

North County Parkside Elementary School



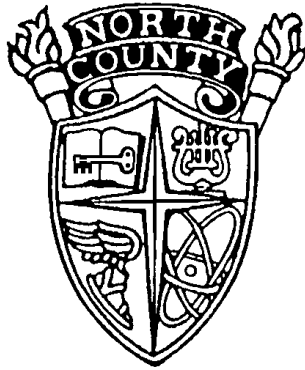
Student/Parent Handbook

2011-2012



North County Parkside Elementary
 Parent/Student Handbook 2011-12
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North County Parkside Elementary School
100 North Parkside
Desloge, Missouri 63601
573-431-3300
573-431-0250 FAX

Dr. Janet Moak
Principal

We Welcome You to The 2011-2012 School Year!

It is my pleasure to welcome you and your parents to the beautiful North County Parkside Elementary. The teachers and staff join me in saying we are happy to have you as part of the Parkside Elementary family. We hope this will be a successful and satisfying year for you. Our staff consists of professional educators who remain dedicated to providing every child with the best educational opportunities possible. We are truly looking forward to a wonderful year of learning in our fantastic facility.

Close cooperation between the home and school is essential to promote the best interests of each child. It is our hope that this handbook will be helpful to you and that it will promote an understanding of our school and will be the first step in creating a meaningful exchange of information between home and school.

The pages of this handbook are full of information that you will find useful about your school. I suggest that students and parents read this information together. Feel free to contact me or ask your teacher for additional information or for an explanation of any of the material in this handbook.

Parents, we feel, are our partners in the important job of educating the children of this community. We welcome your suggestions and encourage you to join our parent organization.

We are glad you are here!

Sincerely,

Janet K. Moak, Ed.D.
Principal

Together We Make A Difference!

**North St. Francois County R-I Schools
Character Education Word List With Definitions
2011-2012**

September	Responsibility	Being accountable for one's decisions, actions, and their consequences without blaming others.
October	Cooperation	Being able to work and participate together to accomplish a task.
November	Respect	Having regard for self, others, property, and those in authority by showing consideration for each.
December	Service	Extending your time and effort to help others.
January	Self Esteem	Having and demonstrating a positive belief in yourself.
February	Honesty	Being truthful, trustworthy, and sincere.
March	Kindness	Having the will to do good and to bring happiness to others.
April	Caring	Having a sense of concern or responsibility for the well-being of self, others, and the environment.
May	Commitment	Keeping a pledge, promise, or agreement.

Parkside Elementary Daily Schedule

7:15 -7:50 a.m.	Breakfast is served	
7:45 a.m.	Teachers in their classrooms	
7:50 a.m.	Students dismissed to classrooms	
8:00 a.m.	School begins	
10:25-10:40 a.m.	A Recess	3 rd Grade Silver/Gold
10:50 -11:15 a.m.	A Lunch	3 rd Grade Silver/Gold
10:55-11:10 a.m.	B Recess	3 rd Grade Orange
11:20-11:45 a.m.	B Lunch	3 rd Grade Orange
11:25-11:40 a.m.	C Recess	4 th Grade Red
11:50-12:15 p.m.	C Lunch	4 th Grade Red
11:55-12:10 p.m.	D Recess	4 th Grade Blue/Green
12:20-12:45 p.m.	D Lunch	4 th Grade Blue/Green

Additional Gross Motor Activity Times

12:10-12:25 p.m.	Reward
12:30-12:45 p.m.	Reward
12:50-1:05 p.m.	3 rd Grade Orange
1:10-1:25 p.m.	4 th Grade Red
1:30-1:45 p.m.	3 rd Grade Gold
1:50-2:05 p.m.	4 th Grade Blue/Green
2:10-2:25 p.m.	3 rd Grade Silver

2:40 p.m.	Dismissal for Walkers
2:40 p.m.	Dismissal for Bus Riders
3:10 p.m.	Certified Staff Dismissal

PARKSIDE ELEMENTARY STAFF
100 North Parkside Desloge, MO 63601
573-431-3300 FAX 573-431-0250
2011 - 2012

Dr. Janet Moak		Principal	
Ms. Michelle Higginbotham	Secretary		Ms. Barb Kirkland Title I
Ms. Michelle Link	Secretary		Ms. Alicia Schenavar Title I
Ms. Andrea Simily	Counselor		Ms. Kristin Holdman Special Education
Ms. Lisa Morris	Nurse		Ms. Charlotte Hopkins Special Education
Ms. Penny Beers	Third Grade		Ms. Barb Wilfong Special Education
Ms. Tracey Black	Third Grade		Ms. Karleen Osia Special Education
Ms. Patti Cates	Third Grade		Mr. Earl Peterson Special Education
Ms. Amy Horton	Third Grade		Ms. Pamela Kiser Speech
Ms. Cynthia Hulseley	Third Grade		Ms. Nikki Galczynski P.E.
Ms. Joann Kelly	Third Grade		Ms. Mary Ann Vaccaro Music
Ms. Becki Mooney	Third Grade		Ms. Roberta Wilkin Art
Ms. Angie Rawson	Third Grade		Ms. Marcella Mueller Library
Ms. Dani Smith	Third Grade		Ms. Sarah Dicus Paraprofessional
Ms. Rebekkah Wallace	Third Grade		Ms. Debbie Pace Paraprofessional
Ms. Diane AuBuchon	Fourth Grade		Ms. Wendi Pratte Paraprofessional
Ms. Brandi Bailey	Fourth Grade		Ms. Rhonda Settles Paraprofessional
Ms. Shannon Carr	Fourth Grade		Ms. Amy Stetina Paraprofessional
Ms. Amie Fraley	Fourth Grade		Mr. Tim Cooper Day Custodian
Ms. Donna Horn	Fourth Grade		Ms. Melissa Dugger Day Custodian
Ms. Mary Pigg	Fourth Grade		Ms. Dawn Bone Head Cook
Ms. Roberta Schrum	Fourth Grade		
	Fourth Grade		
Ms. Crystal Vandiver	Fourth Grade		
Ms. Elizabeth Wampler	Fourth Grade		

North St. Francois Co. R-I Schools

Parkside Elementary Student/Parent Handbook

2011-2012

1. ELEMENTARY ATTENDANCE POLICY

INTRODUCTION

Regular school attendance is critical to good academic achievement. Consistent attendance avoids gaps in a child's learning, learning important to class performance and a normal grade progression. Because a child's presence in the classroom is important to all who are involved with a student's school achievement, the following policy has been adopted.

A. Morning Phone Calls To School

1. In the event a student is absent from school, it is important that a phone call be made by the parent to the school advising the school of the situation. Phone calls reporting absences should be made between the hours of 7:45 and 8:45 a.m. on the date the absence occurs. All phone calls will be recorded in the office. Should a morning call be impossible, a note will be sent with the student, upon the student's return to school. The note is to be given to the classroom teacher, explaining the reason for the absence.
2. If a morning phone call is not received regarding a student's absence, the school secretary will telephone the parents to verify the student's absence from school and no note will be necessary.
3. If a note is not received and we are unable to reach the parent by phone, a letter will be sent home informing the parent of the student's absence from school.

B. School Communications Regarding Excessive Absences

1. Grades 3 - 4
 - a. After eight (8) days of absences during the first or second semester, a letter informing the family of their child's absences will be sent home. The first semester consists of the first and second quarters of school attendance. The second semester consists of the third and fourth quarters of school attendance.
 - b. Should a student be absent from school twelve (12) days in a semester, a second letter will be sent. This letter will inform the parents about the number of days missed, and it may request a conference with the building administrator to discuss reasons for the excessive absenteeism and possible solutions.
 - c. If further absenteeism continues without proper medical documentation, Family Services or the Division of Juvenile

Justice will be contacted to intervene and investigate.

C. Sign-in and Sign-out Procedures

1. Any student who arrives at school after 8:00 a.m., no matter what the reason, must sign in at the office and receive an admission slip before going to class.

2. Any student who must leave school before dismissal time (2:40 p.m.) must be signed out of school through the office by a parent, guardian, or another authorized individual as indicated on the student's emergency information form. Students may only be signed out by individuals listed on the emergency form on file for that student. A teacher shall not release a student from their classroom unless they are given a release form from the office.

