procedures).

Cooperation and support between home and school are very important to maintain good behavior and safety on the buses. Please review this information with your child and make your expectations clear.

Should bus students misbehave at school and need to be detained after school, parents/guardians will be called immediately, or if possible be given one day's notice to make transportation arrangements.

Private Cars-Student Drop Off and Pick-ups

Before School - Only buses are allowed in the circle drive while buses are unloading, the crossing guard will direct all cars to the south lot. After all buses have unloaded,, cars may drop off students in the circle drive. A supervisor will be present in the circle drive and the crossing guard will be on duty until 7:40. Please pull all the way around the drive to unload at the farthest dropping point, so as many cars as possible can unload. Dropping off students on Harris Street is prohibited as it creates a dangerous environment for the crossing guard and students. Please park in the South parking lot if your child needs extra time getting out of the car, a traffic jam occurs if parents and/or children are not ready to drop off at the sidewalk. The circle drive is a no passing zone, please stay in line.

All kindergarten-second grade students and parents will enter using the bus entry doors. Preschool students and parents will enter using the office doors.

After School –Only buses are allowed in the circle drive and on Harris Street after school. Car riders (Pre-K-2nd grade) will be dismissed to the south lot at 2:45. Parents should park in the south lot and exit their car to pick their child up. Parents should assemble on the south side of the playground fence for pick up. It is important to make contact with the supervisor to ensure all students arrive safely.

If you desire to pick your child up versus them riding their regularly scheduled bus, you need to notify the office by 1:00 p.m. so that change can be given to their teacher and the transportation department.

Walkers: All walkers will be dismissed with bus riders and must exit the school in the front and cross the street with the crossing guard.

Early buses (special education) will drop off and pick-up in the west parking lot.

Bicycles and Skateboards

1. Students who ride bicycles should do so in a safe and proper manner.
2. The school cannot assume responsibility for loss or damage to private property. Bicycle racks are provided. Students must park their bicycles immediately upon arriving at school.
3. Students should not ride bikes on school grounds.
4. Students are not to ride another student's bike.
5. No motorized bikes or carts are allowed at any time.
6. If you ride a skateboard to school you are to walk it onto and off school grounds. During the school day, it must be stored in the office, not in the classroom. Ignoring these rules will forfeit the privilege. Skate shoes are not allowed

Food Service

Parkview Elementary uses a computer system to keep track of breakfast and lunch purchases. For your convenience we encourage purchasing meals in weekly amounts or greater. All money will be credited to your child's account. No change will be given.

Students who bring cold lunch may use their lunch card to purchase milk. Students who qualify for free lunch must have money in their account in order to use their lunch card to purchase milk. Breakfast will be served from 7:15-7:35. Students arriving after 7:35 will be offered a cold breakfast (cereal) to take to their classroom.

Free and reduced breakfast/lunch price applications are available in the office. Extra milk is available for \$.35.

If your child reaches a negative \$5.00 account balance or more they will be served a commodity meal until payment is received. You may pay electronically on the Cameron web site using rev-trek.

Breakfast	\$ 1.25	Adult Breakfast	\$1.60
Lunch	\$ 1.90	Adult Lunch	\$2.45
	<u>5 Days</u>	<u>10 Days</u>	<u>20 Days</u>
Student Lunch	\$9.50	\$19.00	\$38.00
Reduced Lunch	\$2.00	\$4.00	\$8.00
Student Breakfast	\$6.25	\$12.50	\$25.00
Reduced Breakfast	\$1.50	\$3.00	\$6.00

Parkview Elementary invites parents/grandparents/guardians to have lunch with their child. We request that you call or send a note that day please. The cafeteria prepares meals according to a count done at the start of each school day. Minors are not allowed to show up at school and eat lunch with students. An adult must

accompany anyone joining a student for lunch. Due to food allergies we request that you do not share your food items with other students. Parents will be asked to sit at the table with their child's classroom.

NOTE: Student behavior in the cafeteria shall be based on common sense, courtesy, and cleanliness. The BIST discipline program is a building wide program that includes student behavior in the cafeteria. Cleanliness is a priority, which means leaving the area clean when you leave. Food trading is not permitted.

We certainly never want any student to go hungry at Parkview and being able to serve breakfast and lunch to all our students is a priority. Sometimes, most often at breakfast, students may not finish their food for a variety of reasons. Students may take their own unopened, packaged food items with them from the cafeteria to be put in their book bag and taken home. No opened, main dish, or side food items can be taken out of the cafeteria. No school purchased drinks of any kind, open or sealed, can be taken out of the cafeteria. Drinks brought from home must be finished in the cafeteria or kept in a sealable container if taken out of the cafeteria. A student will lose this privilege if the rules are broken. Regardless of the situation, all instances of food or drink items leaving the designated eating area (cafeteria) will be at the discretion of the building administrators.

