

**CARL JUNCTION R-1 SCHOOL DISTRICT
INTERMEDIATE SCHOOL**

**Connie Godwin, 4th-5th Principal
Gretchen DeMasters, 6th- Principal
Emily Hymer, Secretary
Carrie DeGraff, Secretary**

**302 South Broadway
Carl Junction, MO 64834
4th & 5th 417 649-7011
6th 417 649-5760**

SCHOOL CALENDAR

WELCOME!!!!

The faculty and staff would like to welcome you and your student to our school.

This handbook has been prepared for parents and students at Carl Junction Intermediate School. Its purpose is to provide you with information about the operation of our school. We hope that you will keep this booklet handy as a reference to assist you in answering some of the questions concerning the school life of your child. However, this handbook is very basic and does not include everything, so if you have questions, please call.

As the school year progresses, if we can be of help to you in any way, please don't hesitate to call the 4-5 office at 649-7011 or 6th grade office at 649-5760 between 8:00 a.m. and 4:00 p.m. and make an appointment to meet with teachers or principals. By working cooperatively, we can progress more effectively toward our common goal: to provide the best possible education for our children.

CARL JUNCTION INTERMEDIATE STAFF – 2010-2011

Principal – 4th & 5th

Principal – 6th

Secretary

Secretary

Connie Godwin

Gretchen DeMasters

Emily Hymer

Carrie DeGraff

Fourth Grade Teachers

Joyce Blackburn

Cindy Boren

Linda Jarrett

Vana Buckland

Heather Lee

Scott Brownlee

Stacie Baker

Christina Chandler

Lisa Northup

Susan Eichelberger

Audrey Ritter

Fifth Grade Teachers

Deanna Arnold

Sandy Gillman

Mindy Chism

Sara Karraker

Jace Gibson

Mary Stockam

Paula Williams

Lynne Higgins

Angie Slater

Amber Hulstine

Sixth Grade Teachers

Cheri' Young

Chelsea Churchwell

Carolynn Lowry

Jill Hosp

Christine Lange

Millie Campbell

Ginger Eubanks

Margee Murty

Jan Parrish

Computer Lab

Psychometrist

Counselor, 4-5

Counselor, 6

Art

Music

Physical Education

Librarian

Tina McAfee and

Eric Blackford

Cathy Schmidt

Kim Avery-Smith

Anne-Marie Gailey & Carrie Rogers

Stan Elmore & Megan Hizey

Jill Farley & Roger Carter

Stephanie Shrum Moore

Speech Pathologist & Therapists

Cean Gardner, Ann Moorehouse

English Second Language Dimensions	Linda Leemon Lisa Morin Kristen Riley-4 th & 5 th Lori Good- 6 th		
Band	Scott Schneider, Ryan Churchill, Erin Smith		
Computer Coordinators	Jim Rowland, Jane Ewing, Darla Gooch, Marshall Graham		
Title I	Nita Hartman, Monna Goode- 4/5 Sarah McAfee-6		
Resource Rooms	Lynne Hall, Beckie Forbes Tonya Nease, Frieda Offutt, Janet Warner		
Special Educational Coordinator	Teena Fare		
Special Educational Secretary	Renee Carpenter		
Nurse	Amberlee Kendrick		
Paraprofessionals:	Chuck Owens	Rhonda Foulks	Joni Daniel
	Heather Whelan	DaAnn Morris	Pam Claussen
	Peggy Karhoff	Sheila Wilson	Joyce Dunn
	Joyce Elkins	Chrissy Plumlee	Tanya Rice
	Christina Hatfield	Jill Adams	
	Debbie Barringer	Leoria Hemby	
Custodians:	Joe Morris, Zelda Wood, Ron Carson, Roger Barber		

MISSION STATEMENT

The mission of the Carl Junction R-1 School District, in partnership with the community is to provide each student a positive learning environment that promotes quality and excellence. Our mission also assures each student opportunities to become a creative, confident, and healthy individual prepared for life, work, citizenship, and change in an ever-expanding society.

DISTRICT PHILOSOPHY

A democratic society depends upon public education designed to prepare students to become productive members of society. The Carl Junction Public Schools strive to provide an environment that recognizes each student as a unique individual with special abilities. These abilities require the formulation of a curriculum to promote the intellectual, physical, social, and career development of all students on a level commensurate with their capabilities, thus preparing responsible citizens accountable for their own actions.

