

# ***SKYLINE ELEMENTARY SCHOOL***

***2019-2020***



***20663 US HWY 65  
Urbana, Missouri 65767  
Phone: 417/993-4225  
Fax: 417/993-0216***

***Web: [www.skylineschools.net](http://www.skylineschools.net)***

***Follow us on Facebook and Twitter @skylineproud***

***Dr. Mark Beem  
Superintendent***

***Mr. Jason Pursley  
Elementary School Principal***

# ELEMENTARY STUDENT HANDBOOK

## HICKORY COUNTY R-1 SCHOOL

417-993-4225

### TABLE OF CONTENTS

	Page
Parent Letter.....	2
School Calendar.....	3
Mission/Non-Discrimination.....	4
Complaints Procedures.....	5-8
Sexual Harassment.....	9
Enrollment Requirements.....	10
Immunization of Pupils.....	10
Regular Attendance.....	10
Health.....	11
School Nurse/Serious Injury.....	11
School Office.....	11
Telephone Messages.....	11-12
Arrival At School.....	12
Schedule of School Hours.....	12
Students Leaving School During The Day.....	12
Going Home After School.....	12
Lunchroom Services.....	13
Care of School Properties.....	13
Art, Music, and Physical Education.....	13
Special Programs.....	14
Title 1 Reading and Math.....	14
Guidance.....	14
Title 1 Parent Involvement.....	15-16
Rules and Regulations For Students.....	17
Student Discipline Code/Disciplinary Actions.....	18-23
In-School Suspension Guidelines.....	24
Dress Code Regulations.....	24
Bus Regulations.....	24
Play Ground Rules.....	25
Parties.....	26
Balloon and Flowers Delivery Policy.....	26
Grade Cards.....	26
Withdrawal From School.....	26
Classroom Visitation Welcome.....	26
Student Records.....	27
Closing Of School.....	27
Promotion or Retention.....	27
How Can Parents Help.....	28
Reading and Study Skills.....	28
Student Election Eligibility.....	28
Signature Page.....	29
Foster Care Point of Contact.....	Mrs. Tammy Smith, 417-993-4225
Migrant, ELL, Homeless Point of Contact.....	Mrs. Kelli Cheek, 417-993-4226

**Dear Parent or Guardian:**

**Our district is required to inform you of certain information That you, according to The NO Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.**

**Upon your request, our district is required to provide to you in A timely manner, the following information:**

- **Whether the teacher has met state qualifications 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 paraprofessional and, if so, their qualification**

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

- **Information on the achievement level of the parent's child in each of the state academic assessments are 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.**

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

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

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

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

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

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

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

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

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

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

**August 11 days**

- August 12 & 13 Teacher Workshop Days
- August 12 Open House 4:30-7:30 p.m.
- August 14 Opening Day of School
- August 19 No School
- August 26 PDC Day No School

**September 16 days**

- September 2, 16, 30 No School
- September 9 PDC Day No School
- September 23 PDC Day No School

**October 19 days**

- October 7 PDC Day No School
- October 14, 28 No School
- October 16 End of First Quarter
- October 21 Parent/Teacher Conferences 1:00 p.m. – 7:30 p.m.

**November 15 days**

- November 4, 18 No School
- November 11 PDC Day No School
- November 25 School in Session on Monday
- November 27-29 Thanksgiving Break

**December 13 days (74 Days Semester 1)**

- December 2, No School
- December 9 PDC Day No School
- December 16 School in Session on Monday
- December 20 Early Dismissal 12:45 p.m.
- December 23-January 6 Christmas Break

**January 16 Days**

- January 6 PDC Day Teachers Return
- January 7 Students Return
- January 13, 20 No School
- January 27 PDC Day No School

**February 16 days**

- February 3, 17, 24 No School
- February 10 PDC Day No School

**March 15 days**

- March 2, 16, 23, 30 No School
- March 9 PDC Day No School
- March 11 End of Third Quarter
- March 20-24 Spring Break (No School)

**April 18 days**

- April 6 School in Session on Monday
- April 10 Good Friday No School
- April 13, 27 No School
- April 20 PDC Day No School

**May 11 days**

- May 4, 11, 18 (No School)
- May 20 Last Day of School - Early Out 12:45p.m.
- May 21 & 22 Teacher Workshop Days
- May 15 Graduation, 7:00 p.m.