Elementary Curriculum

The elementary curriculum has been planned and developed with the continuous growth of the child as its basis. It is essential for the student to master the basic skills in each subject area. The elementary curriculum is also individualized so the special needs of each child are addressed during instruction. Programs include: reading, math, science, social studies, communication arts, health, art, music, physical education, guidance, library skills, and computers/technology. This core curriculum is supported by a variety of activities which develop the child's social as well as academic growth. The school furnishes textbooks to all students. Reasonable wear is expected as a result of daily use. If a textbook, workbook, or other school owned property is misused or damaged, the student/parents will be held responsible to pay for the damages/replacement cost.

Library Services

Students will visit the school library at least once a week. Kindergarten and 1st grade students may check out 1 book at a time. Students in 2nd grade may check out 2 books at a time. Every effort should be made to return books when they are due. Students will be allowed to check out more books only when the first 2 are returned. Students/parents will be charged for any unreturned or damaged books. Parkview Elementary is proud to continue using the Accelerated Reader (AR) program. The purpose is to help your child increase their independent reading level. Students may choose to read certain books that are worth points based on their reading level, and take tests on the computer to check their comprehension. Student progress will be tracked throughout the year on the AR wall near the Library. The AR "Wall of Fame" will show the top student readers in the school. (Wall of Fame is reserved for students who are enrolled full-time equivalency in the Cameron R-I Schools). Open Library will continue this year on Monday and Thursday nights from 5:30 to 7:00. The start date of open library will be communicated to the parents and students after the school year gets started.

Accelerated Reading

DRAGONS ARE READERS EVERYDAY

- Reading Logs: To promote reading and encourage parent involvement, students are encouraged to read at home. Parents-siblings-etc. may read to students, students may read silently, or the focus may be fluency and your child may be asked to read aloud. The following times are per week.
 - Kindergarten: 30 minutes
 - First Grade: 45 minutes
 - Second Grade: 60 minutes
- Students will track points toward their goal in their DATA Notebook

- Students will be blocked on the computer from testing below their ZPD range.
- Students will participate in fifteen minutes of silent reading called Dragons are Readers Everyday!
- Students will be recognized when he/ she reaches 50% of their goal. Students will run a victory lap and be cheered for by their peers.
- Students will earn tickets to use at the Parkview Carnival based upon points earned and goal met.
- Students who have doubled their AR goal will earn the privilege to attend a picnic with the librarian.
- Parents, grandparents, etc. are invited to visit Parkview Elementary and read with their student or to the classroom one time during the year. Students will receive a certificate and their name will be placed on guest reader wall.

Guidance Counseling

The guidance program provides services to all students at Parkview. It is a comprehensive program that has specific age appropriate content. These services are provided through classroom, individual, and small group sessions. At Parkview we not only strive to meet the academic needs of our students, but also their emotional and social needs as well. The counselor is also available for parent conferences upon request.

Special Services

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 Cameron R-1 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 Cameron R-1 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 Cameron R-1 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 Cameron R-1 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 Special Services Office at 423 N. Chestnut, Cameron, Missouri, Monday thru Friday from 8:00 a.m. to 3:00 p.m.

This notice will be provided in native languages as appropriate.

Cameron-R-1 School District

Janet Smith, Director of Special Education (816) 882-1035

The school district may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of the services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to Janet Smith at (816) 882-1035

Cordially,

Janet Smith, Director of Special Education

Title I Services

All students at Parkview Elementary are eligible to receive supplemental academic help through the federal Title I program. This involves assistance in learning for students that are struggling with reading. Remedial assistance and RTI (Response to Intervention) time is embedded in the school day schedule for all grade levels. Intervention may be done in the classroom or by pulling small groups of students out of the classroom.

As participants of federal programs, the district provides complaint procedures for the 2015-2016 school year. The forms can be found at the following links:

NCLB Complaint Procedures;

<http://dese.mo.gov/sites/default/files/qsfedcomp-Complaint-Procedures-adequate-information-final-2015.pdf>

For your convenience, complaint procedures can also be picked up at the Parkview Office.

Recess Policies

A student that is well enough to attend school is considered well enough to participate in playground activities and will be expected to do so. Appropriate dress is required for inclement weather. Students will go outside for recess if the temperature or wind-chill is above 20 degrees. **When it is necessary for a student to be excused from playground activities or physical education, a written statement from a doctor must be sent to school, parent notes are not accepted.**

Field Trips

As part of the school program, children may be taken on educational trips requiring bus transportation. School personnel supervise all educational trips. Any parents attending field trips with their student are asked to not bring siblings and are asked to abide by school rules refraining from tobacco, alcohol, and inappropriate language. This should be a special trip for you and your child. Students are expected to ride the bus with their class to the field trip. If your child won't be returning to school, you may check them out with their teacher after the fieldtrip, but if checked out prior to 2:45; the student will be marked absent. Otherwise, all students are expected to use the school provided transportation. Parent involvement on a trip may be limited and is at the discretion of the teachers and/or administrator. Please check with your child's teacher if parents are able to attend a specific trip or not. The Parkview PTSA provides some funding for most field trips; however, we may ask for a small amount to assist in covering admission fees and/or transportation costs. Attending field trips is a privilege and students with poor attendance may be required to stay at school to work on skills missed during their absences. Students choosing not to control their behavior at school or follow school rules may not be

allowed to go on field trips. Students on field trips are ambassadors of Parkview Elementary School. Their very best behavior is expected.