We believe the school is an integral part of the community, and as such, must complement the child's development as a member of the family and community. Students should have access to educational opportunities regardless of race, color, creed, or socio-economic status. In turn students are expected to achieve to their greatest potential, thus enabling them to make their greatest contribution to society.

The educational developmental process is life-long. A thorough understanding of the basic skills is essential for all areas of development. At the same time, it is necessary to teach students to be flexible enough to adapt to an ever-changing society. Opportunities for growth in vocational skills, fine arts, and humanities will enable students to develop technical skills, creativity, and self-expression in aesthetic values. Guidance through these processes develops both the desires to continue learning throughout their lives and skills to do so. Through this, we will foster a feeling of self-worth providing all students with opportunities to succeed.

DISTRICT GOALS

The Carl Junction Schools recognize the responsibilities of providing the learning vehicle that will promote the development of solid minds, healthy attitudes, and productive citizens. The school administration will endeavor to secure, promote and encourage the most qualified staff available and provide a properly regulated learning environment with a skillful administration of authority. We also feel that the initial responsibility is jointly shared by citizens of the Carl Junction community and students. Parents/guardians should participate in school activities and encourage students to give their best efforts to daily school responsibilities.

Our goals correspond closely to those established for all Missouri schools by the Missouri Department for Elementary and Secondary Education but are relevant to the needs of our community. Students will be provided with opportunities to develop to the extent to which they are capable of achieving in the following four areas:

INTELLECTUAL DEVELOPMENT

It is the goal of the district to promote a positive attitude toward learning in a success-oriented environment geared to individual abilities. Students will have appropriate educational experiences that allow them to become competent in the basic skills and functionally literate members of society. Students will have the opportunity to become proficient in communication, quantitative thinking, scientific understanding, analytical and critical reasoning, decision-making, and aesthetic appreciation.

PHYSICAL DEVELOPMENT

It is the goal of the district to promote a positive attitude toward physical activity, good health, and constructive recreational activities. Students will be provided systematic and sequential instruction in nutritional, health, and safety concepts as applied to human development and well-being.

SOCIAL DEVELOPMENT

It is the goal of the district to foster feelings of self-worth and to convey the concept of responsibility for one's own actions. Students will be provided opportunities to develop social skills, to understand their relationships to historical perspectives, to develop positive attitudes toward the aesthetic qualities of their environment, and to develop practical living skills. Students will develop knowledge of and respect for different racial, religious and social backgrounds and be exposed to positive moral and ethical values.

CAREER DEVELOPMENT

It is the goal of the district to offer opportunities that prepare students to be responsible citizens and productive family members. Students will be provided information and appropriate activities to develop skills necessary for economic self-sufficiency. These activities will touch on the social significance of work and will provide guidelines for analyzing one's aptitude for various career choices.

MISSOURI CORE CURRICULUM, KEY SKILLS, AND (MAP)

The Missouri Assessment Program tests 4th, 5th, and 6th graders on the Show Me Standards objectives.

SCHOOL HOURS

7:45 am.....Teachers arrive
7:45 am.....Students enter building
8:05 am.....Classes begin
3:20 pm.....Bus Bell
3:30 pm.....Walkers are dismissed
3:30 pm.....Teachers leave

Children should arrive at school no earlier than 7:45 a.m. Students will not be allowed into the building until that time. Upon entering the building, they should go directly to the gym and be seated, except those eating breakfast, who will go directly to the Commons. Parents who drive students to school should drop them off and pick them up in the 6th Grade parking lot. Children **will not** be allowed to cross the parking lot. Parents must get in line to drop their child off or pick them up before and after school. You may also park in the parking lot and walk them up to the sidewalk. If you have an appointment after school, please come in and sign your child out no later than 3:00 pm.

Children should not be tardy. Children who are tardy (after 8:05 a.m. bell) are to come to the office to give a reason for the tardiness. The tardy student will not be allowed to attend class until a tardy slip is presented to the teacher.

A note from home would be helpful. Should tardiness persist and be habitual, parents will be contacted either by the teacher or by the principals.

ATTENDANCE

Students should attend school every day, unless an illness or emergency prevents them from doing so. A child who is absent must bring a note from the parent or guardian explaining the absence.

It is a common practice by the school that if we have not been contacted when a student is absent for a day or two, the teacher, counselor, or the principal will contact the home.

***WHEN YOUR CHILD HAS BEEN ABSENT, PLEASE SEND A NOTE.** When a child is absent, our SchoolMessenger program will place a call to the parents that evening. After a child has missed 5 days or more, the school will notify parents through a letter. The Jasper County Juvenile Office may be contacted if absences continue.