**150 Days of School, 8:05 a.m. -3:35 p.m., 1061 Hours (Final) Snow Make-Up Days: Jan. 13, 20, Feb. 3, 17, 24, Mar. 2, 16, 23, 30, Apr. 13, 27, May 4, 11, 18 Mondays in Session Nov. 26, Dec. 16, Apr. 6**

*The Board of Education reserves the right to make necessary adjustments.*

## **MISSION**

The Hickory County Schools and Community accept and share the responsibility to provide a nurturing environment and well-balanced sequential program of studies which leads to academic proficiency for the whole child to learn through traditional and innovative instructional techniques and to utilize current educational trends to prepare themselves for responsible citizenship in a democratic society.

## **NON-DISCRIMINATION**

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and the individuals with whom the Board does business.

In keeping with the requirements of the federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis.

The Superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices or activities of the school district.

Missouri Department of Elementary & Secondary Education  
NCLB COMPLAINT PROCEDURES

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

Who May File a Complaint

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

Definition of a Complaint

There are both formal and informal complaint procedures.

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

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

Alternatives for Filing Complaints

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

Informal and Formal Complaints Received by the Local Education Agency

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

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

## Decision

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

### Formal LEA Complaints Against SEA

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

### Complaints Against LEA's Received from the United States Department of Education

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

### Procedure Dissemination

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

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

#### Informal Complaints Received by the SEA Office

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

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

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts, on which the complaint is based, will be initiated.
2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. *Verification.* Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

#### Appeals

##### Appeals to the SEA

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Investigation.* The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and preserved for preparation of any transcript required on appeal.



School/Community Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principle
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

## SEXUAL HARASSMENT OF STUDENTS

### 1. When the offender is an adult

Definition: Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult towards a student.

If you believe that you have been the victim of sexual harassment by an adult or if you have any questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. As soon as the principal is advised of concern, an investigation will be conducted immediately.

If it is determined that the adult has sexually harassed the student, serious disciplinary action toward the adult may occur.

### 2. When the offender is a student

Definition: Sexual is unwanted sexual attention from anyone with whom the student may interact in the course of receiving education in school or at school-sponsored events.

If you believe that you have been the victim of sexual harassment by another student or if you have any questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. Any report of sexual harassment will be investigated by the principal and a written record will be maintained.

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

- Parent conference
- Recommendation to the Board of Education for expulsion from school
- Detention
- Apology to the victim
- Suspension
- Referral to the Police

Reprisals, threats, or intimidation of the victim will be treated as a serious offense, which could result in a permanent separation from the school through expulsion (for student offenders) or dismissal from employment (for adult offenders).

ON ALL CASES, a high degree of confidentiality will be maintained by the school and school authorities to protect both the student and the alleged offender.

## ENROLLMENT REQUIREMENTS

A child must be five years old before August 1<sup>st</sup> in order to enroll in kindergarten. Parents enrolling children for the first time in the Skyline School Districts must present a copy of the child's birth certificate, immunization record, verification of address and evidence of enrollment or records of a previous school attended if any. Students transferring from other schools in grades 1-4 will be given a standardization test for grade placement. Placement will be at the discretion of the principal.

## IMMUNIZATION OF PUPILS

“As required by Section 167.181 R.S. Mo., it shall be the duty of parent or guardian of every pupil to hereafter entering the public schools to furnish the principal, or to such person as the superintendent directs, satisfactory proof that said pupil has been immunized against poliomyelitis, diphtheria, rubella and measles, or that the immunization process is being accomplished in accordance with the rules and regulations promulgated by the Division of Health of the Department of Public Health and Welfare of Missouri, or, within such time, to furnish the principal his or her written objections to the immunization of such pupil.”

“The enrollment of the pupil shall be upon the condition that such proof be furnished at the time of student enrollment.”

