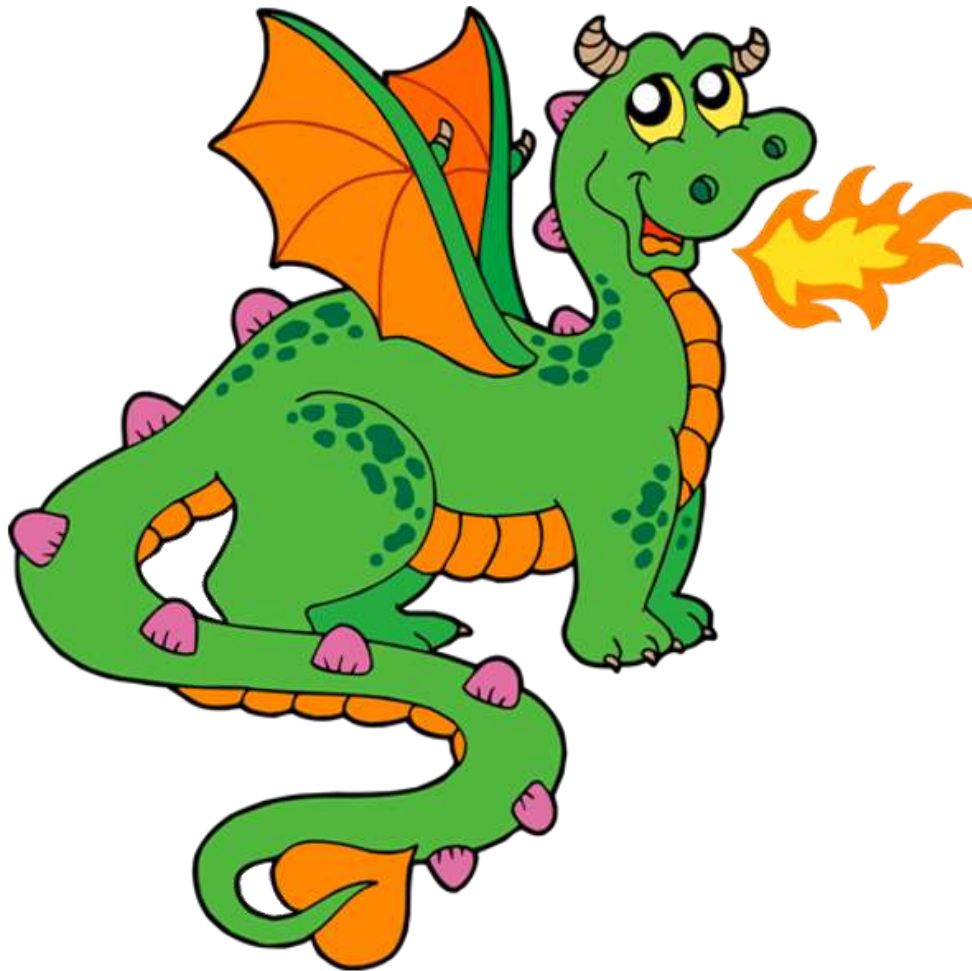


# Parkview Elementary

Preschool-2nd Grade



Student Handbook  
2017-2018

# Parkview Elementary School

(Cameron R-1 School District)

602 S. Harris Street

Cameron, Missouri 64429

816.882.1051

[www.cameron.k12.mo.us](http://www.cameron.k12.mo.us)

**Cameron R-I Vision:** Living to Learn, Learning to Live and Leadership for Living and Learning

**Cameron R-I Mission:** Provide all students the best educational opportunities possible in a positive and safe environment.

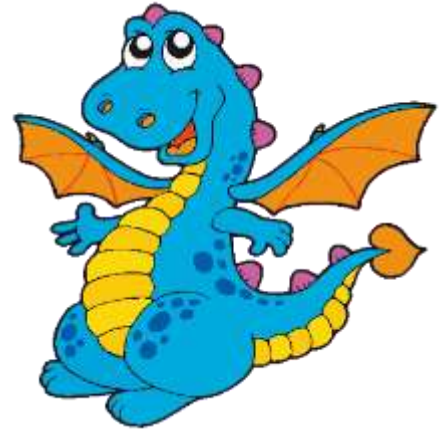
**Cameron R-I Mascot:** Dragons

**Cameron R-I Colors:** Black and Gold

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

**Parkview Mission:** Growing and learning today for a better tomorrow!

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



Dear Parents and Guardians:

It is my pleasure to welcome you and your family to the 2017-2018 school year at Parkview Elementary School! At Parkview Elementary, our goal is to provide our students with a safe, engaging environment in which each child can learn and grow to their greatest potential.

Your involvement in your child's education is valued by all staff members at Parkview. We recognize that the relationship with a parent or guardian is the most important relationship in the life of a child, and we want you to be a part of our school family! Throughout the school year, there will be many opportunities offered for you to be an active part of your child's education. We hope that you are able to attend our many student activities as your involvement will help ensure your child's success.

Please take a moment to review this handbook. Within these pages, you will find information that will help explain the day-to-day procedures of Parkview Elementary and policies of the Cameron R-1 School District. If you should ever have any questions or concerns throughout the course of the school year, please contact me at your convenience.