PERMISSION NOTES

Occasionally, boys and girls will wish to go home with a friend after school. It is our policy that we allow children to leave school with another child **only when a written note** has been provided by the parent/guardian giving permission. Please keep us informed when there is a change from the regular routine. Students **will not** be allowed to call home for a note once they have arrived at school.

LUNCH SCHEDULE

4TH GRADE – 11:50 – 12:10 5TH GRADE – 12:15 – 12:35 6TH GRADE – 11:20 – 11:40
11:40 – 12:00

LUNCH AND MILK PRICES

The payment of lunch and milk money for the Intermediate School will be handled through a debit account.

Parents may send money weekly, bi-weekly, or monthly. The money will be credited to your debit account and each lunch the child eats will be automatically deducted. The following list may help determine the preferred method of payment. Lunch prices are unavailable at the time of printing, but information will be sent home with students the first day of school.

If a child's balance in their lunch account falls to -\$3.00 they may no longer have snack milk. If the balance falls to -\$5.00, the student will receive a cheese sandwich and milk for five days, after that they will not receive school lunch. Free and reduced lunch forms will be sent home at the beginning of the school year.

CAFETERIA BEHAVIOR

Children coming to lunch will wait in an orderly manner in the cafeteria line. The noise level in the cafeteria will be kept to a minimum at all times. Quiet talking with immediate neighbors is permissible.

Children will not move food from one tray to another. This should help minimize the spread of germs, encourage the children to eat a variety of foods, and reduce confusion in the cafeteria.

Children will **NOT** be allowed to bring any carbonated beverages (pop, etc.) to our lunchroom. They may bring drinks such as milk, juice, tea, box drinks, and kool-aid. During school sponsored parties carbonated drinks may be served in the classroom.

Children are to leave the cafeteria tables and floor clean. Milk cartons, straws, and napkins must be put into the wastepaper baskets. Special care should be taken to put silverware quietly into the containers provided.

Lunchtime should be a pleasant experience for everyone. All behavior and conversation should reflect this attitude.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multihandicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U. S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact your school district.

ASBESTOS INFORMATION

We continue to monitor the presence of asbestos in some of our school buildings to make sure it remains in a safe condition. At the present time the asbestos poses no danger to our student, employees, or public.

DRESS CODE

No dress will be permitted which distracts from the educational process of the school or adversely affects the health and/or safety of students. Any decision concerning questionable dress will be made by the administration.

Hats, bandanas, or any type of head covering may not be worn inside the building.

T-shirts and tops must be long enough to cover stomach area, and inappropriate language or pictures will not be permitted. Net or mesh shirts with large arm openings are not acceptable. Spaghetti straps are not appropriate. Straps must be at least 3 inches at the shoulder. Girls' shirts should not be too low around the neckline.

Shorts may not be too short, or too tight. Clothing that does not cover the body to the mid-thigh is not acceptable. Shorts may be worn year round, weather permitting. No pajama type pants are permitted. Jeans that have holes are not permitted.

No visible body piercings except the ears will be permitted. No nose rings will be permitted. No tattoos will be permitted. No hairstyles that distract from the educational process will be permitted. Hair may not be unnatural colors. No chains are permitted.

Any child who is in violation of dress code will be sent to the office to call for a change of clothes or sent home.

DELIVERIES

It is a district-wide policy that **NO** flowers, balloon bouquets, or candy maybe delivered to students on Valentine's Day. If any of the above is delivered on birthdays or other special occasions, students will be notified to pick them up in the office on their way home. No deliveries will go to the classroom.

GRADES

Report cards are issued four times a year. However, most teachers send home other progress reports during each quarter. If you are concerned about your child's grades, progress, or behavior, please contact the teacher as soon as possible so we can work together to help your child. You also may access your child's grades through Students First on the school website. You need to contact Lilani at Central Office, 649-7026 X2004. She will give you an access code to access the grades.

LOST AND FOUND

All clothing such as coats, hats, gloves, galoshes, etc., need to be marked with student's name. Numerous unclaimed coats, hats, gloves, etc., are left at the close of the year. Students should be reminded to check the "lost and found" box frequently. Any unclaimed articles of clothing or other equipment will be given to charity at the end of the school year.

PARENT TEACHER ORGANIZATION (PTO) AND PROGRAMS

Each parent should attend PTO meetings, programs and activities sponsored by our building. Parents who put in long hours of work for the benefit of our students appreciate everyone's participation.