“Upon failure of any pupil or his or her parents or guardian to timely comply with the regulation, the superintendent, or such delegatee by him, shall exclude such pupil from attending school pending compliance herewith.”

## REGULAR ATTENDANCE

Regular attendance on the part for your child is a significant factor in determining his or her school progress. The program of the effective classroom is planned to develop and sustain the interest of the pupil. When a child is irregular in attendance the learning difficulty and decreased interest which, in turn, slows progress and dulls the urge to attend regularly. Because attendance is so important, pupils should be absent only for important reasons, such as personal illness. The importance of being in school everyday is emphasized by the compulsory attendance laws of the state of Missouri which requires children to attend school regularly.

When a student is absent from school a note from the parent is required stating the reason for the absence. Students will be responsible for making up all work missed. Prompt completion of an excused absence will be given two days to make up the lessons missed for every day that they are absent. Students returning from an absence or arriving late must first come to the principal's office for an admittance slip. Out-of-School Suspensions are treated as an unexcused absence.

It is hoped every parent is sufficiently interested in the welfare of his or her child to make all reasonable efforts to encourage regular punctual school attendance. Perfect Attendance Medals, Excellent Attendance Medals, and ice cream parties are awarded to students with excellent attendance for the school year. Students who have perfect attendance will be given a Perfect Attendance Medal. Students who missed 2 days or less of school will be given Excellent Attendance Medal on Awards Day in May. All attendance is based on the total number of hours missed.

## HEALTH: A PREREQUISITE TO LEARNING

Keep your child at home or call your physician when any contagious disease is suspected. If your child's physician diagnoses a communicable disease (strep throat, chicken pox, fifth disease, etc) please report the illness to the nurse's office. This will allow us to know what classrooms to monitor more closely, as well as when/if parents need to be notified of a verified illness. A child who has a temperature or shows signs of illness should be kept at home and should not return to school until he or she has been fever free, without medication for 24 hours.

Although being absent adversely affects a pupil's school progress, it is not fair to the pupil or to the other children, for a child who is sick to be in school.

A good nights rest is very essential to the child's health and to the type of school work the child can accomplish.

## SCHOOL NURSE

This service is not to replace the care your child gets from your regular doctor or clinic, but will provide:

- Basic emergency and first aid care
- Administration of medication for your child with a doctors orders & your request
- Screening exams for eye, ear, dental and spinal problems
- Immunization records
- Health information for you can your child
- Additional health education based on individual need.
- Health care plans for students with special needs, developed with students and parents
- Students who have acquired lice or nits will not be allowed to re-enter until all lice and nits are absent from the student's hair.

## SERIOUS INJURIES

In case of a serious accident at school, the parent is called immediately. Upon failure to locate the parent we will contact any other individual that you indicate should be called in case of an emergency. Please be certain that we have your correct home and employment phone numbers, and as a safety measure, please give the telephone number of a near neighbor or friend that can be called in case of an emergency.

## SCHOOL OFFICE

The school office can provide necessary assistance to help solve in school related problems. A telephone call to the school office or a personal visit to can sometimes clarify a situation and help parents with seems to be the problem. Please feel welcome to call or visit the school for information or assistance.

## TELEPHONE MESSAGES

The school telephone is for business and emergency calls. To protect the teachers and pupils from interruptions and to make sure the best use of the telephone service in our school, good judgment suggests some reasonable restrictions in the use of the school telephone. Necessary messages will be taken in the school office and relay to pupils or

teachers. Request from parents for a teacher to call are given to the teacher so that a return call can be made when the teacher is free of class assignment. Please make any special arrangements for the afternoon or evening with the child before he leaves home in

the morning. Pupils will be allowed to use the phone with permission from the office, however, the use of the telephone for children to make overnight arrangements is discouraged. Pupils and teachers are called to the phone only in the case of emergency. Messages to the students, unless there is an emergency, will be delivered up to 8:35 a.m. and after 2:40 p.m.

#### ARRIVAL AT SCHOOL

Students should not arrive at school before 7:45 a.m. Problems of behavior and supervision arise when large number of pupils congregate at school earlier than necessary.