3. A student who leaves school grounds before school dismissal must accompany a legal parent or guardian. Should there be unusual circumstances prohibiting a parent or guardian from leaving with the student, arrangements must be made through the office before the student will be allowed to leave.

D. Dismissal Procedures

1. Students will be given a hang tag to be placed on the rearview mirror of your vehicle. This tag lets school staff know the grade and last name of the student to be picked up. Two hang tags are sent because we know that sometimes you have an alternate person or vehicle that picks up for you.

2. Parents will line up on the driveway at the north side of the school. Students will be dismissed from the north main entrance of the school. We will attempt to load at least three cars at the same time. Once your child is safely loaded, please remain in your place in line and do not go around any vehicles that are waiting ahead of you. Please drive slowly and watch carefully for children and other vehicles.

3. All students should be picked up by 3:00 p.m. Any students not picked up at 3:00 p.m. will be moved to the bus room/cafeteria on the north side of the school. You will have to park on the west parking lot and go inside to get your child at that time. If your child is still waiting for you when all buses have been loaded, he/she will go to the office to wait for you to come inside to pick him/her up. You will most likely be telephoned at this time since all students should have been picked up by 3:00 p.m.

E. Perfect Attendance Award

A Perfect Attendance award will be presented each quarter to a student who has not missed any school days, hours, or minutes during the quarter. Students leaving after parties or field trips will **not** be considered for this award. A school day is considered to consist of the hours from 8:00 a.m. - 2:40 p.m. To qualify for perfect attendance award, students may not miss any time from the regular school day.

F. High Attendance Award

Students who must leave school for no more than one hour each quarter for doctor, dentist, or other health related appointments will be considered for a High Attendance award.

G. Tardiness to School

It is important that all students are in their classes and prepared for the day's activities ahead by 8:00 a.m., Monday through Friday. Reporting to class late can disrupt the progress in the morning's lesson. To help the school maintain a smooth routine for learning, please see that the student is prompt and prepared for the day.

After the third tardy in any quarter, a letter will be sent home informing the parents of these tardies. After five tardies, consequences consistent with Level I infractions may be assigned based on administrative decision and parents notified.

H. Make-up Work

All students will have the opportunity to make up work missed due to school absence. For each day missed, the student will be given that many days to make up assignments and tests. As an example, a student misses two (2) days for illness, Monday and Tuesday, he/she will be given Wednesday and Thursday to make up the assignments missed while he/she was absent.

2. Bus Transportation Student Responsibilities

Safety is the primary concern of all persons involved in the transporting of students to and from school. To make the transportation safe for everyone, it is necessary to follow certain rules and responsibilities.

1. The driver is in charge of the students and the bus, and students must obey the driver at all times.
2. Classroom conduct is to be observed by students while riding the bus.
3. Unnecessary conversation with the driver is prohibited.
4. Students are not to move about, change seats, or stand up at any time the bus is in motion. All students must be seated before the bus pulls away from a stop.
5. Students should never stand in roadway or street while waiting for the bus.
6. Students must not, at any time, extend arms, hands, or head out the bus windows.
7. Smoking on a bus is not allowed and is reason enough for a bus suspension or expulsion.
8. All emergency doors and windows are to be used only as such. These are not to be used at any other time.
9. Bus Drivers will not allow students to eat or drink on district transportation. Refer to District Regulation 2875, Student Allergy Prevention and Response, for more information. Glass containers are not to be brought on the bus at any time.
10. The throwing of any type material is prohibited at all times on the bus.
11. No scuffling, wrestling, or fighting will be allowed at any time.
12. Students who must cross the road will do so in front of the bus after a signal from the driver. Students must not cross divided highway at any time.
13. Students and drivers must be on time. The driver cannot wait beyond regular schedule for tardy students.

14. Students are to ride the bus to which they are assigned. Students picked up by any bus making a shuttle run shall ride that same bus. Students may not ride a bus he/she is not assigned to for the purpose of going home with a friend to play. A student must present a note from the parent or guardian to the driver that he/she must ride a bus other than their assigned bus. This exception should be for emergencies only.
15. Students are to be picked up and discharged at their regular stop only, unless authorized in writing.
16. In the morning when the student gets off the bus he/she is to go directly to the multi-purpose room at Parkside Elementary. In the evening after school dismisses the students riding late bus runs are to go directly to the multi-purpose room and wait for the bus.
17. Students referred to the office for bus violations will be dealt with in the following manner:
 - Elementary School
 - 1st Referral Conference with student; parent notified.
 - 2nd Referral Conference with student; warning or detention given; parents notified.
 - 3rd Referral Suspension from bus for three days.
 - 4th Referral Suspension from bus for five days.
 - 5th Referral Suspension from bus for ten days.
 - 6th Referral Suspension from bus for the remainder of the year.
 If the violation is of a severe nature, students may be permanently removed from the bus at any time or any of the above penalties may be imposed. The North County R-I School District employs the non-discriminate use of video cameras on the school buses to monitor student behavior.

3. GOOD THINGS TO LEAVE AT HOME

1. All pets - animals on the playground or in the building are a potential danger and must not come onto school grounds without special permission from the principal.
2. All knives and other sharp objects, guns (including toy guns), bullets, screwdrivers, multifunction pliers or tools, etc.
3. Money in large amounts. Send only what a child needs for the day, since the risk of loss is present.
4. Valuables of any kind, including trading cards, such as Pokemon.
5. Toys - They distract a child from the school tasks he is expected to accomplish. No Bakugans at school, please.
6. Skate boards and are not allowed on school grounds.
7. Finger boards and toy skateboards should not be brought to school.
8. Play balls will be provided for activities at school. It is not necessary to bring play balls from home. This includes baseballs, kickballs, and footballs.
9. Video games, walkman stereos, cell phones, Ipods, Game Boys, and DS games are valuable items and risk being lost or broken at school. These items should remain at home.
10. Large key rings or an excessive number of key rings. Many of these

- resemble toys and are not being used to store keys. The use of these extra key rings should be limited.
11. Cell phones are not needed while at school and should not be brought to school by students. Should a student need to contact parents or guardians while at school, the office phones should be used.

4. TELEPHONE USE GUIDELINES

A. Student Use of School Telephones

School telephones are business phones and are to be used by students only in emergencies or official school business. Telephones in other offices in the building are not to be used for students' personal calls. If the student needs to make a call related to official school business or if an emergency exists, the principal or designee may give permission to the student to use the telephone in the office. Students will not be called to the telephone except for emergency calls from parents.

B. Student Possession/Use of Cell Phones and/or Wireless Devices

The Board desires to promote an environment that is conducive to instruction and learning. The Board recognizes that the use of cell phones and other wireless devices by students to communicate with others inhibits the creation of such environment and is disruptive to the learning process. Additionally, the possession and use of camera phones impedes the preservation of an individual's privacy and is especially disruptive to a proper learning environment. The Board adopts this policy with the intention to regulate the possession and use of cell phones and wireless devices on campus and during off-campus school instructional activities.

Students are not to bring cell phones or other wireless devices to school at the elementary level. In the event of an emergency, elementary students may use the office telephones for emergency calls. If parents have an exceptional situation and it is felt that a cell phone is needed for their child, this should be discussed with the principal before the cell phone is brought to school. Without prior approval to have a cell phone at school, cell phones confiscated by staff will remain in staff possession until picked up by a parent or at the end of the school year.

The Board desires to protect students' personal privacy while on school property and at school events. Thus, students and all visitors to District property are prohibited from using camera phones, as well as any other type of wireless device, (1) to take photographs or to record photographic images, (2) to transmit such photographs to images, and/or (3) to distribute to others such photographs or images, whether on or off-campus. Any exception to this prohibition requires the advance, written permission of the school principal.

This prohibition shall be strictly construed in favor of protecting the privacy of all individuals. Any student in violation of this policy shall be subject to disciplinary action, including out of school suspension, for the first offense. In addition, the actions of such student may be reported to law enforcement. The device may also be confiscated and returned only to the student's parent or legal guardian. Furthermore, any visitor who is determined to have violated this policy shall be subject to referral to law enforcement and shall be banned from campus for a period to be determined by the District.