Sincerely,

Mrs. Angie Ormsby

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<b>STAFF DIRECTORY</b>			
<b>Parkview Elementary: 816-882-1051</b>	<b>Bus Barn: 816-632-2421</b>	<b>Central Office: 816-882-1031</b>	<b>Special Services: 816-882-1035</b>
<b>ADMINISTRATION &amp; OFFICE STAFF</b>			
Angie Ormsby	Principal	<a href="mailto:aormsby@cameronschools.org">aormsby@cameronschools.org</a>	<b>816-882-1156</b>
LeAnn Kissire	Secretary	<a href="mailto:lkissire@cameronschools.org">lkissire@cameronschools.org</a>	<b>816-882-1154</b>
Janet Smith	Director of Special Education	<a href="mailto:janet.smith@cameronschools.org">janet.smith@cameronschools.org</a>	<b>816-882-1035</b>
Scott Meyer	School Resource Officer	<a href="mailto:smeyer@cameronschools.org">smeyer@cameronschools.org</a>	<b>816-882-1157</b>
Keri Sedgwick	Instructional Coach	<a href="mailto:ksedgwick@cameronschools.org">ksedgwick@cameronschools.org</a>	<b>816-882-1220</b>
Jennifer Todd	Reading Specialist	<a href="mailto:jtodd@cameronschools.org">jtodd@cameronschools.org</a>	<b>816-882-1206</b>
Stacy Robinson	Nurse	<a href="mailto:srobinson@cameronschools.org">srobinson@cameronschools.org</a>	<b>816-882-1158</b>
Heatherlee Ryals	Guidance Counselor	<a href="mailto:hryals@cameronschools.org">hryals@cameronschools.org</a>	<b>816-882-1200</b>
<b>PRESCHOOL</b>			
Ashley Conover	Parkview Preschool	<a href="mailto:aconover@cameronschools.org">aconover@cameronschools.org</a>	<b>816-882-1187</b>
Crystal Lind	MPP Preschool	<a href="mailto:clind@cameornschools.org">clind@cameornschools.org</a>	<b>816-882-1056</b>
Cyndee Miller	Parkview Preschool	<a href="mailto:cmiller@cameronschools.org">cmiller@cameronschools.org</a>	<b>816-882-1228</b>
Sara Reno	Parkview Preschool	<a href="mailto:sreno@cameronschools.org">sreno@cameronschools.org</a>	<b>816-882-1186</b>
<b>KINDERGARTEN</b>			
Sara Feiden	Kindergarten	<a href="mailto:sfeiden@cameronschools.org">sfeiden@cameronschools.org</a>	<b>816-882-1210</b>
Melissa Francis	Kindergarten	<a href="mailto:mfrancis@cameronschools.org">mfrancis@cameronschools.org</a>	<b>816-882-1208</b>
Meghan Graeff	Kindergarten	<a href="mailto:mgraeff@cameronschools.org">mgraeff@cameronschools.org</a>	<b>816-882-1161</b>
Donn Harrison	Kindergarten	<a href="mailto:dharrison@cameronschools.org">dharrison@cameronschools.org</a>	<b>816-882-1209</b>
Matthew Neeley	Kindergarten	<a href="mailto:mneeley@cameronschools.org">mneeley@cameronschools.org</a>	<b>816-882-1207</b>
Ricki Oehring	Kindergarten	<a href="mailto:roehring@cameronschools.org">roehring@cameronschools.org</a>	<b>816-882-1205</b>