#### SCHEDULE OF SCHOOL HOURS

School begins at 8:05 a.m. and dismisses at 3:35 p.m.

#### STUDENTS LEAVING SCHOOL DURING THE DAY

No student will be allowed to leave the school during the day unless a parent or guardian signs for them in the school office. If for any reason you wish to take your child from school send a note with the child that morning stating what time you are taking your child from school and the individual who will sign out your child. **Parents will need to sign out their children when they are picking them up during school hours/and parents will need to sign in your child when arriving late. This can be done in the Principal's office. Teacher will not be allowed to release students unless notified first by the office.**

#### GOING HOME AFTER SCHOOL

The safety of each child enrolled in the elementary is of utmost importance to both the family and school. There will be a certain method of getting the home each afternoon will normally follow. The classroom teacher will expect each child to use the normal method of getting home each day, unless notified differently by the parent. Therefore please send a note to the classroom teacher if there is any change to the method your child will use in getting home. If it is more convenient, please feel free to call the school office early in the day of such changes as it takes time to get the message to the persons involved. Due to the lack of adequate supervision, bothers and sisters may not stay after school to attend practices or events which are not their own.

## LUNCHROOM SERVICES

Elementary students eat lunch in the cafeteria. They may bring their lunch from home or purchase a hot lunch each day.

In case of emergency at home the parent may phone the school office for a child to eat, or if money is lost, the child may charge his lunch on that day and is expected to bring the money the next day of school attendance. A pupil may not have more than three unpaid charges.

Forms to apply for free or reduce lunch will be sent home the first day of school. Lunch charges should be arranged before class starts in the morning.

The breakfast program works the same as the lunch program with two exceptions:

1. The breakfast program is voluntary.
2. There are no charges allowed with the breakfast program.

## CARE OF SCHOOL PROPERTY

The public schools provides for pupils property of considerable value in the form of books, supplies, and equipment. While some wear and tear on these materials is to be expected, improper use or abuse of them cannot be tolerated. If the latter is found to be true, or if the books or materials are lost, pupils and their parents are expected to pay for them.

Respect for others people's property, as well as his or her own, should be part of every pupil's growth and development. Supervision and guidance are provided by the teachers and administrators with the hope that such an attitude by pupils will be the result.

## LIBRARY MEDIA CENTER

The library is open from 7:45 to 3:20 p.m. Students and teachers are informed of materials available and are trained in selecting and using library materials for research and reading enjoyment.

The Alexandria computer circulation system is used to check out books. Each student will be assigned a circulation number. The Alexandria circulation system automatically checks each item out for two weeks. Books may be brought into the library and renewed after two weeks. Students are responsible for the books checked out to them and must replace lost or damaged books. A lost book charge of \$10 is levied; however, in case of a more expensive book, the student may be charged the actual cost of the book. If the lost book is found, money will be refunded.

Students are scheduled to visit the library for thirty minutes each week for book checkout and instruction.

## ART, MUSIC, AND PHYSICAL EDUCATION

Instruction by certified teachers is provided to all grade levels in Art, Music, and Physical Education

## SPECIAL PROGRAMS

Under Public Law 94-142 the following special education classes for the handicapped condition listed below are currently available within our district.

Speech Impaired  
Specific Learning Disabilities  
Educable Mentally Handicapped  
Behavior Disorders

For information concerning the need for special education classes for handicapped students please call the elementary principal. (417-993-4225)

## GUIDANCE

What is guidance and counseling?

Guidance and Counseling is an integral part of each student's total educational program. It is a comprehensive program that included sequential activities kindergarten through grade 12, organized and implemented by certified school counselors with the involvement and support of parents, students, teachers, and administrators.

The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

What do school counselors do?

Elementary school counselors assist students to learn the skills and attitudes necessary to be successful learners. They emphasize with students that the classroom is their first workplace and that communication, decision-making, interpersonal and career awareness skills are important to their success.