5. MONITORING SCHOOLWORK

After reviewing thousands of studies on learning, researchers discovered one clear and certain fact: The most outstanding students have parents who monitor their school work. To monitor effectively, parents may want to do a daily "Achievement Check."

Every day, give at least 10-15 minutes of your full attention to your child's schoolwork. Take these steps in this order:

- **Examine homework** to be turned in the next day. See that handwriting is neat and has no misspellings. Check math for obvious errors.
- **Question what you don't understand.** Have your child explain it to you until you are sure he/she understands it. Contact the teacher if you don't understand your children's assignments or if there is a particular problem.
- **Listen** as your child recites spelling words and memory work.
- **Check your child's assignments** to ensure all work is done.
- **Check work returned** from teachers. Ask your child to redo any work with errors on it.

Throughout all steps, be objective, sympathetic, calm and patient. Offer help and praise instead of criticism. Stress that you know your child can overcome any temporary setbacks. Monitoring schoolwork every day helps your child know what to expect and also shows that you value learning.

6. PROMOTION/RETENTION OF STUDENTS

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. A list of those students who are not meeting grade level objectives will periodically be sent to the building principal and their parents notified of their child's status:
 - A. The classroom teacher, principal, and counselor will meet to review the student's academic records, current test scores, work samples, and other relevant information. A primary consideration when considering retention will be the student's reading ability level.
 - B. The parent/guardian will be notified as soon as possible (end of the first semester) that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and state mandated guidelines and, therefore, will be retained in the same grade unless there is strong and positive improvement toward mastery of grade level objectives. **Student grades must indicate a need for retention.**
 - C. Parents/guardians may request a follow-up conference with the principal and/or designee to review the student's progress.
 - D. Remediation opportunities may include, but are not limited to, such programs as before and after school tutoring, Title I Reading services, Accelerated Reader Program, or summer school. Students whose primary consideration for retention resides in an inability to read at or above one grade level below the student's current grade level, will be required to take reading remediation during summer

school as a condition for promotion. A listing of those grade level reading skills not mastered will be forwarded to the appropriate summer school teacher. Promotion to the next grade level will be contingent upon the student demonstrating mastery of these basic skills by the conclusion of summer school.

- E. In recommending promotion or retention, these factors will be considered:
- Academic achievement in all grade level objective subject areas, especially reading, as determined by tests (formal and/or informal), teacher assignment(s), and work samples. Student grades must indicate a need for retention.
 - Chronological Age.
 - Study Habits (effort)
 - Attendance - Retention will be considered for any student with 26 days or more of absence in a school year.
 - Social and emotional maturity.
 - State mandated retention requirements for elementary students
- F. The decision for retention will be made by the principal and classroom teacher. Written notification of retention will be sent to the parent/guardian.

Reading Levels and State Mandated Retention

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of the summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to the fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading.

- G. Parents/guardians who wish to appeal the decision for retention must first contact

the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

A uniform grading system throughout the district will be based on the following percentages:

A	= 95 - 100%	C	= 73 - 76
A-	= 90 - 94	C-	= 70 - 72
B+	= 87 - 89	D+	= 67 - 69
B	= 83 - 86	D	= 63 - 66
B-	= 80 - 82	D-	= 60 - 62
C+	= 77 - 79	F	= 0 - 59

7. HONOR ROLL

Academic excellence is important to the success one can achieve in life. In order to encourage our elementary students to achieve their highest potential, an honor roll has been established to recognize them for their hard work and academic ability.

To be listed on the "B" honor roll, a student must make no grade lower than a "B-" in each of the subjects of reading, spelling, math, language, social studies, and science.

To be listed on the "A" honor roll, a student must make no grade lower than an "A-" in each of the subjects of reading, spelling, math, language, social studies, and science.

Students in grades three and four will be recognized on the elementary honor roll each quarter.

8. BREAKFAST AND LUNCH PROGRAM

A. MEAL APPLICATION

Meal applications will be sent home at the beginning of each school year. An application must be on record for each family each year. A child's status from the previous year will be good for 30 days from the start of the new school year. If an application is not submitted within the first 30 days of school, the student's status will change to FULL PAY.

B. BREAKFAST AND LUNCH

- The cafeteria prepares hot meals daily which provide all the necessary nutrition for a healthy diet. We strongly recommend this program.

- All meals, including those brought from home, are eaten in the cafeteria. Please do not bring fast food or restaurant food to children in the cafeteria.
- A computerized meal accounting system is used and students are strongly encouraged to prepay weekly and/or monthly. Please send money or check in the pre-payment envelope provided by your child's teacher or money can be deposited in your child's account through the Parent Portal. Students will access their meal accounts by placing their index finger on a metal strip, which creates a mathematical equation related to the finger, and is used to uniquely identify that child. This protects the student from losing an ID number or sharing that number with other students.
- **According to District Charge Policy, elementary students (K-6) are allowed to charge up to \$12.00 for meals. Once a week, a notice of the debt will be sent home to any student with a negative balance, along with a reminder that a maximum of \$12.00 in charges is allowed. If \$12.00 in meal charges has occurred and a child wishes to eat breakfast/lunch, he/she will be provided with a meal consisting of one-half pint of milk and a peanut butter sandwich.**
- Regardless of their lunch status (full pay, reduced or free), students must have money in their meal account to purchase extra food items. Additional food items are sold at full price.
- Students bringing their breakfast/lunch will need money to purchase milk, even if they receive free or reduced meals.
- Breakfast is served from 7:15 a.m. to 7:45 a.m. Payment for breakfast is handled in the same manner as the lunch program.

BREAKFAST & LUNCH PRICING CHART				
REDUCED PRICE	DAY	WEEK	10 DAYS	30 DAYS
Breakfast	\$.30	\$1.50	\$3.00	\$9.00
Lunch	\$.40	\$2.00	\$4.00	\$12.00
Both Meals	\$.70	\$3.50	\$7.00	\$21.00
FULL PRICE				
Breakfast	\$1.50	\$7.50	\$15.00	\$45.00
Lunch	\$2.25	\$11.25	\$22.50	\$67.50
Both Meals	\$3.75	\$18.75	\$37.50	\$112.50
EXTRA MILK				
	\$.25	\$1.25	\$2.50	\$7.50

C. MEAL SUBSTITUTIONS FOR MEDICAL OR SPECIAL DIETARY REASONS

USDA Regulation 7 CFR Part 15b requires substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a signed statement from a licensed physician.

In Cases of Food Allergy

- Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and

the school food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician must be made.

- School food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies, but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

Medical Statement for Children with Special Dietary Needs

Each special dietary request must be supported by a statement explaining the requested food substitution and must be signed by a recognized medical authority. The medical statement must include:

- An identification of the medical or other special dietary condition which restricts the child's diet;
- The food or foods to be omitted from the child's diet; and
- The food or choice of foods to be substituted.

If we do not receive a medical statement from a recognized medical authority, your child will receive a regular lunch tray. Medical statements completed by parents or guardians will not be accepted.

D. DISTRICT WELLNESS NUTRITION STANDARDS

The Board of Education approved the following nutrition standards on April 18, 2006. Policy/Regulation 2750 can be found on the district website at www.ncsd.k12.mo.us. Select your child's school building and then click on the Wellness Information link.

As part of the District-wide Wellness Policy to provide the healthiest environment possible for our students, the following guidelines will be in place with regard to Ala Carte, food and drink items sold in vending machines, fundraisers, and food used as a reward or as part of classroom parties and celebrations.

- Foods of minimal nutritional value will no longer be offered before or during the instructional day (8:00 a.m.-2:40 p.m.). Foods of minimal nutritional value include carbonated beverages, water ices, chewing gum, and certain candies such as hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies and candy-coated popcorn.
- At least 50% of other foods offered must meet all of the following criteria per serving:
 - a) Fat – not more than 35% of total calories from fat, except for nuts, seeds and nut butters
 - b) Sugar – not more than 35% of weight from sugar, except for fruit (without added sugar)
 - c) Calories – not more than 200 calories per serving.