<b>FIRST GRADE</b>			
Mary Flanders	First Grade	<a href="mailto:mflanders@cameronschools.org">mflanders@cameronschools.org</a>	816-882-1202
Addie Floyd	First Grade	<a href="mailto:afloyd@cameronschools.org">afloyd@cameronschools.org</a>	816-882-1204
Kimberly Holmes	First Grade	<a href="mailto:kimbh@cameronschools.org">kimbh@cameronschools.org</a>	816-882-1165
Summer Howe	First Grade	<a href="mailto:showe@cameronschools.org">showe@cameronschools.org</a>	816-882-1167
Stacy Proctor	First Grade	<a href="mailto:sproctor@cameronschools.org">sproctor@cameronschools.org</a>	816-882-1164
Cheryl Shipley	First Grade	<a href="mailto:cshipley@cameronschools.org">cshipley@cameronschools.org</a>	816-882-1166
<b>2nd Grade</b>			
Adler Adams	Second Grade	<a href="mailto:aadams@cameronschools.org">aadams@cameronschools.org</a>	816-882-1180
Christina Bartlett	Second Grade	<a href="mailto:cbartlett@cameronschools.org">cbartlett@cameronschools.org</a>	816-882-1184
Michelle Johnston	Second Grade	<a href="mailto:mjohnston@cameronschools.org">mjohnston@cameronschools.org</a>	816-882-1181
Aimee Leitterman	Second Grade	<a href="mailto:aleitterman@cameronschools.org">aleitterman@cameronschools.org</a>	816-882-1183
Lauren Smith	Second Grade	<a href="mailto:lsmith@cameronschools.org">lsmith@cameronschools.org</a>	816-882-1182
Emily White	Second Grade	<a href="mailto:ewhite@cameronschools.org">ewhite@cameronschools.org</a>	816-882-1185
<b>SPECIAL CLASSES</b>			
Jamie Berry	Physical Education	<a href="mailto:jberry@cameronschools.org">jberry@cameronschools.org</a>	816-882-1051
Betsy Bogle	Art	<a href="mailto:bbogle@cameronschools.org">bbogle@cameronschools.org</a>	816-882-1170
Mallory Neeley	Music	<a href="mailto:maneeley@cameronschools.org">maneeley@cameronschools.org</a>	816-882-1199
Cayla Riley	Librarian	<a href="mailto:criley@cameronschools.org">criley@cameronschools.org</a>	816-882-1176
Ashley Cawthon	Computers	<a href="mailto:acawthon@cameronschools.org">acawthon@cameronschools.org</a>	816-882-1229
Sandi Noellsch	Zenith	<a href="mailto:snoellsch@cameronschools.org">snoellsch@cameronschools.org</a>	816-882-1046
<b>SPECIAL SERVICES</b>			
Shelbie Alexander	Physical Therapy Asst.	<a href="mailto:salexander@cameronschools.org">salexander@cameronschools.org</a>	816-882-1051
Kitty Sutton	1st & 2nd Gr. Co-teaching	<a href="mailto:ksutton@cameronschools.org">ksutton@cameronschools.org</a>	816-882-1177
Whitney Howk	Kinder. & 2nd Gr. Co-teaching	<a href="mailto:whowk@cameronschools.org">whowk@cameronschools.org</a>	816-882-1211
Andi Brown	Speech	<a href="mailto:abrown@cameronschools.org">abrown@cameronschools.org</a>	816-882-1171

Mitzi Cleary	Occupational Therapist	<a href="mailto:mcleary@cameronschools.org">mcleary@cameronschools.org</a>	816-882-1051
Michelle Heins	Speech	<a href="mailto:mheins@cameronschools.org">mheins@cameronschools.org</a>	816-882-1228
Cassie Johnston	Occupational Therapy Asst.	<a href="mailto:cjohnston@cameronschools.org">cjohnston@cameronschools.org</a>	816-882-1051
Samantha Kinslow	Physical Therapy	<a href="mailto:skinslow@cameronschools.org">skinslow@cameronschools.org</a>	816-882-1051
Michelle Lodder	Diagnostician	<a href="mailto:mlodder@cameronschools.org">mlodder@cameronschools.org</a>	816-882-1057
Andrea Morris	Resource Room	<a href="mailto:amorris@cameronschools.org">amorris@cameronschools.org</a>	816-882-1169
Adam Nelson	Process Coordinator	<a href="mailto:anelson@cameronschools.org">anelson@cameronschools.org</a>	816-882-1059
Andrew Owens	Speech	<a href="mailto:wowens@cameronschools.org">wowens@cameronschools.org</a>	816-882-1172
Lisa Ripley	Resource Room	<a href="mailto:lripley@cameronschools.org">lripley@cameronschools.org</a>	816-882-1201
Deb Rinehart	Speech	<a href="mailto:drinehart@cameronschools.org">drinehart@cameronschools.org</a>	816-882-1172
Sheila Switlik	SLP Diagnostician	<a href="mailto:sswitlik@cameronschools.org">sswitlik@cameronschools.org</a>	816-882-1061
Heather Yuille	Occupational Therapy Asst.	<a href="mailto:hyuille@cameronschools.org">hyuille@cameronschools.org</a>	816-882-1051
<b>PARENTS AS TEACHERS</b>			
Mary Bradford	PAT Coordinator	<a href="mailto:mbradford@cameronschools.org">mbradford@cameronschools.org</a>	816-882-1062
Kristen Slatten	Parents as Teachers	<a href="mailto:kslatten@cameronschools.org">kslatten@cameronschools.org</a>	816-882-1062
Learni Walton	Parents as Teachers	<a href="mailto:lwalton@cameronschools.org">lwalton@cameronschools.org</a>	816-882-1062
<b>SUPPORT STAFF</b>			
Heather Day	Special Education Para	<a href="mailto:hday@cameronschools.org">hday@cameronschools.org</a>	816-882-1201
Chris Gates	Preschool Para	<a href="mailto:cgates@cameronschools.org">cgates@cameronschools.org</a>	816-882-1056
Amanda Hedgpeth	Special Education Para	<a href="mailto:ahedgpeth@cameronschools.org">ahedgpeth@cameronschools.org</a>	816-882-1169
Amber Hurst	Preschool Para	<a href="mailto:ahurst@cameronschools.org">ahurst@cameronschools.org</a>	816-882-1187
Mary Knab	Title I Para	<a href="mailto:mknab@cameronschools.org">mknab@cameronschools.org</a>	816-882-1206
TBD	Preschool Para		816-882-1187