School counselors foster excellence by helping all students to achieve their potential. They promote excellence through their work in four program areas:

- Classroom presentations and large-group activities such as career days and college nights to help students learn coping skills, career planning and decision-making skills, and plan for the future.
- Individual student planning for academic and career success through the development of short-term and long-range education and career plans.
- Individual and small group counseling, consultation, and referral, related to helping students with personal goals and concerns, and with educational progress.
- Management activities to support the guidance program and other school programs.

Communication Arts, Math, & Reading  
Title I Parent Involvement Policy  
2013-14 School Year  
Skyline Elementary

At Skyline Elementary, we believe that parent involvement and meeting individual needs of students are essential to student success. Skyline Elementary will continue to develop and create an environment in which parents feel welcome and needed, as well as to continue reaching out in new ways to connect with all parents. Parents are encouraged to actively participate in their child's education by supporting their school and realizing the important role they play in their child's achievement.

The following Parent Involvement Plan was developed and agreed upon by the Title I Advisory Council, which included both staff members and parents. Information received from parent evaluations and informal parent feedback will be used in reviewing the plan and if appropriate, revising the plan annually. This plan, in addition to a description of the Title I program, will be discussed at an annual fall meeting. The plan can be found in the school's Title I handbook. This handbook will be sent home with students participating in the program and/or available upon request.

The Title I Program, national educational standards, Missouri educational standards, state and local assessment tools, and the school's performance profile showing progress toward meeting the learning goals, will be communicated to parents in a variety of ways that include:

- Annual fall meeting with an explanation of the Title I program, requirements and rights
- PTO meetings
- Title I Parent Handbook
- Parent-Teacher Conferences

Skyline Elementary will provide opportunities for parents to be involved and share in appropriate decision making through:

- Classroom visitations
- Parent Involvement Nights
- Title I Advisory Council – this committee will provide opportunities for parents to be involved in the planning, review and improvement of the school's Title I program and the Parent Involvement Plan
- Progress Reports and Report Cards from classroom teachers
- Conferencing – school, home, phone, and/or letters

A Parent-School Compact has been developed and approved by the Title I Parent Advisory Council and outlines the responsibility of parents, staff and students for



improving student achievement. The Parent-School Compact describes the following:

- Responsibilities of student to support learning
- Responsibilities of parent to support learning
- Responsibilities of teacher to support learning
- Responsibilities of principal/administrator to support learning effective parent involvement and partnerships among the school, parents and community will be ensured by:
  - Providing information needed to supply parents the resources necessary to improve the achievement of their child. Parent Involvement activities will be held at various times to accommodate as many parents as possible.
  - Coordinating and integrating Title I strategies with other parent community programs such as Parents as Teachers, Head Start and various other programs.
  - Developing appropriate roles for community organizations and businesses in parent involvement activities.

Each year, during the final quarter of the school year, an annual review meeting will be held. This meeting will be in the form of a celebration also honoring the hard work that has been accomplished by the student. The meeting will provide a forum to assess and evaluate the entire Title I program, not just the parent involvement component. All parents are invited and encouraged to attend this meeting and provide valuable feedback on outcomes of the program.

Title I funds may be used to pay for necessary and reasonable expenses associated with parent involvement activities including but not limited to childcare and transportation. Skyline staff will, to the greatest extent possible, communicate with parents in the most appropriate manner and language. Additionally, other reasonable support for Title I parental involvement will be provided as requested by parents.