- Beverages – at least 50% of items offered must include the following:
 - a) Water
 - b) Milk
 - c) 50-100% Juice
 - d) Students are allowed to have individual water bottles with non-spill lids in the classroom. Water bottles should be filled before coming to school. Only water will be allowed in bottles and at desks and only if the bottle has a non-spill lid. Water bottles should remain in backpacks until student arrives in the classroom.
 - e) No carbonated beverages will be offered or served.

- Consideration of the following points is given for classroom parties and celebrations:
 - a) Types of foods and beverages available
 - b) Limiting the frequency of events
 - c) Scheduled after the lunch period

To ensure the safety of students and others, the distribution of foods prepared for parties, snacks, and other scheduled activities at school will be restricted to commercially prepared, ready-to-eat, packaged foods. The serving of food is strictly limited to individuals wearing gloves. Foods requiring preparation shall be prepared by or supervised by district food service personnel and/or Family and Consumer Science faculty.

Some Healthy Snack Ideas for Parties

Pretzels

Baby Carrots

Pre-packaged apple slices

Celery and peanut butter *

Individual raisin boxes

Individual raisin boxes (yogurt covered)

Individually wrapped cheese sticks

Jello cups (low-calorie)

Pudding cups (sugar-free or fat-free)

Goldfish

Graham crackers or Teddy Grahams

Applesauce cups (no sugar added)

Bananas

Fat free yogurt with granola

Fruit leather (100% real fruit)

Animal Crackers



Beverages:

Low fat milk**

Small water bottles

100% fruit juice

*Ask your teacher if your class has any students with allergies.

**You may be able to purchase milk from your school's cafeteria with enough notice. Check with the head cook at your school.

All treats must be sealed until bought into the classroom. No homemade treats are allowed. Anyone serving food must wear gloves.

(List developed by Heather Barrett-Harbron and Food and Nutrition Advisory Committee. February 2011)

9. HEALTH POLICIES

A. Physical Examinations

The Board of Education recommends that each child entering the North County Schools and those entering the ninth grade have a physical examination report from the family physician. All transfer students are encouraged to have a physical examination unless such information is provided in the transferred record.

B. Health Screening:

General Health Screenings will be performed by the school nurse, with assistance from Mineral Area Nursing students.

C. Immunizations

- ❖ All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before they attend can school.
- ❖ The Advisory Committee on Immunization Practices allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- ❖ To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s) on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (For example, hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)

In progress does not apply to the Tdap or Td booster.

- ❖ Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

To meet Missouri School Immunization Requirements (section 167.181) all students enrolled in the North County Schools must be appropriately immunized against the following:

Doses Required by Grade							
Vaccines Required for School Attendance	K	1	2	3	4	5	6
DTaP/DTP/DT 1	4+	4+	4+	4+	4+	4+	4+
IPV (Polio) 2	3+	3+	3+	3+	3+	3+	3+
MMR	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+
Varicella 3	2	2	1	1	1	1	1

1. Last dose on or after fourth (4th) birthday and last dose of pediatric pertussis before seventh (7th) birthday. Maximum needed: six (6) doses.
2. Kindergarten & 1st Grade: Last dose must be administered on or after fourth birthday. The interval between the next-to-last and last dose should be a least six month.

2-6 Grades: Last dose on or after fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is **not** needed. Any combination of four doses of IPV and OPV by 4-6 years of age constitutes a complete series. **Maximum needed**: four doses.
3. Kindergarten & 1st Grade: As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
2-6 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

1. Minimum Number of Immunizations Required for School Attendance

Minimum Immunization requirements are established by the Missouri Division of Health, Department of Public Health and Welfare. For specific requirements you may refer to the chart above or call the school nurse or county health department.

C. Administering Medications to Students

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or Principal's designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs

1. The medication shall be in the original container labeled with the

physician's prescription.

2. The prescription medication must be accompanied by a letter from the prescribing doctor indicating that the medication be given during school hours.
3. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication.
4. A parent must transport the medication to school. Medicine *cannot* be sent on the bus.

Non-Prescription Drugs

The administration of over-the-counter drugs requires a written request by the parent/guardian prior to administering medications. For all medications administered, the school nurse or designee must maintain documentation. Non-prescription medication must be administered according to the specific directions outlined on the manufacturer's label and pursuant to established district administrative procedures.

An authorized prescriber may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. These students may self-administer medications, such as through the use of a metered-dose inhaler, provided that the conditions set forth in state law have been met.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage to prevent diversion, misuse, or ingestion by another individual.

D. Injury at School

The school attempts to provide an environment in which the child will be safe from accident and injuries. If a minor injury occurs, first aid will be administered. If the injury is serious, parents or person designated by the parent will be notified by the school. The parents or the person designated by the parent will be asked to assume responsibility for securing further treatment for the injured child. ***Emergency cards MUST BE returned to school, otherwise, it is very difficult to provide immediate action in an emergency. Phone numbers must be up to date and accurate.***

E. Illness

If a child becomes ill at school, parents or a person designated by the parents

will be called and asked to make arrangements for the care of the sick child. If the child is picked up from school by the parent, the parent must check the student out of school with the office. ***Children who have symptoms of illness such as temperature, vomiting, etc. should not be sent to school. Students should be symptom free (no fever, vomiting, diarrhea, etc.) for 24 hours before returning to school.***

F. Regulations for Communicable Diseases

Children with contagious or infectious diseases will be excluded from school for the period of time they are liable to transmit the disease to others. Building administrators employed by the District may require an examination by a physician to determine the diseased condition, or the liability of transmitting the disease. Statutory authority for such action is found in Section 167.191 RSMo. The period of exclusion for contagious or infectious disease will be as follows:

CHICKENPOX May return after all lesions are crusted - generally seven(7) days after appearance of rash.

HEPATITIS, INFECTIOUS (Epidemic Jaundice) Recommended for first week of illness and while symptomatic.

IMPETIGO CONTAGIOUS Until skin lesions are healed, or until 24 hours after medical treatment has been initiated.

RINGWORM Exclude from school attendance until effective treatment is started.

SCABIES (Itch) Exclude from school attendance until the day after adequate treatment is completed.

STREPTOCOCCAL SORE THROAT AND SCARLET FEVER For seven (7) days or until clinical recovery, whichever is longer; provided, however, that children may return to school twenty-four (24) hours after antibiotic treatment is begun if treatment is continued for the full course as indicated by a physician's statement. Student must also be symptom free for 24 hours before returning to school.

Prevention and Control of Communicable Diseases Department of Social Services
MISSOURI DIVISION OF HEALTH Jefferson City, Missouri MCH 16-S3v. 12/78

G. Head Lice Policy

The continued discovery of pediculosis (head lice) on the heads of some children in the North St. Francois Co. R-I School District indicates that a clear and workable policy needs to be in effect in order to control the spreading of head lice at school. The following will be implemented:

1. School nurses may screen students for the presence of head lice or indicators that head lice have been present.
2. Screening for head lice will be done by the school nurse and it is the nurse's responsibility to recommend whether or not the student should be removed from school. If a student is found to have head lice, that child will be sent home and it is that child's parent(s) responsibility to pick the child up at school and provide transportation home. The child should return to school within twenty-four hours after being treated with a lice treatment product and there is no further evidence of head lice.