PARTIES

There are three parties for the Intermediate School children during the course of the year. These are Fall Festival, Christmas, and Valentines' Day. The parties start at 2:30. Other parties or outings may be planned on a room or grade level basis. Children who do not attend school parties for religious reasons should still attend school party days. Special provisions are made during the parties for such students.

HOMEMADE TREATS ARE NOT ALLOWED AT SCHOOL PARTIES.

SEVERE WEATHER AND SCHOOL CLOSINGS

Whenever school is canceled due to weather conditions, the three television stations, several Joplin radio stations, and one radio station in Pittsburg will be notified. The "SchoolMessenger" telephone message system will also notify parents. Any children new to the district should be made aware of this procedure. Please be sure that each child has instructions from home about what to do if the parents are working and it is necessary to send the children home early.

SPECIAL SERVICES

The Intermediate Building has an inclusive special education program, in which students participate in the regular classroom, with the assistance of a paraprofessional. Learning Resource rooms are also part of the Special Education Program.

Speech and language therapy is also available. If you are interested in obtaining more information about these programs, please call the Coordinator of Special Services at 649-7034.

STUDENT NAME CHANGES

In order to keep our records accurate for future referrals for the State Department, Social Security and others, we need to keep records under the child's **LEGAL NAME**. For our purposes, this will be the name as seen on the birth certificate, which was required at the time of initial enrollment. For cumulative records, including test scores, health information, and grade cards, we will change the name only if a new birth certificate or court order for name change is presented.

We will accommodate families by using whatever name they prefer in the classroom. For example a child's legal name is John Smith and the parents want the child to go by John Doe, our records will show John Smith (Doe).

TELEPHONE USAGE

Students should use the telephone only in unusual circumstances and only with a note from the teacher. Plans to visit a friend after school, for example, should be made before or after school. Cell phones, if brought to school, must be turned off and in lockers. If a student violates this, the phone will be taken and returned at the end of the day for the 1st offense. If there are further offenses, the phone will be held until the parent picks it up.

LOCKERS

The 4th and 5th graders will use lockers without locks on them to store their backpacks, books, and coats. Sixth grade lockers will have locks. Please stress the importance of not bothering other student's lockers and belongings.

COMPUTER USER'S POLICY

The following policy will apply to all students who use computers, whether networked or stand alone, at any Carl Junction R-1 District school facility.

1. The student is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes processor, monitor, keyboard, mouse and pad, printer, table, chair, stand and papers, or books distributed for student use. Vandalism, misuse, or defacing of property will not be tolerated.
2. The student is responsible for his/her assigned work; cheating is not permitted. Cheating is defined as sharing documents or disks, using articles, stories, or other works found online and presenting them as one's own, and/or allowing others to print one's work as their own.
3. The student is expected to stay on task and to respect the privacy of others. Looking through the various drives and/or files on the network is equivalent to looking through private property. Such action is prohibited.
4. Inappropriate use of email including, but not limited to, sending inappropriate/derogatory messages or threatening messages, will not be permitted.
5. Other prohibited activities include but are not limited to:
 - a. Sending any unauthorized messages on the network
 - b. Accessing software not authorized by the instructor.
 - c. Unauthorized or inappropriate entry or use of Internet (i.e. network hacking, chat rooms, pornographic websites, websites explaining the development/construction/distribution of illegal materials/substances, etc.).
 - d. Use of disks from home or from other students. Only software provided by the school is allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network on any school computer is prohibited.
 - e. Unauthorized downloading of any program.

Violation of any part of the Computer User's Policy may result in loss of computer privileges, in-school suspension, or out-of-school suspension. Consequences will be determined at building level.

PLAYGROUND RULES (RULES WILL BE REVISED AS NEEDED)

GENERAL

1. Follow school rules in halls while going to and from recess.
2. Children will play in the area assigned to them by the teachers on duty.
3. Do not throw sand, sawdust, rocks or sticks.
4. No running or pushing on any of the playground equipment. No spitting.
5. No tackle football, fighting, or wrestling.
6. No skates, skateboards, knives, swords or bicycles allowed on playground.
7. No food or straws may be brought from the cafeteria to the playground.
8. No students are allowed to play behind the building.
9. Students should not bring personal play equipment unless the teacher has given special approval.

REMEMBER

1. If a teacher sees an activity that may be dangerous, the teacher will stop the activity at once and it will not be repeated.
2. All children returning to the building after recess will brush themselves off before entering the building.
3. Each class will line up before returning to the building.