## RULES AND REGULATIONS FOR STUDENTS

1. Running is not permitted in the building or to and from the buses.
2. Students are not allowed to bring drugs, alcohol, tobacco, knives, guns, sharp objects or dangerous instruments to school.
3. Drinking pop is not allowed at school unless approved by school personnel. Exception: Students bringing their lunch from home may bring pop in an aluminum can or plastic bottle.(No glass bottles).
4. Pupils are not to bring playthings or pets to school unless permission is given by school personnel. The school is not responsible for losses.
5. Good manners and table etiquette are practiced at all times in the lunchroom.
6. Students may not remain indoors during recess except in inclement weather or because of some specific illness. A written request from home is required for a child to remain indoors. The principle will decide if weather is too bad for students to go outside for recess.
7. Children are not to be on the playground area before or after school, unless approved by school personnel.
8. Students will have the opportunity to join book clubs or buy paper backs in the classroom. Participation is not required.
9. Touching another student during an argument will result in disciplinary action.
10. Students may use school buildings and facilities only under the direct supervision of the school staff or approved adults.
11. Public display of affection is prohibited in school.
12. Students will not use profanity in school, or at any school function.
13. No radios, tape players, etc., will be played in the halls, cafeteria or playground.
14. Students may not bring cell phones to school.
15. No locks on lockers.
16. Hats will not be worn in the school building.
17. A student must be in attendance for at least half a day in order to participate in a nighttime activity. Friday attendance is required for Saturday events.
18. Skyline Elementary School is a beautiful building and students hopefully will be very proud to attend classes here. It is the responsibility of each student to practice good citizenship in the care of the facilities.
19. Students should not bring footballs from home to football games being played on our home field.
20. Students may not wear tennis shoes or another style of shoes with hidden roller skates in them to school.

## STUDENT DISCIPLINE

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 an action involving a combination of offenses may result in disciplinary consequences that extend beyond this Education. Students with Individual Education Plans will follow the Procedural Safeguards for Children and parents as required by PL 105-17.

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

**First Offense:** 11-180 days out-of-school suspension or expulsion, Notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in the student's record.

2. **Assault**

- a. Attempting to cause injury to another person; intentionally placing a person reasonable apprehension of imminent physical injury.

**First Offense:** In- school suspension, 1-180 days out-of-school suspension, or expulsion notice to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension or expulsion, Notification to law enforcement officials, and documentation in student's discipline record.

- b. Attempting to kill or cause serious injury to another.

**First Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

3. **Bus Misconduct-** Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

4. **Disparaging or Demeaning Language-** Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will be punished.

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

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

5. **Disrespectful Conduct or Speech-** Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member. This definition will include verbal and physical threats.

First Offense: Principal/Student conference, 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, and possible documentation in student's discipline records.

6. **Disruptive Speech or Conduct-** Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions. This definition will include verbal and physical threats.

First Offense: Principal/Student conference, 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, and possible documentation in student's discipline records.

## 7. **Drugs/Alcohol**

- a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

First Offense: 11-180 days out-of-school suspension or expulsion,

notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in the student's record.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

First Offense: Expulsion, notification to law enforcement officials, and documentation in the student's record

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

First Offense: Principal/Student conference, 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, and possible documentation in student's discipline records.

- 9. **False Alarms-** Tampering with emergency equipment, setting off alarms, making false reports.

First Offense: Principal/ Student conference, in-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline records.

- 10. **Fighting-** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**11. Public Display of Affection-** Physical contact which is inappropriate for the school setting.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline records.

**12. Sexual Harassment-**

- a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

- b. Physical contact that is sexually harassing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, 11-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline records.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, 11-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline records.

**14.Tobacco-**

- a. Possession of any tobacco products on school grounds, bus or any school activity.

First Offense: Principal/Student conference, in-school suspension.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, bus or at any school activity.

First offense: In-school suspension or 1-3 days out-of school suspension.

Subsequent Offense: In- school suspension or 1-10 days out-of school suspension

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

First offense: Principal/Student conference, or 1-3 days in-school suspension.

Subsequent Offense: 3-10 days in-school suspension.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

17. **Weapons-**

- a. Possession or use of any instrument or device, other than those defined in the U.S.C.921 or 571.010,RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's record.

- b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010.RSMo

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.



## IN-SCHOOL SUSPENSION GUIDELINES

1. Elementary students will use their time in ISS to complete classroom work.
2. If assigned work is not completed students will return to ISS.
3. In case of inappropriate behavior in the ISS room. Additional reports may be assigned.

## DRESS CODE REGULATIONS

Skyline Elementary expects student's dress and grooming to be neat, clean, and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school.