Assemblies

Assemblies are special times for students. Appropriate assembly behavior is necessary for all students to enjoy and learn from the assembly. Students choosing to misbehave during assemblies may not be allowed to attend a future assembly.

Money

If your child is bringing money for any purpose to school they need to give it to their teacher first thing in the morning. Funds for lunch, field trips, book orders, etc. can easily be lost or stolen when left unattended. Do not send loose money with your child. Please put it in a sealed envelope with your child's name, the teacher's name, the amount and the purpose of sending it.

School Parties

School parties will be held in the fall (Oct.), winter (Dec.), Valentine's Day (Feb.), and Read Across America (March). All parties will be held from 12:00 – 12:30 p.m. PTSA assists with special preparations. Parents and students are not allowed to dress in costumes for the fall party, which is centered around the same time as Halloween. The principal must approve all parties other than the above. Parents attending the parties will check in at the office and wait in the office until the parties begin. A nutrition guideline for snacks is included later in the handbook.

Student Birthdays

We certainly want to acknowledge birthdays here at Parkview, but individual parties are not allowed. Parents may provide store bought birthday treats to share with classmates at school, but classroom visits are not allowed. Students may hand out invitations for parties at school IF everyone in the class is included. No addresses or telephone numbers will be given out from the office/teacher pertaining to this or any other request. All students will receive a birthday balloon from the office on their birthday/half birthday. Students may take their balloon home on the school bus. Deliveries from parents etc. of balloon bundles may not be taken on the school bus.

School Pictures

Individual pictures as well as group pictures are taken each year. Purchasing pictures is optional. Yearbook sales take place in the fall and delivery is in the spring which will include each child's picture and class picture.

Parent Teacher Communication

Parents are encouraged to contact their child's teacher at any time. If you are having a problem or concern about your child, please speak with the teacher first before contacting the building administrators. You may leave a message for any teacher on their classroom phone. Your child's teacher will return your call upon their next available planning period or before/after school. All teachers also have an e-mail account. Please contact your child's teacher if you wish to have e-mail communication.

All staff email addresses are provided on pages 3-4 of this handbook.

Parent-teacher conferences are scheduled for every parent during the Fall Conference time. Spring parent-teacher conferences are scheduled by teacher request. Information you receive at conferences should never be a surprise. Consistent, year-long communication between parents and teachers is crucial for the success of the student.

Watch D.O.G.S. (Dads of Great Students)

Watch D.O.G.S. is an innovative father involvement, educational initiative of the National Center for Fathering. Fathers, grandfathers, etc. volunteer their time and spend time at the school. PTSA is sponsoring this program and in order to volunteer participants must pass a background check.

Goals of a Watch D.O.G.S. program

1. To provide a positive male model for the students, demonstrating by their presence that education is important.
2. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

Visitors

So that we can protect our students properly and instruction time, all visitors (parents, grandparents, and guardians) are required to enter through the secure office entry. You are encouraged to visit your child's school, but please notify the teacher first and arrange for the visit so it will not interrupt the classroom routine. Other siblings should not accompany parents when conducting a classroom visit. Teachers will not be available to conference with you during the visit. Any questions that arise from your visit should be discussed with the teacher at a conference set at a later date. Parents bringing items for their children should leave those items at the office rather than taking them to the classroom. It is important that we don't disrupt the learning taking place in the classrooms.

Make-up Work

Students are responsible for contacting the teacher after each absence concerning work missed. The usual practice is to give one day of make-up time for each day of being absent. Students will be responsible for completing the missed work. Every effort will be made to complete the make-up work in the morning, but may require students to take the work home for completion. If health reasons prohibit the student from meeting this requirement, the teacher will take this into consideration. Parents should call to request work early in the morning if they wish to pick it up after school. Teachers will not compile work for absent students without prior notice.

Homework

1st Grade:

Students will be held accountable for reading one book each night, Monday through Thursday. Parents must sign or initial the reading book each night verifying the book has been read. Books will be checked daily along with the daily homework sheet. First grade teachers will use the homework sheet as a communication tool. It is desired that students study their spelling words and high frequency words to be prepared for the final test on Friday. Math homework will depend on the objective taught each day and the amount of practice needed.