STUDENT INFORMATION

1. It is school policy that visiting children may not attend school. Parents or other adult patrons are welcome at any time. However, visits should be prearranged, if possible.
2. Knives, hard balls, toy guns, radios or tape players, collectible cards, cell phones and electronic games are not allowed at school.
3. Children who must leave school for medical appointments or illness should check-out and check-in through the office.
ALL PERSONS PICKING UP A STUDENT MUST COME TO OFFICE AND SIGN THE STUDENT OUT.
4. Please see that all clothes (hats, coats, gloves, etc.) and lunch boxes are marked with your child's name.
5. Textbooks are to be brought to class each day.
6. All money brought to school should be enclosed in an envelope with the child's and teacher's name on it.
Separate checks need to be written for each student for lunch money.
7. The school is not responsible for money or other items of value brought to school for personal reasons.
8. Students should not buy or trade things among themselves at school.
9. A written note from a doctor is required for students to be allowed to stay inside during recess or to abstain from physical activities.
10. Riding bicycles to and from school can be dangerous. Safety practiced by the students is required. Bicycles are to be stored in the bicycle rack located near the playground. **No skateboards, skates or scooters are allowed.**
11. Parents who would like to pick up homework for their children should call the school in the morning. Homework would be ready for pick-up after 2:00 p.m. in the office.
12. A note from parents is needed for a change in the normal scheduled way of going home after school for a student.
13. Parents, please check in at the office. If you are picking up your child, we will use the intercom to send for your child. All students picked up must be signed out in the office.
14. During the 2009-10 school year, the only doors that will be unlocked during the school day for the 4th grade will be the front two doors by the office. For the 5th & 6th the doors by the 6th grade office will be unlocked. All other doors will be locked at all times to insure your child's safety. Security drills will be conducted through out the school year.
15. Backpacks and book bags will not be carried from class to class for security purposes, but must be hung in their lockers. Backpacks with rollers are not allowed because they will not fit in the lockers.
16. Shoes with rollers should not be worn at school

LOST OR DAMAGED TEXTBOOKS

All students will be assigned a textbook for each class, and will be responsible for returning the book to the teacher or paying for it at the end of the school year. If lost or damaged, the following payment schedules apply: 1st year for book - 100% of the cost 2nd year for book - 75% of the cost
3rd year for book - 50% of the cost 4th year & older - 25% of the cost

VISITORS

All visitors are required to check in at the 4-5, or 6th grade office before going to the classroom. **ALL VISITORS MUST SIGN IN AND GET A VISITOR'S BADGE FROM THE OFFICE.**

DRUG POLICY

"The usage of illicit drugs and the unlawful use and possession of alcohol is wrong and harmful". The disciplinary action for this type of offense will be out of school suspension.

RETENTION OF STUDENTS

For certain students, repeating a grade may be beneficial to their long-term progress. Many factors are considered when contemplating a child's retention - general level of maturity, individual ability, daily work, successful completion of local classroom objectives, etc. Teachers will keep parents informed of their student's progress through daily work, parent-teacher conferences and quarterly report cards.

If retention is indicated, parental support is very important. By communicating regularly with parents, we strive to make such a decision cooperatively, but it shall be the responsibility of the building principal to make the final decision.

CONDITIONAL PLACEMENT

Occasionally a teacher is not sure whether a child should be retained or not. In that case, parents may be requested to sign a conditional placement form. This agreement states that the child will be given a trial period of about 4 - 6 weeks in the new grade. If, at the end of the trial period, he/she is meeting the standards of that grade level, then he/she will remain there. However, if the student is not performing up to the new grade level, then he/she will be moved back to the previous grade.

THE NO CHILD LEFT BEHIND ACT OF 2001 (PUBLIC LAW 107-110)

Our district is required to provide to you in a timely manner, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- 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.

DISCIPLINE POLICY - INTERMEDIATE GRADES 4, 5, 6




School is a place where students come to get an education. We think they should be able to learn in a school that is safe and orderly. Consequences for breaking rules are established, not for the responsible majority, but for the irresponsible few.

All students are expected to follow the Bulldog Code of Conduct: Be Responsible, Respectful, and Safe.

Pupils enrolled in school shall observe the general rules of proper conduct, the rules and regulations of the Board of Education (as set forth in this policy manual, minutes of the Board of Education, student

handbook, and periodic announcements to the students), as well as the rules of the superintendent, the principals, and the teachers as set forth by the advantageous operation of the school.