Helen McDaniel	Recovery Room Para	<a href="mailto:hmcdaniel@cameronschools.org">hmcdaniel@cameronschools.org</a>	816-882-1173
Karen Newhart	Title I Para	<a href="mailto:knewhart@cameronschools.org">knewhart@cameronschools.org</a>	816-882-1206
Lori Robinson	Special Education Para	<a href="mailto:lrobinson@cameronschools.org">lrobinson@cameronschools.org</a>	816-882-1169
Gloria Teaster	Preschool Para	<a href="mailto:gteaster@cameronschools.org">gteaster@cameronschools.org</a>	816-882-1228
Dorothy Vaiciulis	Preschool Para	<a href="mailto:dvaiciulis@cameronschools.org">dvaiciulis@cameronschools.org</a>	816-882-1186
<b>FOOD SERVICE</b>			
Lynn Crowley	Kitchen	<a href="mailto:lcrowley@cameronschools.org">lcrowley@cameronschools.org</a>	816-882-1174
Keri Curtis	Kitchen	<a href="mailto:kcurtis@cameronschools.org">kcurtis@cameronschools.org</a>	816-882-1174
Rebecca Gripka	Food Service Clerk	<a href="mailto:rgripka@cameronschools.org">rgripka@cameronschools.org</a>	816-882-1174
Doris King	Kitchen	<a href="mailto:dking@cameronschools.org">dking@cameronschools.org</a>	816-882-1174
Angel O'Dell	Food Service Director	<a href="mailto:aodell@cameronschools.org">aodell@cameronschools.org</a>	816-882-1104
<b>CUSTODIAL MAINTENANCE</b>			
Lonnie Jenkins	Maintenance	<a href="mailto:ljenkins@cameronschools.org">ljenkins@cameronschools.org</a>	
Charlene Placke	Custodian	<a href="mailto:cplacke@cameronschools.org">cplacke@cameronschools.org</a>	
Jonathan Gardner	Custodian	<a href="mailto:jgardner@cameronschools.org">jgardner@cameronschools.org</a>	
<b>PTSA - PARENT-TEACHER-STUDENT ASSOCIATION</b>			
Adrienne Kirkendoll	PTSA President	<a href="mailto:kirkendoll3@hotmail.com">kirkendoll3@hotmail.com</a>	
Stephanie Thornton	PTSA Vice President	<a href="mailto:steph.n.thorton@gmail.com">steph.n.thorton@gmail.com</a>	
Kristin Slatten	PTSA Secretary	<a href="mailto:kslatten@cameronschools.org">kslatten@cameronschools.org</a>	
Tawnya Stuedle	PTSA Treasurer	<a href="mailto:tawnya@jblbinsurance.com">tawnya@jblbinsurance.com</a>	

**District Disclaimer: 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**

## **PARKVIEW ELEMENTARY HOURS OF OPERATION**

### **GRADES K-2**

START TIME: 7:45 a.m.

DISMISSAL TIME: 2:45 p.m.

### **PARKVIEW PRESCHOOL**

AM - 7:40 A.M. - 10:40 A.M.

PM - 11:40 A.M. - 2:40 P.M.

\*CLASSES ARE HELD MONDAY - THURSDAY ONLY.

\*\*Classes are not held on early-out days or the last day of school.

### **MPP PRESCHOOL (CENTRAL OFFICE)**

MONDAY - FRIDAY 7:45 a.m. – 2:35 p.m.

### **DROP OFF: Drop-off time at Parkview is 7:15 a.m.**

#### **7:15 a.m. - 7:30 a.m. - Please drop your child off at the South Parking Lot.**

The south parking lot supervisor begins duty at 7:15 a.m. Please do not drop off your child until the supervisor is visible as that means the back door is unlocked for your child to enter. You may drop off your child or choose to park and walk your child into the building.

#### **7:30 a.m. - 7:45 a.m. - Please drop your child off in the front entrance circle drive.**

At 7:30 a.m., the buses will finish drop offs and parents may begin dropping off in the circle drive. The south parking lot supervisor will lock the south entrance door and move to the circle drive and begin supervising there. Students will enter the blue bus doors and report to the cafeteria for breakfast or to their class's designated spot in the hallway. When dropping off in the circle drive, 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. If your child needs extra time getting out of the car, please park in the designated parking spots as 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 so we can keep our kids safe!**

### **TARDY - LATE DROP-OFF**

If your child arrives to school after 7:45 a.m., he or she must enter the front office through the silver doors and obtain a tardy slip. Students arriving after 8 a.m. should have a parent accompany them to the office and sign them in. The front office doors are a secured entrance; all students and parents will need to ring the white doorbell and wait to be buzzed in. Please note that all tardies count against your child's attendance.



## **DISMISSAL - Dismissal time at Parkview is 2:45 P.M.**

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

### **Car Riders - All Car Riders will be escorted to the South Parking Lot at 2:40 p.m.**

Parents need to park in the south parking lot and walk up to the asphalt portion of the playground. Students will be lined up by grade-level. Each parent will be given a car rider tag with a number that corresponds with a number on their child's backpack. Students will be released to the parent or an emergency contact who has the assigned car rider tag with the child's specific number. If a parent or emergency contact does not have the car rider tag, the student will be sent to the end of the line. Once all other students are released, the teacher on duty will verify the adult's ID (driver's license) and verify with the office that they have permission to pick up the child. \*If you need to send someone else to pick up your child without the assigned tag, you must call ahead and notify the office. Any person attempting to pick up a child without the car rider tag must present a picture ID or they will not be allowed to pick up the child.