2nd Grade:

Students will be assigned daily homework on a Monday through Thursday basis. Students will receive one assignment in reading/ fluency, and one assignment from our math series. Students are expected to complete their two sheets of homework each night, and return their completed work to their teacher the following morning. Students will also be assigned a spelling word list and math facts each week, in which they will be expected to practice.

Standards Based Grading

The grading system for Kindergarten through 2nd

P= Proficient

A= Approaching

N= Needs Improvement

Assessments

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work may be confiscated, and a zero may be recorded for the assignment. Subsequent offenses will result in additional disciplinary consequences.

Personal Belongings

Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. **wheels, or collectible Items that shouldn't be brought to school include, but are not limited to: toys, radios, tape/CD players, cell phones, games, balls, roller blades, scooters, trading cards, sneakers with es, unless they have permission from their teacher.** Items confiscated by school personnel may be kept until the end of the school year or may require a parent to pick up. **Any personal property brought to school for any reason is the responsibility of the student who brings it.** Parents are urged to put names on such items as coats, jackets, backpacks, and lunch boxes. Parents and students may check the "Lost and Found" in the cafeteria for lost items. The "Lost and Found" collection will be donated to charity organizations.

.Communication Devices

Students may not use, display or turn on pagers, cell phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, transition time, breakfast, lunch, or on the bus. Exceptions or waivers to this restriction may be made at the discretion of administrators. Students found to possess these items may have those taken by the administration or teacher requiring a parent pick them up.

Valuables

Common sense and consideration are the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables which students bring to school. There is no reason to bring items such as MP3 players, IPODS, portable video systems, personal books, collector cards, cell phones, extra money, etc. to school unless previously approved by the teacher or administrators. Cell phones that disrupt the teaching and learning process by going off or being visible during the school day will be confiscated and may have to be picked up by the student's parents.

Child Custody

The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken,

including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities. Any questions concerning these actions need to be directed to the principal.

Emergency Fire and Weather Procedures

1. The school has pre-determined procedures for evacuating the building in the event of a fire or getting children to the safest areas in the building in the event of a tornado warning. Drills to practice these procedures are held at specified intervals.
2. The school has a tone-activated weather monitor which is on stand-by at all times.
3. The biggest danger in an emergency situation is panic.
4. Do NOT call the school. We cannot implement emergency procedures if we are answering the telephone.
5. On rare occasions, school may be dismissed early because of impending severe weather conditions. Please listen to KMRN (1360 AM) or KKWK (100.1 FM) for school closings. Local television stations, KQ 2, (St. Joe), Channels 4, 5, and 9 (Kansas City) also broadcast Cameron R-1 School Closings. The district will also issue an automated notification with information regarding the early dismissal. Please do not call the school unless the arrangements on the students' early dismissal form have changed.

Evacuation Plan

In the event that evacuation of the building is necessary due to an emergency such as a toxic material spill, structural damage to the building, or other emergency please be patient as all students/staff need to be accounted for. The football field (North of the middle school) is designated by the school district and emergency personnel as the information center for parents. The location of student pick up will be announced at the football field through school district and emergency personnel.

District Student Dress Code

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedure will specifically define ambiguous terms, and examples will be provided when applicable.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will not disrupt the educational environment or constitute a threat to the health and safety of other students. All students shall wear appropriate clothing and appropriate shoes, boots, or footwear at all times while at school.
2. Class activities that present a concern for student safety may require the student to adjust hair and/or other clothing during the class period in the interest of maintaining safety standards. Proper athletic attire shall be worn in physical education class.
3. Printed words or pictures on clothing, accessories, or body tattoos that advertise, connote, or suggest drug, tobacco, alcohol, violence, sexual, gang-related, obscene, or profane matters are prohibited.

When in the judgement of the principal, a student's appearance or mode of dress does not comply with the above criteria; the student will be required to make modifications.

If a student's clothing, accessories or hair style fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue, or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulations will be required to bring such personal appearance or grooming in to compliance by covering, changing, or eliminating the problem. A student may be sent home in order to do so. Refusal to comply with the District's dress code policy and these regulations will result in the student being prohibited from attending class until the student achieves compliance. Violations may result in detention, suspension, or other appropriate disciplinary action. **All final decisions regarding the appropriateness of student dress will be decided by the administrators.**

Tennis Shoes for Physical Education

Students are required to do a lot of running and movement in physical education class throughout the school year. Students often wear comfortable footwear to school that is not conducive for success in P.E. Students often get injured or damage their shoes if they are wearing things like flip-flops, crocks, heels, or boots. In order to keep students safe, and so they can properly participate in P.E., each student may provide a pair of tennis shoes to be kept at school and used for P.E. class, **OR** make sure tennis shoes are worn on P.E. days. Students without the proper footwear will not be allowed to participate in P.E. classes. Footwear approval will be at the discretion of the building administrators.