3. To be readmitted to school a child must be accompanied by a parent/guardian or relative, and be examined by the school nurse. If the child is found to be lice-free, the child will be readmitted to the classroom. If head lice are still present, the child will be sent home until the lice are removed from the hair. In the meantime, the student will be excluded from school and prohibited from being transported on the school bus.
4. The student will have his or her head examined again for head lice by the school nurse in seven to ten days after the first treatment. If, at that time, the student is found to have head lice, the parents will again be called to pick up the child at school.
5. A student who is identified as having nits only, will be re-examined daily after the initial identification. If this examination reveals nits are still present, the parent-guardian will again be instructed on treatment options. This process will continue until the student is free of nits.
6. Once a student is found to have head lice, students in close proximity of that student will be checked for head lice. All buildings where siblings are located will be notified, so that they may be checked for head lice by the school nurse. At the discretion of the building principal, a classroom notice will be sent home to parents/guardians stating head lice have been found in the classroom and they should check their child for head lice.
7. When a student is sent home with head lice and/or nits, an instructional sheet will be sent home with the person picking up the child from school. When a student is found to have nits, a parent/guardian will be notified and an instructional sheet will be sent home with the student at the end of the day.
8. If it appears the parent/guardian of a student with head lice is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division of the Department of Social Services.
9. A child should not need to miss more than one day of school to be properly treated for head lice.
10. Transportation on District School Bus
 - a. The District will transport children home who have head lice, but only as a last resort or option.
 - b. In cases where the student is transported home on one of the District's school buses, the driver of the school bus shall be notified of the situation and informed not to transport the student back to school until so notified by the Assistant Superintendent/designee.
 - 1) Should the student appear at the school bus stop the next morning, the driver will transport the student to school rather than leave the student in a situation without adult supervision. The building principal will then deal with that student when he/she arrives at school.

10. STUDENT INSURANCE

Student accident insurance is available on an optional basis to students in kindergarten through grade four. The insurance is offered to students by an agency outside of the school district. There are several program options. Brochures will be sent home with the students the first week of school or they may be obtained through the school office.

11. EMERGENCY PROCEDURES

To the extent possible, the emergency plan for the North County School District provides for the safety of and adequate supervision of all students during an emergency. Each elementary school has a written emergency plan that they follow in case of fire, tornado, earthquake, or intruder alerts. Members of the staff have a copy of the procedures to be followed and have been instructed in this procedure. Practice drills are held periodically so each child will know what to do in case of an emergency.

In time of an emergency, parents are asked to refrain from calling the school since the telephone lines may be needed for emergency calls. Parents should also refrain from picking up their children at school during emergencies. Such action causes traffic congestion and could further complicate the problem. If circumstances warrant, students will be dismissed and buses will run as soon as this can be accomplished safely. During an emergency, parents should listen to the following radio stations: KHCR, KFMO, KTJJ, B104, KREI, or KYRO.

12. SCHOOL CLOSINGS

Whenever there appears to be doubt as to whether school will be in session because of severe weather conditions, the following radio stations will be notified:

KTJJ	dial	98.5	KREI	dial	800 AM
KFMO	dial	1240 AM	B104		
KHCR	dial	97.7 FM	KYRO	dial	1280 AM

Announcements concerning school closings will be made in the evening and early morning. Please avoid calling the school for closing information as such calls tie up phone lines, and many times the office personnel will not have the information any sooner than the radio stations.

For school closings during the school day, parents will be notified using the AlertNow automated calling system. This calling system contacts parents via telephone messages, giving notice regarding inclement weather and school closings. Should school be dismissed early for threatening weather, students can be dismissed to their parents or designated person such as a babysitter or they will use normal school transportation home.

13. SCHOOL/COMMUNITY RELATIONS

School Volunteers

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Parkside Elementary is committed to the vision of providing a child centered school based on communication, cooperation, and involvement between parents, students, staff, and the community. Parents are welcome and encouraged to become involved in school in a variety of ways, such as the parent organization, classroom volunteering, participating in school committees, special activity volunteering, fund raising, or as room parents.

All parent volunteers must complete and receive approval from a background/records check before volunteering at the school. If you would like more information on how you can get involved at Parkside Elementary or for information regarding the required records check, you may contact the school office at 431-3300.

Visitors to Schools

Principals and teachers shall welcome and encourage visits by parents/guardians, Board Members, volunteers, and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

14. SCHOOL SNACKS

Due to outbreaks of Hepatitis A and other communicable diseases, many school districts throughout the area and across the state have restricted the distribution of foods, snacks, and/or treats prepared at home and brought to school for student activities. Accordingly, the North St. Francois R-I School District has discontinued the practice of allowing food prepared at home to be brought into the classroom for sharing. Food prepared for parties, snacks, and other scheduled activities in school shall be limited to commercially prepared, individually packaged treats. This policy does not apply to a child's lunch which is prepared and packaged at home.

If parents choose to send a lunch with their child, parents are, however, encouraged to provide a lunch for their child that contains foods low in sugar, fat, and calories and does not include a carbonated beverage. Carbonated beverages are discouraged for student consumption during school hours.

15. BIRTHDAY PARTIES AND PERSONAL INVITATIONS

To avoid hurt feelings and unnecessary confusion at school, we would ask that students not use the school as a place to distribute party invitations. Please use the mail or the phone to invite friends to a party. Your cooperation will be appreciated.

If parents wish to bring snacks to school in recognition of a student's birthday, this should be discussed in advance with the classroom teacher. Snacks must comply with School Board policy.

16. SCHOOL PARTIES

Classroom parties will be scheduled throughout the school year. Parents are encouraged to help with these events. As this is your child's special treat, siblings and outside children should not attend class parties. Those parents attending classroom parties must have proper background checks prior to the event. Classroom parties will take place three times during the school year:

Oct. 25 Fall/Red Ribbon Week Celebration – Third and fourth grade students will **not** dress in costumes or celebrate Halloween at school. We will celebrate positive and healthy lifestyle choices and themes related to the fall season and Red Ribbon Week.

Dec. 16 Winter Celebration - Christmas is celebrated the last day of school prior to the Christmas break. As with birthday parties and invitations, we are trying to avoid embarrassment for students who are unable to afford gifts for classmates; therefore, we request that at the parties there be no personal gift giving.

Feb. 14 Valentine Celebration – Students will exchange Valentine cards on this day. Parents are asked to provide a Valentine card for each student in your child's classroom.

17. FIELD TRIPS

Student field trips will be taken periodically throughout the school year. These trips are taken in conjunction with school-related learning activities, cultural experiences, and skill development. Parents will be notified about field trips and asked to sign a permission slip. No student will be able to participate in a field trip unless a permission slip is signed by the parent.

Field trips are for the benefit of students attending Parkside Elementary. **All parents** who wish to accompany the classroom on field trips must complete a background/records check in order to attend. Parents planning to accompany the classroom on field trips should plan to make child care provisions for younger siblings. No siblings are invited to attend field trips.

18. GUIDANCE AND COUNSELING

The North St. Francois County R-I Comprehensive Guidance Program consists of student competencies organized into three areas: Career Planning and Exploration, Knowledge of Self and Others, and Educational and Vocational Development.

The guidance program at the elementary level promotes interpersonal and intra personal relationship skills. Peer mediation techniques are introduced in the third grade. Selected students are trained as peer mediators and can serve in that capacity from grades 3-12. The guidance program also promotes decision making as well as career exploration of the six career pathways at North St. Francois County R-I.

Responsive services are activities that meet immediate needs and concerns of students. These needs or concerns may require counseling, consultation, referral, or information. Responsive services are available to all students and are often student, parent, or teacher initiated. While counselors have special training and skills to respond to these needs and concerns, the cooperation and support of the entire faculty are necessary for successful implementation of this component. Students needing individual/group counseling on a long-term basis (regular visits for approximately 6 - 8 weeks or longer) will require written consent from the parent or legal guardian.

19. GENERAL DISCIPLINARY ACTIONS AND PROCEDURES

All school personnel have the responsibility to instruct, guide and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and, in large measure, will produce good student behavior. It is our hope that by fostering and encouraging self-discipline within each child, our students will be more successful, enhance their sense of security, their self-concept, and personal worth. To this end, our discipline plan is truly **character education** for all students.

Disciplinary actions from designated personnel for behavior violations can be expected. The discipline policies apply at all times while students are on school premises, on school transportation, or at any activity under the supervision of the

school, even though the activity may be at another location, such as a school field trip.

While it is impossible to list every problem which might interfere with the smooth operation of the school, most types of school discipline issues have been included in this handbook.

Conferences, loss of privileges to participate and/or attend activities, detentions, alternative educational placement, and out-of-school suspensions are effective means for changing student behavior. These actions are often necessary in order to maintain a safe and orderly environment in school. Parents will receive notification of disciplinary actions. The school district reserves the right to contact the police and file a report whenever it is deemed appropriate. Note: All requirements and procedures will be followed for students who have Individual Education Plans (IEP) under IDEA or 504.