### **Bus Riders - All Bus Riders will be released at 2:45 p.m.**

Classroom teachers will walk all bus riders to their buses and verify each child gets on the correct bus. Once all students are loaded, buses will be released from the office.

**Walkers** - All walkers will be dismissed with bus riders and walked to the crossing guard to ensure they cross Harris Street safely.

**Special Education Transportation Buses** - Buses will drop off and pick-up in the west parking lot.

## **ADDRESS AND PHONE POLICY**

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.

## **VISITOR POLICY/CHILD CUSTODY GUIDELINES**

**Safety is our priority at Parkview. In order to protect our students' safety, all visitors are required to enter through the secure office entry, sign in, and wear a visitor's pass. Visitors should also be prepared to show picture identification.**

Parents are encouraged to attend our many planned activities. We also welcome parents to eat lunch with their child/children and hope to see them be a guest reader for their child and his/her class. We do ask that parents please notify the classroom teacher in advance so they can plan properly for the visit. Other visits, such as to observe children in the educational setting, must be approved by the building principal. Thank you for your understanding.

## **Child Custody Guidelines**

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. Please understand these policies are in place to keep your child safe and to help us act in accordance with the decisions of the court. Please settle all custodial issues at a location other than school and help us to maintain the school as a custody-issue free zone.

## **TRANSPORTATION**

### **Cameron R-1 School District**

#### **School Bus Route Assignment Guidelines**

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.

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 reapply 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.

### **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.
3. Bicycle racks are provided. Students must park their bicycles immediately upon arriving at school.
4. Students should not ride bikes on school grounds.
5. Students are not to ride another student's bike.
6. No motorized bikes or carts are allowed at any time.
7. 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 (heellies) are not allowed

### **PARKVIEW ATTENDANCE POLICY**

If your child is going to be absent from school for any reason, we ask that you contact the office at 816-882-1051 by 8:30 a.m. to let the school know why your child is absent. You may also 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. Please keep in mind that policy is also an effort to ensure the safety of your child.

### **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.

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 in order to attend any of the district's evening activities.**

**Checking your child out of school early at any time, including after class parties or field trips, counts against your child's attendance. 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.**

### **Attendance Incentives**

**Parkview Elementary's Goal for Attendance is 95%. The State of Missouri requires that 90% of the students enrolled at Parkview are in attendance at least 90% of the time.** Your child's presence at school is **vital** for us to be successful in preparing them for their future. We offer many incentives throughout the year to encourage attendance:

- Attendance Chart - Students will chart their attendance in their data notebook.
- Monthly - Students are recognized each month for having 95% attendance for that month and are given a smelly pencil. We will also have a traveling trophy for each grade level to recognize the class with the best attendance.
- Quarterly Recognition:
  - 1st Quarter - Treat (95% and above)
  - 2nd Quarter - Treat (95% and above)
  - 3rd Quarter - Dance Party (90% and above)
  - 4th Quarter - Movie (90% and above)
- End-of-Year - Students will receive tickets for the Parkview Carnival based on their monthly attendance. Each month allows the student the chance to earn tickets for have 90% attendance or above; the higher the attendance, the more tickets earned. We also award Royals tickets to students with perfect and near-perfect attendance (as long as the Royals program continues).

A Kindergarten attendance compact will be signed by students, parents, teachers, and administrators at the beginning of the school year. This is an effort to communicate with Kindergarten parents, many who are first time parents of elementary-aged students, the importance of good attendance and its affect on student learning. Please remember that your child's good health and safety are not only your top priority, but ours as well. We employ a full-time RN and will do everything possible to take the best care of your child.

To avoid absences, each family is given a school calendar for the entire year. Please use the calendar to schedule routine annual well-visit exams and dental appointments on days school is not in session. Understandably, students get ill and require doctor appointments that must be scheduled during the school day. We just ask that you please return your child to school after morning appointment and allow your child

to attend school the morning of afternoon appoint days, if possible. If your child is ill, please send them back to school as soon as possible.

### Tardies

Being late to school can seriously affect a student's ability to learn. School begins at 7:45 a.m., and students are expected to be in their classroom ready to begin class at that time. Please make every attempt to have your child to school prior to 7:45 a.m. If your child eats breakfast at school, please drop them off early enough to eat and be able to get to class on time.

Reasons for occasional tardiness will be taken into consideration. Repetitive tardiness will result in contact with the parent by letter, phone calls, and conferences. Excessive tardiness may also be turned in to the School Resource Officer and possibly reported to the Missouri Children's Division.

### 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 (\$.35/carton). 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 7:15-7:45 a.m. Students arriving after 7:45 will be offered a breakfast bag (cereal bar, fruit/juice, milk) 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-Trak.