District Attendance Policy

Regular and punctual patterns of attendance will be expected of each student enrolled in the Cameron R-I Public Schools. As a district we are held accountable for 90% of our students maintaining 90% attendance, and we ask that you work with us to accomplish this task. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to meet the district's student achievement goals. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process because the benefits of classroom instruction cannot be entirely regained.

Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging the district to enforce that law. The district will not recognize excused/unexcused absences or vacations in implementation of this policy.

Parkview Attendance Procedures

If your child is going to be absent from school for any reason, we ask that you call the office at 882-1051 to let the school know why your child is absent by 9:30 a.m. You may call and leave a voice message stating the reason for the absence prior to office hours. If we do not receive a call, the attendance secretary will call to inquire why the student is absent from school.

Attendance letters will be mailed when a student falls below the 90% attendance rate. A student's attendance rate will be recorded on their quarterly grade card. The administration may implement the following strategies for students who fall below the 90% attendance rate or students who have had poor attendance in the past:

- Require a doctor's note for all absences
- Conference with parents
- School Resource Officer will be notified
- Home Visit from School Resource Officer and Administration
- After School Tutoring
- Summer School
- Referred to the Juvenile Officer
- Referred to the Division of Family Services
- Student may be pulled from non-core subjects or special events in order to help them learn the skills they have missed during their absences.

Students must be in attendance the full day of evening activities. Children that are ill from or absent from school should not attend evening activities.

Positive Incentives for Attendance

Parkview Elementary Goal for Attendance is 95%

Semester

At the end of the first semester, the students with an attendance percentage of 90% or higher will earn the privilege to watch a movie. The movie will be at Parkview on the last day of the semester.

Year

Students with a 90% or higher for the year, will earn the privilege to attend the Parkview Carnival. The carnival will be scheduled during the last week of the school year. Students will earn tickets/time based on their attendance percentage. The higher the percentage, the more tickets the student will earn.

***No exceptions will be given for student's attendance if it falls below 90% to attend the movie or receive tickets to the carnival. The state does not recognize excused or unexcused absences. A student is either present or absent.**

Attendance Chart

Students will monitor their attendance in their DATA Notebook.

Monthly

Announce grade level with highest percentage for attendance over the intercom and through the text caster system. Grade level attendance will be displayed in the hall. Students with 90% and above attendance for the month will receive a pencil.

State expectation is 90% of the students enrolled at Parkview Elementary will be in attendance 90% of the time. A display will be in the hall with Parkview's % each month.

A Kindergarten attendance compact will be signed by students, parents, teachers, and administrators at the beginning of the school year.

To avoid absences, we have provided you with the school calendar. We understand that urgent doctor appointments and unplanned visits can be hard to schedule outside of the school day, but please use the calendar to plan ahead for routine visits and check-ups.

Tardies

Being tardy to school can be a serious detriment to a student's learning opportunities as well. School begins at 7:45 a.m., and students are expected to be in their classroom ready to begin class. Reasons for tardiness will be taken into consideration and consequences could include, but are not limited to, contact with the parent by letter, phone or conference, loss of privileges, or after school detention. Excessive tardiness may also be turned in to the School Resource Officer and possibly reported to the Missouri Children's Division.

Parkview Bucket Fillers

- Bucket filling simply means that you do your best each day to show kindness and respect to the people around you.
- Bucket filling can be small acts of kindness.
- Bucket filling makes the people around us feel happy.
- When we fill other's buckets with kindness, we fill our own at the same time.
- If you live the life of a bucket filler, others will want to be your friend.
- Showing others you are a bucket filler will inspire them to want to be a bucket filler too!

What is the bucket? The bucket represents your mental and emotional self.

Each teacher at Parkview will have a class bucket. When the teacher or student observes someone filling a bucket, he/she will receive a token to place in the class bucket. At periodic times throughout the year, the class bucket will be dumped into a grade level bucket and then into a Parkview Bucket.

Weekly: On a designated day each week, classroom teachers will select one student to be recognized as an excellent bucket filler. This student will receive a lanyard with a shovel stating: I am an excellent bucket filler! The student will be allowed to wear the lanyard for the day.

Monthly: Each teacher will select one student per month to be recognized by the office. The student will receive a prize and have their picture in the paper. Students earning weekly and monthly recognition will earn tickets to use at the Parkview Carnival at the end of the school year.

Tutoring

In some instances, teachers will offer to privately tutor students before or after school. Teachers must do private tutoring before or after contracted school time. These arrangements need to be made privately. Teachers may not do tutoring before or after school while under contracted time due to professional development and faculty commitments to the district.