20. PARKSIDE ELEMENTARY STUDENT REGULATIONS AND PROCEDURES

1. ***Supervision begins at 7:00 a.m. in the cafeteria only.*** Students are not to arrive at school before that time.
2. Students are expected to obey the school district discipline code without question.
3. A student is not to endanger or hinder the health, safety, well-being or education of himself or another student.
4. Upon arrival at school, and prior to 8:00 a.m., all students will go directly to the cafeteria for breakfast or to the gymnasium. We ask that parents do not escort children to their classrooms. Students may read, talk quietly, or do homework with the duty teacher's approval.
5. Bicycles are to be placed in the bicycle rack and secured immediately on arrival at school. When on school grounds, students will walk beside the bicycle rather than riding.
6. A student may be excused at lunch if a parent picks him/her up. Students leaving school grounds for lunch should always sign out and sign in at the office.
7. Students who must go to a location other than their regular bus debarkation point after school need to have a written note signed by a parent requesting the change and have it approved by the principal.
8. A student may remain inside at recess times for health reasons if he/she has a note signed by a parent or physician or if it is deemed advisable by a teacher. Any such note will be valid for three consecutive days unless extended by a teacher or physician.
9. Students are to walk quietly in the buildings at all times.
10. Students are to use restrooms for their proper purpose and help to keep them clean.
11. Students are discouraged from having or using chewing gum at school.
12. Animals or pets may be brought to school only if they are a part of a specific lesson or unit of study and the principal's prior approval is obtained.
13. Toys may be brought to school only if they are a part of a specific lesson or unit of study and the teacher's prior approval is obtained.

14. According to school district policy, NO weapons, including knives, sharp objects, guns (including toy guns), multi-function pliers or tools may be brought to school.
15. Footballs, pogo balls, baseballs, and baseball bats are not allowed on the playground.
16. Skateboards are not allowed at school.
17. Roller blades are not to be worn at school. Students roller blading to and from school should change into street shoes while on school grounds.
18. Shoes containing wheels or retractable wheels should not be worn while on school grounds. These present a safety hazard, particularly on the stairs.

21. STUDENT DRESS

The Purpose of the North County Parkside Elementary School dress code is to ensure that all students are able to attend school in an environment that is free from the distractions of inappropriately clothed students. Although the information given below details items that are not allowed, the teachers and the Administration reserve the right to determine that other items not listed here are causing interference to the educational process and, therefore, shall not be allowed.

The appearance of any student is primarily the responsibility of that student and the parent. Students' dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school. Students are to wear clothing which is clean and safe. Shoes must be worn at all times. Shoes with retractable roller skates should not be worn because of safety issues. Clothing that is revealing or suggestive may not be worn. Summer tops should have straps for both shoulders and should extend to the waist. Tube tops, halter tops, midriff and see-through clothing are all considered inappropriate for school.

Hats and caps may not be worn in the building. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing with offensive language, suggestive messages, pictures of illegal substances, alcoholic beverages or tobacco products will not be tolerated at school. A verbal warning will be given the first time, and the student requested to turn the shirt inside out. The second incident will result in disciplinary action.

For playground and P.E. safety, please do not send students in flip-flops.

It is also required that clothing be worn in the correct manner. For example: slacks are to be worn at the waist-not sagging, etc. When the weather dictates, shorts may be worn, however, good taste and common sense must be applied: tight fitting shorts should not be worn.

Hair color and face paint are not acceptable while at school. Students that come to school with hair color or face paint will be asked to wash out/off the color or paint and/or parents will be called to assist with washing out the hair color or face paint. **No student will be allowed to attend school with hair that is an unnatural color, e.g. blue, green, purple, etc.**

22. GIFTS AT SCHOOL

Flowers, balloons, and other personal gifts should not be delivered to students at school.

23. GENERAL OUTLINE FOR REMEDIATION AND/OR CORRECTION OF MISBEHAVIOR

1. Conference with the student, the teacher and school administrator who has observed or who had responded to the unacceptable behavior to obtain all available information related to the incident. Such conferences are necessary to gather as much information as can be gathered in order to reach a just decision. Parents may participate in the conference(s) if the situation warrants. Their input may contribute to a solution and to make them a part of the disciplinary action taken.
2. The staff members and administrators will evaluate the information, review the school or classroom disciplinary policy and determine the appropriate disciplinary action.
3. The objectives of any disciplinary action to be used by the designated school staff are:
 - a. To achieve remediation and to correct any unacceptable student behavior,
 - b. To develop the student's character and power of self-control, and
 - c. To interact with the student in ways so that the disciplinary action results in a positive and acceptable behavior change.

Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options may include the following:

1. A conference held with the student for a commitment, oral or written, for correcting the behavior.
2. Students in grades three and four may resolve conflicts through peer mediation, which is facilitated by the counselor.
3. The student is placed in detention and given assigned tasks; parent may be notified.
4. The student is referred to an administrator for appropriate action.
5. The building administrator may contact parents or hold a conference with the student and his/her parents for the purpose of accomplishing acceptable student behavior.
6. Students in grades three and four may be assigned Alternative Educational Placement.
7. The student may also be assigned out of school suspension.
8. Assignment to an alternative school placement is an option to be used with students in severe cases.

24. BEHAVIORS FOR WHICH DISCIPLINARY ACTION IS SPECIFIED

The following behavior rules apply to all students attending Parkside Elementary's instructional and support programs as well as school sponsored activities and events. This list is only for the purpose of example and should not be considered to exclude all other types of disruptive or illegal behaviors for which administrative or teacher action would be required.

Levels of Misconduct And Appropriate Responses

Level I:

Inappropriate behavior requiring the teacher or staff member's intervention and in accordance with the policies of the Board of Education and procedures within the Parkside Elementary building.

Examples:

1. Tardiness to school.
2. Possession/use of toys, radios, etc.
3. Failure to participate appropriately in class
4. Interrupting and interfering with other's work
5. Failure to bring appropriate materials to class
6. Failure to do classwork, assignments, projects, etc.
7. Failure to pay attention
8. Failure of students to return forms, notes to parents, etc.
9. Inappropriate response to teacher
10. Petty conflicts among students
11. Receipt of ticket(s)
12. Any other disruptive behavior which is of the minor nature

Consequences Of Inappropriate Behavior By Students

May include but are not limited to the following:

1. Conference with the student
2. Change in seating
3. Acceptance of apology
4. Involvement of the counselor or other non-administrative members of the educational support staff
5. Involvement of parents
6. Isolated lunch
7. Loss of privileges for a specific period of time
8. Behavioral Contract
9. Detention(s) with teacher

The staff member may invoke the appropriate consequence(s) in any appropriate order or combination depending upon circumstances and previous behavior.

If after exhausting all avenues and assigning appropriate consequences, a specific inappropriate behavior continues, the teacher may consult with the principal. With the agreement of the teacher and the principal, the principal may now become involved in attempts to resolve the problem. Some possible interventions are defined as follows:

1. **INFORMAL TALK:** Teacher, administrator or counselor talks with the student regarding the student's behavior.
2. **REFERRAL TO COUNSELOR:** Counselor and student meet on a periodic basis to monitor behavior and discuss alternative strategies.
3. **PARENTAL COMMUNICATION:** Verbal or written contact is made with the parent/guardian to advise of school concerns.
4. **FORMAL CONFERENCE:** A conference which may include student, counselor, teacher(s), administrator(s), and parent(s)/guardian(s) is called.
5. **TIME OUT AREA:** A designated area is used to remove a student from a problem area for a short term.
6. **NOON DETENTION:** A student may be isolated from peers during the noon recess period.
7. **CHANGE IN SCHEDULE OR CLASS:** The administrator has the option to change the student's schedule or class assignment.
8. **MODIFIED SCHOOL DAY:** The administrator, in consultation with the parent, may modify the school day.
9. **BEHAVIORAL CONTRACT:** The administrator, counselor, or teacher, in consultation with the parent and student, may develop a behavioral contract. A behavioral contract identifies a specific behavior, describes how the student should behave, and clearly specifies the consequences of misbehavior.
10. **REMOVAL OF PRIVILEGES:** privileges are temporarily denied.
11. **RESTITUTION:** Student provides for the complete replacement of an object, or compensates for the worth of the object.