Breakfast	\$ 1.25	Adult Breakfast	\$1.50
Lunch	\$ 1.95	Adult Lunch	\$2.80
	<u>5 Days</u>	<u>10 Days</u>	<u>20 Days</u>
Student Lunch	\$9.75	\$19.50	\$39.00
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.

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 principal.

## **ELEMENTARY CURRICULUM & ACADEMIC SUPPORT PROGRAMS**

Parkview's elementary curriculum has been developed to support the continuous growth of the child and aligns with the Missouri Learning Standards. Content areas covered include: reading, language, writing, math, science, social studies, health, art, music, physical education, guidance, library skills, and computers/technology. The core curriculum is supported by a variety of activities which develop the child's social as well as academic growth.

The school furnishes instructional materials all students. Reasonable wear is expected as a result of daily use; however, 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.

### **Make-up Work**

After a student has been absent from school, teachers may have work for them to complete to help them catch up on what they missed while they were gone. Every effort will be made to complete the make-up work at school, but students may need 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 in the office.

### **Homework**

Students at the primary level receive multiple hours a day of structured academics and practice. Research tells us that the best practice is to only assign activities to be completed at home that are absolutely necessary for student success. With that in mind, your child will bring home a weekly reading log and occasional practice activities on sight words, fluency passages, and math facts. These activities encourage parent involvement, require repeated practice for mastery, and have been identified by Parkview teachers as being necessary for student success.

If a child needs extra practice in order to reach proficiency on a learning standard, teachers may also send home extra practice specific to that standard. Otherwise, your child's homework will be minimal and is always optional; completion of homework will not affect your child's grade.

If a parent requests additional practice work, teachers will be happy to oblige. We hope your child is able to play after school and enjoy the majority of their evening time with their family so they can return to school each day excited and ready to learn!

### **Grading**

The following grading system will be used for Kindergarten through 2<sup>nd</sup> Grade:

P= Proficient

A= Approaching

N= Needs Improvement

Parkview's use of standards-based grading allows all students to achieve success. The process is quite simple:

- Teachers teach the Missouri Learning Standards and assess the standards that are considered a priority for mastery.
- Once a standard is assessed, teachers evaluate the data from the assessment and determine which students are proficient and those who need further instruction.
- Those in need of further instruction are retaught the standard during Dragon Time (RTI) and in small groups during regular class time.
- After teachers have retaught the standard sufficiently, they reassess the students to determine proficiency.
- This process repeats as much as possible; there is no limit on reteaching and reassessment.

All teachers will keep a student file for standards-based grading documentation. In this file, they will keep the student's assessments on priority standards. This file serves as documentation for parent-teacher conferences, referrals to Title One, special education, etc. All assessments will be sent home at the end of the school year.

### **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.

While students in Grades Kindergarten through 2nd do not take state standardized tests, they are assessed throughout the school year in order to provide data to properly guide instruction, ensure student mastery of learning, and ensure good teaching practices. Parkview uses Acuity, STAR, DIBELS, and benchmark running records as well as checklists to assess students' progress throughout the course of the school year.

### **Tutoring**

Students may require before or after school tutoring in order to be successful. Teachers may choose to tutor private before or after their contracted school time (before 7:15/after 3:15). Tutoring is optional; teachers are not obligated to tutor due to professional development, other commitments to the district, or obligations to family. If you would like to have your child tutored, please notify your child's teacher.

### **Retention**



Students will normally progress annually from grade to grade; however, 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. 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.

If the teacher and administrator conclude that retention is in the best interest of the student, the following notification calendar will be followed:

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: A final notification of the decision to retain will be sent home with midterm progress reports.

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.

### **Library Services**

Students will visit the school library at least once a week. Kindergarten and 1<sup>st</sup> grade students may check out one book at a time. Students in 2<sup>nd</sup> grade may check out two 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 their previously checked-out books 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 of AR 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.

Open Library is held on Monday and Thursday nights from 5:30 to 7:00. This is an opportunity for family members to bring their children to the library in the evening to read and take AR quizzes. Open Library start dates will be announced after the beginning of the school year.

### **Accelerated Reading Program**

- 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.
  - Each grade level should read the following amount of time:
    - Kindergarten: 30 minutes
    - First Grade: 45 minutes

### Second Grade: 60 minutes

- Students will track points toward their goal in their DATA Notebook
- Students will only take AR quizzes on books within their ZPD range.
- Once students reach 50% of their AR goal, they will earn the opportunity to run a hallway victory lap while being cheered on by their peers.
- Quarterly incentives will be given to students to encourage them to work toward their goals.
- 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 lunch with the librarian.
- All students who meet their goal will be given an award at the end of the school year:
  - Bronze (25 pts.) - certificate
  - Silver (50 pts) - certificate and ribbon
  - Gold (100 pts.) - medal
  - The overall top three point earners will be recognized with trophies.
- Parents, grandparents, etc. are invited to visit Parkview Elementary and read with their student or to the classroom during the year. Students will receive a certificate and their name and the name of their guest will be placed on Parkview's 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.