Student's dress and grooming will be the responsibility of the individual and his parent's within the following guidelines:

1. Dress and grooming will be clean and keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear. Tennis shoes are to be worn or brought to school on days that students participate in P.E.
3. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student.
4. Class activities which present a concern for student safety may require the student to adjust his/ hair/and/or clothing during the class period in the interest or maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in extracurricular activities.

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

## SPECIFIC REGULATIONS:

1. Fish net shirts or stomach exposing shirts will be prohibited.
2. Biker and boxer shorts will not be allowed.
3. Clothing with inappropriate sayings such as references to drugs, alcohol, sex, etc. should be kept at home.
4. Chains which attach to wallets or pockets are prohibited.

## BUS REGULATIONS

Free transportation is provided for children in grades kindergarten through twelve. Both the school and the home have the responsibility of teaching our children good safety and conduct rules for bus riding. The following safety regulations should be observed:

1. Children should be waiting at the bus stop to board the bus rather than waiting to leave the house after the bus arrives.(Exception: inclement weather.)
2. Children should wait at the bus stop in an orderly fashion without pushing or fighting.

3. Children should never stand in the roadway while waiting for the bus.
4. The driver is in charge of the children and the bus. Children must obey the driver promptly and cheerfully at all times. This would include not only while a child is riding the bus, but also when he is boarding and leaving. The driver does have the power to assign seats when necessity arises.
5. Children must remain seated at all times while the bus is in motion.
6. With the exception of normal conversation, classroom conduct must be observed at all times thus allowing the driver to concentrate on driving safely without distraction.
7. Children should not carry on unnecessary conversation with the bus driver.
8. Arms or head must not be extended out the bus windows at any time.
9. If your child is a bus rider, it will be assumed that he will ride each day, both ways, unless arrangements are made indicating otherwise. Please notify us if for some reason your child will not be riding the bus home after he has ridden it to school. This will save us time searching for a child not accounted for on the bus.
10. Scuffling, fighting, obscene language, throwing articles, littering, spitting, pinching, and disobedience of instructions given by driver are forbidden.
11. No food or beverage is to be consumed on the bus. Hopefully these safety regulations will be explained and discussed with your child at home as well as in the classroom. We feel that it would be indeed unfortunate for a child to lose his privilege of riding the bus to school because of unsafe conduct.

### PLAYGROUND RULES

1. No fighting or pushing.
2. No profanity.
3. Go down slide feet first.
4. No jumping off the slide.
5. No pushing or passing another person on the ladder of slide.
6. No tackle football.
7. No standing on swings.
8. No jumping from swing while it is in motion.
9. Students will obey teachers or adults who are supervising playground at all times.
10. No skateboards..
11. No toy guns.
12. No sharp instruments or dangerous objects(knives, pencils, rat-tail combs, etc.)
13. No matches or lighters.
14. No throwing rocks, dust, or gravel, or playing with sticks.
15. No entering the building without teacher permission.
16. Do not go past school grounds into the adjoining farm fields.

## PARTIES

Four parties are celebrated by the classroom each year. Halloween, Christmas, Valentine's Day and Easter. Parents may check their child's weekly newsletter to find out party times. A visitor's badge will need to be picked up in the elementary office before attending each party. No badge will be given out until child's party time. This will allow instruction to continue right up to party time.

## BALLOON AND FLOWER DELIVERIES

All balloons and flowers will be kept in the office until the end of the day for delivery to students.

## GRADE CARDS

Parent/Teacher Conferences will be held prior to your child receiving his/her 1<sup>st</sup> quarter grade card. Information and schedule for conferences will be sent home before the end of the 1<sup>st</sup> quarter. If a parent is unable to attend the scheduled conferences then either the conference needs to be rescheduled or arrangements made with the teacher for a phone conference in order for the child to receive his/her grade card.

Grade cards are issued every nine weeks. In the middle of each grading period progress reports are sent home with the students. Grades two to four receive letter grades while kindergarten and first grade are evaluated on one of three levels: Above average, average, or below average. Skill, attitude, and participation will help to determine which area a student earns. Grade cards should be signed and returned in a timely fashion to the school, following issuance 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters.