Change of Address and Phone

Parents are asked to make certain the school office has the current contact information. **The school office must have current home, work, and emergency telephone numbers and addresses. It is essential to have this information in case of an accident or illness.**

Please notify the school immediately if you have a change of address, job, or phone number during the school year. In the case of numerous occasions of parents being unavailable, the school resource officer as well as the state Children's Division may be contacted.

Health Information and Services:

The school nurse's office is located next to the main office. The school nurse is responsible for maintaining student health/immunization records, treatment of student illness/injury, overseeing medication administration of student's during school hours and conducting various school screenings (vision, hearing, scoliosis, etc.) Please contact the nurse if your child has any health issues and make sure that the school has a current health information form and parent/guardian/emergency contact number(s) on file. Please contact the nurse if your child is absent due to a communicable disease as precautions may need to be taken to protect others.

If your student becomes ill or injured the nurse will determine appropriate treatment per direction from physician standing orders, and if a parent/guardian should be contacted. Students should not attend school if they are experiencing a temperature of 100 degrees or above, or any type of communicable disease. If you are uncertain if your child should attend school due to illness, please contact the nurse. All exclusions for illness/communicable disease are determined by the guidelines stated in the Missouri Department of Health and Senior Services Bureau of Communicable Disease Control and Prevention Guidelines.

All medication given during school hours, prescription or OTC, must be accompanied by a current physician order and parent consent. It must be given to the school in the original medication bottle including the child's name, dosage and schedule. Long-term medication should also have a school medication form completed with parent/physician signature, if possible. All medication must be kept in the nurse's office, unless stated otherwise by the student's physician. Various OTC medications are available to students (throat spray/lozenge, calamine); Tylenol or a non-aspirin substitute is also available and can be given with a current parent signed permission form.

To attend public school, all children must have a current immunization record or accepted exemption on file. All students must be up-to date with their immunizations as stated in the Missouri Immunization Laws and current school year requirements. If your child is not up to date with their immunizations according to the current requirements, the nurse will contact you on what immunizations your child needs.

Health Services

Parents will be notified if it is necessary for a sick or injured child to go home. Student immunizations must be current for students to attend school. Vision and hearing checks are given with priority to teacher and parent referrals. Other health programs are carried out throughout the school year. If your child has been absent with a fever or contagious illness and you are in doubt about when he/she should return to school, please call the nurse. Please be sure the school is advised of any medical problems which may affect your child's participation in school activities. **Your child DOES NOT have an accident policy through the school district. It is the parents' obligation to provide proper coverage.** Please report illness related absences either by calling the school office AFTER

Medications

Medications will be given during school hours, if absolutely necessary. If you can, please schedule the doses so they may be given before and after school. If this is not possible, the following instructions must be followed before any medication will be given to your child.

Guidelines for prescription medication (short term):

1. Medication container must have label attached by a pharmacist and/or physician and will include:

Child's name	Doctor's name
Name of medication	Dosage and time of day

* One week supply only and the student is responsible for picking up and returning the bottle weekly*

2. A written reason and permission for taking the medication (parent and/or physician information) should be on file in the nurse's office.
3. Over the counter medication will no longer be given at school without a doctor's order. A parent note is no longer sufficient per board policy.

ALL LONG TERM (10 DAYS OR MORE) MEDICATIONS MUST HAVE THE FORM (available in the nurse's office) ATTACHED TO THE PAPER COMPLETED BY THE PHYSICIAN AND PARENT, AND RETURNED TO THE SCHOOL NURSE OR PRINCIPAL.

MEDICATION WILL NOT BE GIVEN IF THE ABOVE GUIDELINES ARE NOT FOLLOWED.

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

Head Lice and Scabies Guidelines

According to new recommendations from the American Academy of Pediatrics, The Harvard School of Medicine, and the National Association of School Nurses, routine school wide and classroom head lice screenings will no longer be conducted. If students are found to have live head lice or nits within ½ inch from the scalp, parents will be notified and the student will be sent home at the end of the day for treatment. Parents of children in the affected child's classroom will be notified to check their child at home and treat them before the next school day, if appropriate. Students demonstrating symptoms will be checked on an individual basis, as well as per parent request.

Parents as Teachers

The Parents as Teachers program is located at Parkview Elementary beginning next year.. The National Center website is www.parentsasteachers.org. Their mission is to provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life.

District Wellness Program

The primary goals of the Cameron R-1 School District's wellness program are to promote student health, reduce student's weight problems, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

Nutrition Guidelines

The district adheres to the following nutrition guidelines, based on the Missouri Eat Smart Nutrition Guidelines, for foods and beverages served in schools during the school day. Food items need to comply with applicable federal regulations and state policies. Juice must be at least 50% juice. Recommended on three days of the week, snacks must meet the following standards: Fat not more than 35% from fat except for cheeses, nuts, seeds and nut butters, sugar not more than 35% of weight from sugar except for fruit (without added sugar). Recommend 100% juice and milk.