### **Physical Education**

Students are required to do a lot of running and movement in physical education class throughout the school year. Students often wear shoes that are comfortable but not appropriate for P.E. Students often get injured or damage their shoes if they are wearing things like flip-flops, crocs, 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.

### **Parents as Teachers**

Parkview is home to the Parents as Teachers program. The PAT mission is to provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life. Parents as Teachers are specially trained to help parents identify stages of child development, share great activities and resources, and support families in ensuring their child is healthy, happy, and developing appropriately. Parents as Teachers provides services from prenatal care through age 5. Please contact our PAT staff at 816-882-1062 for more information on this valuable program.

### **SPECIAL EDUCATION 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.

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 special education services may be directed to Janet Smith, Cameron R-1 Director of Special Education, at (816) 882-1035.

## **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 current 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>

## **BUCKET FILLER PROGRAM**

Parkview Elementary participates in the Bucket Filler Program. Bucket filling simply means that you do your best each day to show kindness and respect to the people around you. The guiding principles of Bucket Filling:

- 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 pom to place in the class bucket. Weekly bucket fillers dump the classroom bucket into the hallway bucket. Monthly bucket fillers dump the hallway bucket into a grade level tube. Each grade level has quarterly goals for bucket filling. Goals will be marked on the grade-level tube. When a quarterly goal is met, the grade level will celebrate:

- 1st Quarter - Extra recess and popsicle
- 2nd Quarter - Cartoons during lunch
- 3rd Quarter - Popcorn and classroom movie
- 4th Quarter - Trip to the city park

All students will receive a bucket filler bracelet at the beginning of the year to celebrate being a part of the Parkview Bucket Filler Program and to have a physical reminder to be a bucket filler. We will recognize students who excel at bucket filling weekly and monthly. Students earning weekly and monthly bucket filler recognition will earn tickets to use at the Parkview Carnival at the end of the school year.

### Bucket Filler of the Week

- Each Monday morning, we will recognize bucket fillers nominated by their teacher for awesome bucket filling the previous week.
- Students will have their picture taken. Pictures will be posted at school and on the school FB page.
- Students receive a sticker and a certificate from their teacher.
- Students dump their classroom bucket into the hallway bucket. (K-2 only)

### Bucket Filler of the Month

- On the last Monday of the month, we will recognize bucket fillers of the month alternating between am (8:00 a.m.) and pm (2:00 p.m.) assembly times so our preschool friends can join us. Bucket Fillers of the Month are students who have been impressive, consistent bucket fillers the entire month!
- Students will have their picture taken. Pictures will be posted at school and on the school FB page.
- Students will receive a sticker, a certificate from their teacher, and a prize.

- Students get the honor of dumping their hallway buckets into the grade-level tube during the assembly. Preschool students will dump their classroom buckets.

## **DAILY GUIDELINES & PROCEDURES**

### **Class Parties**

Class parties will be held three times during the year: Fall Party in October, Winter Party in December, and Valentine's Party in February. All parties will be held from 1:45 – 2:30 p.m. Parkview's PTSA (Parent-Teacher-Student Association) sends home a party form at the beginning of the school year. One side of the form is for all parents to fill out as to whether they are able to send treats or attend the classroom parties to help. The other side is for parents to fill out if they are interested in being the class representative, or the person who contacts all the parents prior to each party to organize the treats, party favors, games, etc. Please make sure you fill out this form as it is so helpful to those in charge of planning. **Please note: In order to ensure the safety of all students, all snacks and treats sent to school must be prepackaged or prepared by a business inspected by the MO Department of Health. Homemade snacks will not be passed out to students. A nutrition guideline for snacks is included later in the handbook. Thank you for your understanding.**

Students will be allowed to dress in costumes for the fall party, which is held around the same time as Halloween; however the party will focus on fall. All costumes should be school appropriate and not scary or gory in nature. Student costumes may not include masks, play knives, guns, swords, clubs, or any other fake weapon, etc.

Families who would prefer their child not participate in class parties should write a note to the classroom teacher at least a week prior to each party date. An engaging and fun alternative educational activity will be held in the library for those students upon request.

Parents attending class parties need to park in the South parking lot or at the City Park. No cars will be allowed to park in the circle drive or on Harris St. where the busses line up for dismissal pickup. Once arriving for parties, parents should check in at the office and wait in the office hallway until time for the parties to begin. Parents attending classroom parties should plan to keep their student at school until 2:45 p.m. as students checking out early have to be counted absent for the minutes they miss prior to dismissal time. Thank you for your support and understanding as we work to maintain positive attendance numbers.

### **Birthdays**

Students will be given a birthday balloon on their birthday. Students may take their balloon home on the school bus; however balloon bundle deliveries from outside school are not allowed on the school bus.

Parents are welcome to provide store-bought birthday treats to share with classmates at school, but classroom visits will be limited to 15 minutes - enough time for a birthday treat and a birthday song. Parents may also send treats with their child or have a family member drop the treats off at the office.

Students may hand out party invitations at school IF everyone in the class is included. Please understand that the school office nor teachers are able to provide addresses or telephone numbers to families for any purpose.