Level II: Inappropriate Student Behavior Requiring Administrator Intervention

When a student is referred to a principal, the principal determines the consequences of the student's inappropriate behavior. Consideration will be given to the seriousness of the inappropriate behavior, the intensity and duration of the inappropriate behavior, and the frequency of referrals for this or similar inappropriate behavior. The administrator may use any of the consequences in the appropriate order or combination taking into consideration the child's age, grade and other extenuating circumstances.

Examples:

1. Repeated violation of Level I inappropriate behaviors
2. Scuffling: Minor physical contact, such as shoving, pushing or jostling which could lead to a fight
3. Fighting: Combat in which both parties have contributed to the situation by verbal or physical action
4. Extortion: The solicitation of money or anything of value from another student regardless of the amount in return for protection or in connection with a threat to inflict harm.
5. Disrespect: Acts of disrespect directed at a staff member or other adult present at school or at a school-related activity, including obscene or insulting remarks, gestures or written statements
6. Intimidation, threatening behavior, harassment: the intentional threatening or harassing of another person by word, act, or deed.
7. Bus policy violations
8. Failure to comply with directions of administrators, teachers or other school personnel.
9. Use of profane and/or abusive language and gestures.
10. Wearing of clothing that is disruptive or inappropriate.
11. Cheating.
12. Destruction of school and/or personal property.
13. Truancy.
14. Stealing/Possessing/Transferring stolen property.
15. Behavior that is disruptive to the welfare of students, the school and/or educational programs.
16. Leaving school grounds without permission.

Consequences of Inappropriate Level II student Behavior In Addition to Those Already Listed May Include But Are Not Limited To The Following:

1. Noon detention
2. Restitution for damage
3. Restriction from school activities
4. Parent/Administrator Conference
5. Recommendation for referral or assessment by outside agency
6. Restriction from school activities
7. Change of schedule or length of school day
8. Parent/Administrator Conference
9. Recommendation for referral or assessment by outside agency
10. Alternative Educational Placement within school setting
11. Bus suspension
12. Out of School Suspension
13. Alternative School Placement
14. Contact police and/or juvenile authorities and file report when appropriate.

Level III: Serious Offenses

When a student is referred to a principal, the principal determines the consequences of the student's inappropriate behavior. Consideration will be given to the seriousness of the inappropriate behavior, the intensity and duration of the inappropriate behavior, and the frequency of referrals for this or similar inappropriate behavior. The administrator may use any of the consequences in the appropriate order or combination taking into consideration the child's age, grade and other extenuating circumstances.

Examples:

1. Repeated violations of Level II inappropriate behaviors.
2. Sexual harassment: Unwelcome sexual behavior such as touching, sexual name calling, spreading sexual rumors, jokes, pictures, overly personal conversation, cornering or blocking student's movement, and pulling at clothes.
3. Smoking/tobacco/chewing tobacco: Tobacco possession or use in any form, at any time, and at any place on school grounds, school transportation or at school sponsored activities is prohibited.
4. Physical aggression or assault against other students: intentionally, knowingly or recklessly causing injury or attempting to cause injury to another person cannot be tolerated.
5. Physical aggression, abuse or assault of a staff member or other adult.
6. Possession or use of alcoholic beverages, drugs, narcotics and drug paraphernalia.

Consequences Of Inappropriate Level III Student Behavior For Items #1 Through 6 May Include But Are Not Limited To:

Alternative Educational Placement within school setting
Out-of-school suspension
Alternative School Placement
Referral to outside agency
Referral to Title IX District Coordinator
Recommendation for Expulsion
Contact police and/or juvenile authorities and file report when appropriate.

7. Possession or use of weapons: A weapon is defined as any object used or displayed, or which could be used or displayed with the intent to harm or intimidate persons or damage property. (Punishable in accordance with MO Safe Schools Act of 1996).

- If a student goes 30 days without receiving an office discipline referral, one existing office discipline referral will be removed.
- If a student has accumulated five (5) office referral discipline slips during the year, the teacher and administrator will meet to decide whether or not the student may be allowed to attend field trips or other grade level activities. Participation in field trips and other special school activities may be allowed if sufficient improvement in behavior has been demonstrated by the student over a period of at least one month prior to the activity.

Each time a student is issued an office discipline referral, a copy of the referral will be sent home. When students in Grades Three and Four have received three (3) discipline referrals for three separate offenses, a parent conference will be requested.

If extenuating circumstances prevent parents from attending the conference, a phone conference may be used. If parents refuse to attend the conference at this time, the student will receive consequences consistent with Level II infractions of misconduct based on administrative decision.

Students in Grades Three and Four who receive four (4) office discipline referrals for four separate offenses will receive consequences consistent with Level II infractions of misconduct based on administrative decision.

Positive Reinforcements For Students

These positive reinforcements are in addition to grade level and classroom discipline and incentive plans for students and are used for the entire Parkside Elementary School community of students.

❖ Daily Reinforcement

Throughout each day, teachers will reward students that are observed engaging in positive behaviors. Special recognition to be given to students includes positive reinforcement from the teacher and principal, a small prize, or certificate.

❖ Weekly Reinforcement

Students consistently following all behavior expectations and not having any classroom discipline will be recognized within the classroom and within the school at various times of the year. Students will receive positive reinforcement from teacher and principal through the Positive Behavior Support program.

❖ Monthly Reinforcement

Students will receive incentives for positive behavior through Raider Bucks program. Students consistently completing homework, exhibiting good behavior,

participating in the Accelerated Reader program, and maintaining excellent attendance will receive Raider Bucks. With these bucks, students may then 'purchase' rewards.

❖ *Quarterly Reinforcement*

Super Citizens – Super Citizen Certificates will be awarded during Honors Assemblies each quarter to those students who meet these criteria for the quarter:

- consistently follow school rules
- have less than 5 unverified absences
- have less than 5 tardies
- completes and turns work in on time
- did not receive any tickets or disciplinary referrals for misbehavior

Raider Reward - Students exhibiting positive behaviors throughout each quarter will be able to attend a special Raider Reward each quarter. These rewards vary and included special activities and treats for students that qualify.

STUDENTS

Policy 2655

Discipline

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: loss of privileges, classroom detention, conference with teacher, parents, contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

School/Community Relations

Prohibition Against Firearms and Weapons

In accordance with its commitment to providing a safe and secure educational and work environment, the Board of Education prohibits the possession of weapons by any person, except a law enforcement officer acting within the scope of duty, while on school property for any purpose.

No person, except a law enforcement officer acting within the scope of duty, may possess a weapon while on school property for any purpose, including, but not limited to, non-school activities that may occur on school property, except as explicitly provided herein.

An exception to the prohibitions set forth in this policy may be granted for individuals participating in authorized activities, including Civil War reenactments involving the use or possession of a weapon. For this exception, prior written consent by the Superintendent is required.

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

Persons who fail to comply with this policy will be required to leave the premises and may be excluded from school property for such period as deemed appropriate by the Superintendent of Schools and/or Board of Education. Failure to comply with this policy may also result in referral to law enforcement authorities.

Under Board policy and student discipline codes, students are strictly forbidden from bringing weapons to and/or possessing weapons while on school property or at school activities, whether on or away from school property, for any reason. Such Board policies and codes remain in full force and effect.

For purposes of this policy, the term “weapon” includes, but is not limited to, concealed or unconcealed firearms and all other items listed in the Board’s weapons policies applicable to students.

For purposes of this policy, the term “school property” shall include, but is not limited to, any school grounds, school facility, school vehicle, school bus, and/or school activity or event, whether on or away from District premises.

The prohibition against the possession of a weapon while on school property applies to weapons present in any and all vehicles parked on school property, regardless whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, patron, vendor, or any other person or entity, except as otherwise explicitly provided herein.