Missouri Eat Smart Guidelines for Snacks

No more than 35% of calories can come from fat (except for nuts, seeds and nut butters), No more than 35% of weight can come from sugar except for fruit (without added sugar), No more than 200 calories per unit, No carbonated beverages, Juice must be at least 10% real juice (prefer 100%), Rice Krispie treats (no larger than 1.3 oz. each) , Animal crackers, Graham crackers, Pretzels, Goldfish crackers, Teddy Grahams, Reduced fat Cheezit, Reduced sugar fruit snacks, Trail mix, Crackers with peanut butter, Crackers with cheese, Chex mix, Munchie snack mix, Baked tortilla chips, Baked Cheetos, Lite popcorn, 100 calorie snacks, Small Little Debbie oatmeal cookie, fudge round, chocolate chip cookie, apple flip, Pumpkin delight, Granola bars with no chocolate, Yogurt, 4 oz. Sherbet, 3 oz. Push pops, Juice bar, Low fat or fat free fudge bar, Low fat ice cream sandwich, Low fat ice cream, and Sugar free popsicles.

Classroom parties and other Celebrations: All snacks and drinks must meet guidelines from previously listed Nutrition Guidelines or Missouri Eat Smart Guidelines for Snacks.

Behavior at School

Among the things that the student will learn at school are good citizenship and good work habits. Good citizenship means that the student will respect the rights of others and obey the rules at all times. Good work habits mean that the student will always do the things that produce the best results. **It is never okay for a student's behavior to be hurtful or disruptive.**

Discipline Plan

The discipline belief at Parkview Elementary allows every opportunity for the student to solve his/her problem by offering choices, generating plans, thinking of ways to change behavior, and experiencing the consequences of their decisions. The student's self-concept will always be a prime consideration, and the student will be

required to do the thinking to deal with the problem. We wish to stress that parents and the school shall work together as a team, keeping one another informed and actively involved in the growth and development of each student. The Parkview staff is committed to creating a positive educational environment in which each student may reach his/her full potential.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal(s) to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

Please use the proper “chain of communication” when dealing with behavior. The parent should talk with the teacher first. If the problem can’t be resolved, contact the Principal or Administrative Asst.

We will continue to use the **BIST (Behavior Intervention Support Team)** behavior philosophy. BIST is a program to help teachers, support staff, administrators, parents and students learn techniques to effect positive change and create a healthy learning environment for all. The philosophy does this through G.R.A.C.E. **G**iving **R**esponsibility and **A**ccountability to **C**hildren in **E**ducation. Feel free to visit the BIST website (<http://www.bist.org/>). Each classroom will have a “safe seat” where students can go to focus when they are struggling. If the student is unable to refocus, students are then placed in a “buddy room”. This is simply another classroom, either in the same grade level or a different level, where the student will be given time to think about their actions, complete necessary work and gather themselves to re-enter their own classroom. If still unable to focus, the student will move to the Recovery Room. This is an isolated room where a staff member will supervise and give the student another opportunity to fix the issue. If the student is still unable to follow rules and/or control their behavior, they will be referred to the office. This is the last step in the process before the parent/guardian is contacted by the office. Teachers may contact parents at any time to discuss a student’s behavior. Students who are sent to the “safe seat” or “buddy room” may fill out a “think sheet”. This is a form that allows the child to think about what they have done and how they might have handled the situation and/or their actions differently. The think sheet may be sent home and may require a parent signature and returned.

Triage

Part of the BIST philosophy includes something called “Triage”. It’s a term usually associated with the medical profession, but BIST has adopted the concept and modified it for use in a school setting. Essentially it is a system to establish order, provide focus, allow for early intervention, and prevent unpredictable children from acting out. When children are given tools to be accountable, they learn the cause and effect of their behavior and are able to take responsibility for the outcome of their day. Classroom teachers periodically triage with their entire class of students, but Parkview has also implemented individual triage for some students. Your child may visit with an adult (not their teacher) one or more times throughout a school day to help support them in good decision making. Each student’s needs are different and triage is one more way that the adults can help support the students so they can be successful. Don’t be surprised if your child comes home and says they have visited with another teacher, support staff member, or administrator on a regular basis. This does not mean that they are in trouble. In fact, quite the opposite is true. Triage is a way to protect the learning environment from disruptive behavior, and protect vulnerable students from getting into trouble.

Lunchroom Behavior

The lunchroom is one of those areas where we encourage socialization, but have to maintain order and keep the noise at an acceptable level. We will be incorporating the BIST techniques into our lunchroom discipline along with other methods of maintaining student control. Other methods might include, but are not limited to: lights off (silent lunch), removing the student and placing them in a safe seat, removing them from the lunchroom, making students walk during their recess time, and taking away other privileges such as class parties, field trips,

assemblies, field day, etc. as needed. Students are given more than enough time to finish eating their lunch and in many cases, the extra time left over before dismissal from the lunchroom allows students to become louder and/or disruptive. Student safety dictates that we maintain an orderly lunchroom even at the expense of socialization.