Carl Junction Intermediate 4-6 Bulldogs
Behavior Expectations Matrix

Bulldog Code of Conduct	Classroom (All Settings)	Restroom	Playground	Cafeteria	Hallway	Assemblies And Field Trips	Bus
<p>I am Responsible</p> 	<p>Be on Task</p> <p>Give your best effort</p> <p>Complete work on time</p> <p>Use self-control</p>	<p>Flush toilets</p> <p>Wash your hands</p> <p>Put trash in trash cans</p>	<p>Follow equipment rules</p> <p>Wait your turn</p> <p>Line up when the whistle blows</p>	<p>Clean your area</p> <p>Dispose trash appropriately</p> <p>Talk quietly</p>	<p>Walk</p> <p>Go where you are supposed to go</p>	<p>Sit in one spot</p> <p>Look for the person with the microphone</p>	<p>Know your driver and number</p> <p>Know your stop</p> <p>Check your seat when you get off</p>
<p>I am Respectful</p> 	<p>Be a good listener</p> <p>Be kind</p> <p>Respect Other's Opinions</p>	<p>Give people privacy</p> <p>Wait your turn</p> <p>Use quiet voices</p>	<p>Listen to all adults</p> <p>Enter/Exit the building quietly</p> <p>Use appropriate language</p>	<p>Listen to all adults</p> <p>Use appropriate table manners</p> <p>Be polite</p> <p>Raise hand for help</p>	<p>Walk quietly</p> <p>Walk appropriately</p>	<p>Be polite</p> <p>Respect others property</p> <p>Use appropriate applause</p> <p>Listen</p>	<p>Keep your bus space clean</p> <p>Be polite to the driver and others</p> <p>Use quiet voices</p>
<p>I am Safe</p> 	<p>Hands and feet to yourself</p> <p>Keep body calm</p>	<p>Walk to and from the restroom</p> <p>Keep water off of the floor</p> <p>Report problems</p>	<p>Stay in play areas only</p> <p>Walk to/from your class line</p> <p>Hands and feet to yourself</p>	<p>Walk</p> <p>Remain seated</p> <p>Hands and feet to yourself</p>	<p>Keep moving</p> <p>Hands and feet to yourself</p>	<p>Stay with your class</p> <p>Follow instructions</p> <p>Sit in seats appropriately</p> <p>Hands and feet to yourself</p>	<p>Sit appropriately in your assigned seat</p> <p>Stay seated</p> <p>Hands and feet to yourself</p>

BUS CONDUCT

Safety on our school buses is one of our top priorities, and we are certain that all parents share in this concern.

We encourage you to discuss the problem of safety with your child. If you have a question about a concern on the bus, we suggest first that you contact your child's driver and then if the problem continues, call the school. We want to work toward another safe year of bus riding.

The following are a few items students need to understand:

1. The driver is in charge and must be obeyed promptly without the student talking back.
2. Students must be seated and remain seated at all times unless they have permission from the driver to change seats. The driver has the authority to assign children to permanent seats when deemed necessary.
3. Students must not throw things on the bus or from the bus.

4. Classroom conduct is to be observed by students. They must keep the noise down to a low tone, talking only to the person in the seat with them or in the seats near them.
5. Arms and heads must be kept inside the bus at all times.
6. Talking must cease at all stop signs or railroad crossings.
7. Aisles must be kept clear for students boarding or leaving bus.
8. Students must cross in **FRONT**, not in back, when leaving the bus, and they must not try to hang on, throw objects under the wheels, etc. They are not to stop at the mailbox for mail until the bus has pulled away.
9. Any damage, except for accidental damage, to the bus must be paid for by the student causing such damage. This must be done before they will be allowed to ride again. (Example: Broken windows, cut seats, etc.)
10. Pocket knives and other weapons are not permitted on the bus.
11. Nuisance items, such as water guns, flippers, etc., are not allowed.
12. Students waiting at bus stops must remain out of roads or streets and must conduct themselves in an orderly manner. They should not arrive at the bus stop more than 5 minutes before the bus picks them up.
13. Older students are asked to help control younger brother and sisters.
14. Students who do not obey these rules will be issued a bus discipline slip by the bus driver. The student will be required to visit the principal's office regarding the bus discipline slip. The first bus slip constitutes a warning to the student. The second bus slip results in a three-day suspension from the bus. The third bus slip requires a five-day bus suspension. The fourth bus slip will result in a 10-day bus suspension. If the student receives any additional bus slips he/she will be suspended from riding the bus for the remainder of the school year.

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 (5) 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 (5) 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.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R) established for that purpose. 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.

Parental Information and Resource Center (PIRC)

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

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

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

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

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

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