MISSOURI SAFE SCHOOLS ACT

*The Missouri Safe School Act was enacted in 1996 for the purpose of providing safer schools with stiffer penalties for violations

*The Safe Schools Act requires school administrators to report acts of violence to teachers and other school district employees with a need to know.

*School Administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies:

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Sexual assault
17. Felonious restraint
18. Property damage in the first degree
19. The possession of a weapon under Chapter 571 RSMo, committed on school property, including, but not limited to actions on any school bus in service on the behalf of the district or while involved in school activities.

For the purpose of this section the terms "weapon" will mean firearm as defined under 18U.S.C.921 the following items, as defined in Section 571.010 RSMo: a blackjack, a concealed firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife. This definition will include the weapons defined in this section but also may include other weapons.

***Acts of Violence** will be defined as, but not limited to, exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.

*The Safe Schools Act contains the following consequences for failure to obey the standards of conduct set forth in the act. "The policy will provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that (1) The

Superintendent, or in a school district with no high school, the principal of the school which such child attends may modify such suspension on a case-by-case basis, and (2) This section will not prevent the school district from providing educational services in an alternative setting to a student suspended under the provisions of this section.”

***Due Process;** Students’ rights in school discipline are governed by state and federal law. By state statute, students are guaranteed certain rights prior to a disciplinary suspension. Section 167.171 RSMo provides for the following rights:

1. The right to oral or written notice of charges
2. If charges are denied, the right to an oral or written explanation of the facts supporting the charges
3. The right to present the student’s own version of the incident
4. The right to a hearing before the Board if the suspension imposed is to last more than ten days
5. The right to reinstatement pending Board hearing unless, in the judgment of the superintendent, the presence poses a “continuing danger to the persons or property or an ongoing threat of disrupting the academic process”

NORTH ST. FRANCOIS COUNTY SCHOOL DISTRICT R-I NON-DISCRIMINATION POLICY

North St. Francois County R-I School District has taken necessary steps to comply with Title VI of the Civil Rights Act; Section 504 of the Rehabilitation Act of 1973, as Amended; and Title IX of the 1972 Education Act, as Amended.

It is the policy at North St. Francois County R-I not to discriminate on the basis of race, religion, age, sex, physical condition, or national origin in its educational programs, activities, admission or employment policies as required by the above listed laws. Inquiries regarding compliance with Title VI of the Civil Rights Act; Section 504 of the Rehabilitation Act of 1973, as Amended; and Title IX of the 1972 Education Act, as Amended, may be directed to Mr. Michael Henderson, Asst. Superintendent, North County R-I Schools, 300 Berry Road, Bonne Terre, Missouri 63628, telephone 573-358-2247, or to the Director of Civil Rights, Department of Education or Health and Welfare, Washington, D.C.

PUBLIC NOTICE

North St. Francois County R-I School District has taken necessary steps to comply with the Asbestos-Containing Materials in Schools Final Rule. This Rule was promulgated under authority of the Asbestos Hazard Energy Response Act, Title II of TSCA. The District Management Plan is available at the Superintendent's Office, 300 Berry road, Bonne Terre, Missouri. Building management plans are also available in the principal's office at each campus. Inquiries regarding the management plan may be directed to Dr. Yancy Poorman at 573-358-2247 or the United States Environmental Protection Agency.

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for any employee of the North St. Francois County R-I school District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of the policy for any person who is not an employee or student of the North St. Francois County R-I School District to harass a staff member or students of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

NORTH ST. FRANCOIS COUNTY SCHOOL DISTRICT R-I

The following overview provides information regarding the *Standards for Privacy of Individually Identifiable Health Information* (the Privacy Rule), promulgated by the Department of Health and Human Services (HHS).

OCR HIPAA Privacy, December 3, 2002; Revised April 3, 2003
[45 CFE 164.512(b)]

The Privacy Rule permits covered entities to disclose protected health information, without authorization, to public health authorities who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability.

OCR HIPAA Privacy, December 3, 2002; Revised April 3, 2003
[45 CFE Part 160 and Subparts A and E of Part 164]

The Privacy Rule permits certain incidental uses and disclosures of protected health information to occur when the covered entity has in place reasonable safeguards and minimum necessary policies and procedures to protect an individual's privacy. Covered entities must implement reasonable minimum necessary policies and procedures that limit how much protected health information is used, disclosed, and requested for certain purposes.

OCR HIPAA Privacy, December 3, 2002; Revised April 3, 2003
[45 CFR 164.502(a)(1)(iii)]

The Privacy Rule permits certain incidental uses and disclosures that occur as a by-product of another permissible or required use or disclosure, as long as the covered entity has applied reasonable safeguards and implemented the minimum necessary standard, where applicable, with respect to the primary use or disclosure.

Standard Complaint Resolution Procedure For Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

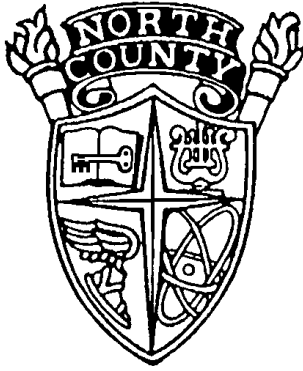
If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the

state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure, or how complaints are resolved, may contact local district or Department personnel.



North County Parkside Elementary School
100 North Parkside
Desloge, Missouri 63601
573-431-3300
573-431-0250 FAX

Dr. Janet Moak
Principal

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

The North St. Francois Co. R-I School 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 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.

In addition to the information that you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

North St. Francois County R-I School District

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that North St. Francois Co. R-I School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North St. Francois Co. R-I School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North St. Francois Co. R-I School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for physical education activities, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want North St. Francois Co. R-I School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 16, 2011. North St. Francois Co. R-I School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--------------------------|----------------------------------|
| -Student's name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational |
| -Dates of attendance | agency or institution attended |
| -Grade level | |

Student Educational Records

FERPA Educational Rights Annual Notification

Each year the North St. Francois County R-I School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D. C., 20202-4605, concerning the North St. Francois County R-I School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the North St. Francois County R-I School District in compliance with FERPA. A copy may be obtained in person or by mail from: Dr. Yancy Poorman, Superintendent, 300 Berry Road, Bonne Terre, MO 63628, 573-358-2247.

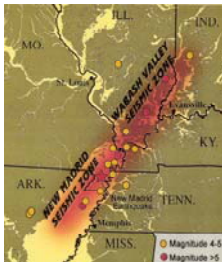


Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.



Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

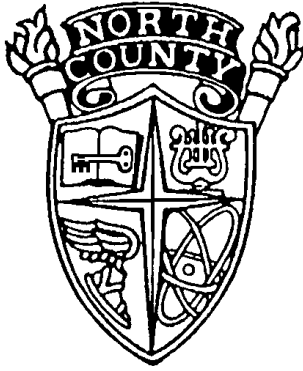
Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455



North County Parkside Elementary School

100 North Parkside
Desloge, Missouri 63601
573-431-3300
573-431-0250 FAX

Dr. Janet Moak
Principal

Dear Parents:

Please take some time to review and discuss this handbook with your child. Changes have been made to the handbook and it is important that you read carefully to acquaint yourself with those changes. After reviewing this handbook, please sign below and return this letter to school with your child.

Thank you for your continued support. If you ever have any questions, please feel free to contact me.

Sincerely yours,

Dr. Janet K. Moak

Dr. Janet K. Moak
Principal

_____ My child and I have read and understand the contents of the Student/Parent Handbook of North County Parkside Elementary for the 2011-2012 school year.

_____ I give permission to North County Parkside to transport my child by school bus within the confines of the district (i.e. music practice at the middle school). I understand I will be updated when trips are scheduled.

_____ I give permission for photographs of my child associated with activities at North County Parkside Elementary to be published in newspapers, shown in the media, or published in educational and news magazines or related publications that deal with public education issue.

_____ I **DO NOT WANT PHOTOGRAPHS OF MY CHILD** to be published in newspapers shown in the media, or published in educational and news magazines or related publications that deal with public education issues.

Parent Signature

Date

Student Name

Teacher Name