Hallway Behavior

Hallways are an area of the building that is prone to constant movement and noise. Maintaining orderly hallway behavior is crucial so as not to disturb the learning process taking place within the classrooms. Appropriate student behavior is expected and there will be consequences for disruptive behavior. The hallway behavior rules are known as “Line Basics”. This includes five essential behaviors:

- 1) Students’ voices are to be quiet
- 2) Students’ hands are to be by their sides
- 3) Students walking in a single file line
- 4) Students walking at least one tile block away from the wall
- 5) Student’s complete body is under control

Detention

Detentions may be issued by teachers or the principals for incidents of poor choices being made by students. Behaviors that may result in a detention being issued include, but are not limited to: disrespect, insubordination, disruption of classroom, damage or theft of property of the school, teachers, or other students, and physical acts of aggression, including fighting. Detentions may also be issued by teachers for lack of homework completion. The above list is not considered all-inclusive, and the school reserves the right to determine whether an offense requires a detention. Each parent is to be notified of the detention at least one day in advance.

We feel that it is extremely important for our students to learn at this stage that they are responsible for their choices. Parents and teachers will help guide students through many choices in daily life with advice, support, and encouragement. Occasionally, we will need to emphasize the need to not make the wrong choices by having a child serve detention time to rethink their choices. We appreciate parent/guardian support in helping us guide students to responsible, safe decision-making.

Safe Schools Act

The Safe Schools Act requires school principals to report incidents of assault that have occurred on school property, a school bus, or during a school activity to the local police department authorities. As required by Section 167.117, Revised Statutes of Missouri, an interagency agreement exists between the Cameron R-I School District and the Cameron Police Department for the purpose of defining and establishing guidelines for school principals in reporting incidents that may constitute third-degree assault for investigation by law enforcement.

Student Discipline Policy JG

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE, and JGF. A copy of the district’s comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent’s office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities, detention, or in school suspension.

Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Bullying and Cyber bullying (see Board policy JFCF) - Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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Bus or Transportation Misconduct (see Board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty - Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	11-180 days out-of-school suspension or expulsion.
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4. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or

disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Nuisance Items - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft - Attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g) (2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Student Participation in Secret Organizations and Gangs

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Cameron R-I Public Schools by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit the existence of gangs and gang activities by following prohibitions.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.

F.E.R.P.A

The Family Educational Rights and Privacy Act (FERPA), is a federal law that affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may ask the School to amend a record that they believe is

inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purpose of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information for students in Kindergarten through Eighth Grade: Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. (Cameron Board of Education Policy JO (Student Records)).

If you would prefer that your child's directory information not be disclosed to anyone, you will need to fill out the form located in the Parkview front office. The District will disclose the designated directory information regarding your child without your prior written consent unless you have filled out the form advising the District not to. The District is required to release a student's name, address, and telephone listing to military recruiters and institutions of higher education upon request. Parents or eligible students may request the District not release this information and the District will comply with the request.

Promotion and Retention

Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved.

Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. (Board Policy IKE) In evaluating student achievement, each teacher will make use of all available information, including attendance, results of teacher-made tests, standardized test results, and teacher observation of student performance. If a child has not met the standards for promotion, the administrator may require remediation, which could include mandatory tutoring and summer school.

Retention Calendar

*October-March - Teachers notify parents of concern via phone calls, notes, signature sheets, conferences, midterm progress reports and grade cards.

*January-March - Teacher/Parent conferences scheduled to discuss possibility of retention.

*End of Third Quarter - Letters of concern sent with report cards regarding possibility of retention.

*Fourth Quarter Midterm Progress Reports - Followed by final notification of decision to retain.

The principal shall be notified of all students who are being considered for retention. Teachers shall maintain documentation of all parent contacts, including the content of phone calls, conferences, notes, progress reports and grade cards. The school shall have the authority to make the final determination on promotion or retention of a student per Board Policy IKE.

No Child Left Behind

The Cameron R-1 School District is required to inform you of certain information that you, according to No Child Left Behind (NCLB) (Public Law 107-110), have the right to know.

Upon your request, the school district is required to provide to you in a timely manner, the following information:

- 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived.
- 3) Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- 4) What baccalaureate degree the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- 1) Information on the achievement level of the parent's child in each of the state academic assessments:
and
- 2) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Public Complaints

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern.

3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

In accordance with Missouri Revised Statute Section 160.455, Cameron R-I Schools is providing the following link about Earthquake Safety.

http://sema.dps.mo.gov/earthquake_preparedness/school_resources.php