## WITHDRAWAL FROM SCHOOL

Pupils who transfer to another school or who withdraw to move to another community must fill out a withdrawal card in the principal's office. All school-owned books, and equipment must be returned to the proper teachers. Failure to follow these procedures may make it difficult for a pupil to be enrolled and classified properly in another school. He may also be asked to pay for books or other equipment lost or damaged.

## CLASSROOM VISITATION WELCOME

Parents are welcome to visit their child's classroom for observation. We believe it is beneficial for parents to have a good understanding of what their children are doing in school. Parents who want to observe their child's classroom and/or have a conference with the teacher should arrange an appointment through the school office. **However, children who are not enrolled at Skyline Elementary will not be permitted to visit unless accompanied by an adult.** While visiting Skyline Elementary, visitors will be asked to wear a visitor's badge so that building personnel will know visitors have checked in with the office prior to entering the halls.

## STUDENT RECORD

Definition: Student Educational Records are defined as records which are directly related to a student and are maintained by schools. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Educational Record factual and objective.

Record Accessibility: Student Education Records are accessible to:

School officials, including teachers of the district who have legitimate educational interest in the records.

Parents and/or legal guardians.

Officials of schools in which the student seeks or intends to enroll.

Other agencies, institutions or individual upon receipt of written release from parent, guardian, or eligible student.

Other state and federal offices and agencies as prescribed by law.

A record access log is kept as part of the Student Education record indicating all who have had access except professional staff members of the district.

## CLOSING OF SCHOOL

In case of inclement weather listen for Hickory County R-1 School District when closings are give. **Do not listen for Skyline.(That school is in Norwood, Mo.)**

Please fill out the form that tells us what to do with your son or daughter in case of the school closing before 3:00 p.m. This form will be sent home the first day of school.

## PROMOTION OR RETENTION

The welfare of each individual child will be the primary consideration for promotion or retention. Age, achievement, social, physical and mental development will all be taken into consideration. If a child is to benefit by retention, it is usually best for him to be retained at the earliest stage of his school development when the problem is recognized.

The teacher recommends promotion or retention, but the final responsibility rests with the principal.

As soon as the teacher recognizes the fact that a child is in danger of retention, the parents are notified, and a conference requested.

## HOW CAN PARENTS HELP?

1. Be sure your child knows his full name and address before starting school.
2. Create happy attitudes toward school so that your child will anticipate with pleasure his first school experiences. His opinion of school reflects greatly upon your own opinion of school.
3. Caution him as to the dangers of riding with strangers.
4. Teach him to act courteously- to say please and thank you and not to interrupt when others are speaking.
5. Read to him and let him have access to books containing pictures.
6. Show your appreciation for his achievements as demonstrated by his drawings, paintings, and other hand work. This can be very important to his self concept.
7. Teach your child to pick up and put away his own toys, books, and clothing. Pride in personal neatness and cleanliness can be learned at an early age.
8. It is desirable that we build regular habits of attendance in school. Regularity and punctuality in school attendance plays an important part in the character training of your child. You will help by sending your child to school each day unless, for health reasons, he should be kept at home.
9. Please seek assistance from your child's teacher before requiring your child to spend large amounts of time each evening reviewing such things as letters of the alphabet or numbers. Forcing him may result in frustration for both parent and child.

## READING AND STUDY SKILLS

Effective reading and study skills are indispensable to success in school at any grade level. It is highly important, therefore, that pupils recognize any difficulty they may be having with reading or study in any subject and then call upon the teacher immediately for help. Such help is one of the greatest responsibilities of each teacher.

Failure to correct difficulty can only result in increasingly greater learning problems as one moves along through school. On the other hand, a mastery of reading and study skills is conducive to success in almost any curriculum area and at any level.

## STUDENT ELECTION ELIGIBILITY

Any student considered a candidate for any election must have attended the Hickory County R-1 School system at **least one full semester** prior to election.

We are looking forward to a great year at Skyline Elementary. Please feel free to visit, make suggestions, comments, etc. we are here to help in any way possible.

The Teachers and Administration  
Skyline Elementary School