## **Pictures**

Individual pictures are taken in the early Fall as well as early Spring along with a class group picture. Pictures taken in the Fall are used in the school yearbook; therefore, there are retakes taken. There are no retakes for pictures taken in the Spring. Please note that purchasing pictures is optional. All students will have their picture taken in the fall for the purpose of the yearbook regardless of whether parents choose to purchase a package.

Yearbook sales take place in the Fall and Winter; delivery is in the spring which will include each child's picture and class picture. Yearbook orders are limited, so please make sure you place your order early as there is no guarantee that there will be extras for purchase after yearbooks are printed.

## **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 administrator. You may leave a message for any teacher on their classroom phone or contact them by email. All staff email addresses are provided in this handbook. Your child's teacher will contact you upon their next available planning period or before/after school.

Parent-teacher conferences are scheduled for every parent at Fall Conferences. Spring parent-teacher conferences are scheduled by teacher request or parent request. Consistent, year-long communication between parents and teachers is crucial for the success of the student; we appreciate your attendance at conferences.

## **Recess**

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; PLEASE BE SURE YOUR CHILD HAS A WARM COAT, HAT, AND GLOVES. Students will go outside for recess if the temperature or wind chill is above 25 degrees Fahrenheit.* **In order for a student to be excused from playground activities or physical education, a written statement must be received from a doctor; 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 may 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 field trip, but if checked out prior to 2:45; the student will be marked absent for the time prior to normal dismissal time. 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.

### **Personal Belongings**

Students should not bring personal items or toys to school that will distract from learning. Items may be 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; the school is not responsible for lost or stolen items.

Parents are urged to put names on coats, jackets, backpacks, and lunch boxes. Parents and students may check the "Lost and Found" for lost items. The "Lost and Found" collection will be donated to charity organizations at different times throughout the year due to space limitations.

### **Electronics**

Students may not use cell phones or any other electronic device during the regular school day, including instructional class time, transition time, breakfast, lunch, or on the bus. Exceptions to this restriction may be made at the discretion of administrators. Students in possession of inappropriate electronic devices may have their device confiscated and parents may be required to pick the device up in the office.

## **EMERGENCY PROCEDURES**

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 and the school has a tone-activated weather monitor which is on standby at all times. The biggest danger in an emergency situation is panic. Please do NOT call the school. We cannot implement emergency procedures if we are answering the telephone.

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.

*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](http://sema.dps.mo.gov/earthquake_preparedness/school_resources.php)*

### **HEALTH SERVICES**

Parkview Elementary employs a full-time nurse. The nurse's office hours are 7:15 a.m. - 3:15 p.m. The school nurse's office is located across the hall from the main office. If you need to contact the school nurse, please call direct at 816-882-1158.

The school nurse is responsible for maintaining student health/immunization records, treatment of student illness/injury, overseeing students' medication administration during school hours and conducting various school screenings such as (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.



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 insurance coverage.** Please report illness related absences either by calling the school office AFTER

#### 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.

### **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). Recommendation is for the use of 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%)

Snack Suggestions: Rice Krispie treats (no larger than 1.3 oz. each) , Animal crackers, Graham crackers, Pretzels, Goldfish crackers, Teddy Grahams, Reduced-fat Cheez It, 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 AND DISCIPLINE**

### **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.**

### **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 (SEE BELOW) 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.

### **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 discipline referral is submitted, which warrants formal disciplinary action, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

If a parent has a concern with their child's behavior or discipline, they need follow the chain of command by taking the following actions (in order):

1. First, contact the classroom teacher and describe the concern. Teachers need to know there is a

concern before the concern can be addressed. Many times, a discussion with teacher resolves the issue.

2. If the parent's concern is not resolved through a discussion with the teacher, the second step is to contact the principal. Share the initial concern and a summary of the discussion with the teacher. The principal will investigate the issue, discuss the issue with the student and teacher, if applicable, and work toward a solution. The principal will communicate with the parent and may ask for a conference between the parent, teacher, and principal, if necessary.
3. If the parent's concern is not resolved after communicating with the principal, the third step is to contact the superintendent of schools. The superintendent will work to resolve the issue.
4. If the parent's concern is not resolved after communicating with the superintendent, the parent may ask to address the Board of Education.

### **BIST (BEHAVIOR INTERVENTION SUPPORT TEAM)**

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. Giving Responsibility and Accountability to Children in Education. 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.

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 impulsive 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 a caring adult one or more times throughout a school day to help support them in good decision making. The caring adult is typically a former teacher or a staff member other than the classroom teacher who has developed rapport with your child. 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.

### **Detention**

Detentions may be issued by teachers or the principals for incidents of poor choices being made by students. 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.

#### 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 nondiscrimination 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://wdcrobcop01.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.

**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 of Policies**

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.

### **Bullying**

According to BH1583: Definition: "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

Bullying by students is prohibited on school property, at any school function, or on a school bus.

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager." *If a student feels as though he/she is being bullied, it should be reported immediately.*

### **Dress Code (District Student Policy)**

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 administration.**

**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 perpetuated 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.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

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.
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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**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.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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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 nonverbal (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.

## **DISTRICT NOTIFICATIONS**

### **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



### **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.

### **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.