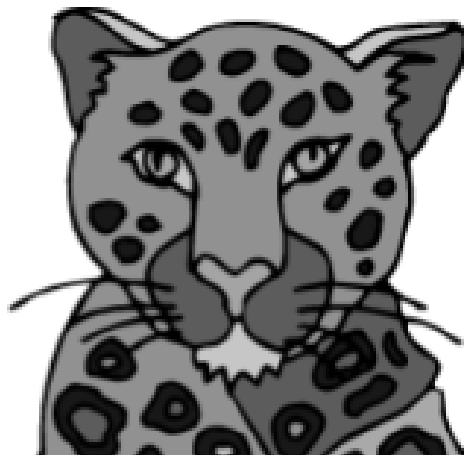


STRAIN-JAPAN R-16 SCHOOL

4640 Highway H

Sullivan, Missouri 63080

(573) 627-3243



STUDENT/PARENT HANDBOOK

2009-2010

CHANGE OF ADDRESS AND OTHER VITAL INFORMATION

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record at the school office. Notify the school immediately if you have a change of address or a change of any other important information such as phone number or emergency contact during the school year.

TABLE OF CONTENTS

Mission Statement	1
Greetings	2
Daily Schedule/Dismissal Procedures	3
Governance	4
Special Education Services	5
School Arrival, Dismissal, Attendance, Books and Supplies	6-9
Lunchroom Conduct, Bus Procedures	10-11
Communications from School, Emergency Procedures	11-12
Field Trips, Health Care	12-15
Grades	16
Honor Roll	17
School Visitation, Parent/Teacher Conferences	18
Promotion and Retention of Students	19-20
Kindergarten	21
School Closings	22-23
Student Council	24
Sale of Articles, Recess Information	25
Telephone Use, Lost and Found, Personal Property, Snacks and Soda	26
Physical Education	27
School Rules	27-33
Safe Schools Act	34-42
Student Due Process	43-47
Reporting Child Abuse	47
Student Records	48-52
Earthquake Safety Notice	53-54

MISSION STATEMENT

**It is the mission of the Strain-Japan R-16
School District**

- 1. To provide a sound basic educational opportunity for each student.**
- 2. To help every student become a successful learner.**



Dear Students/Parents:

Welcome to Strain-Japan School, home of the Strain-Japan Leopards. Our district takes great pride in providing a student-centered school committed to educational, emotional, physical, and social growth and development. The District is the proud recipient of the Distinguished Performance Award based on student achievement on the MAP Tests during the 2003, 2007, 2008, and 2009 school years.

The year offers a wide-range of experiences including Missouri Day, Night of the Notables, Multicultural Night, Food for Thought, Talent Show, Scholar Bowl, Monthly Reading Incentives, athletics, and field trips. These events will provide parents and patrons with opportunities to become actively involved in the educational program.

This handbook has been prepared to familiarize you with the policies made by your Board of Education, laws passed by the State of Missouri, rules and regulations set by the faculty and administration, and procedures we use to keep our school running smoothly. Please read it and save it at home so that you may refer to it throughout the year.

Effective schools are ones in which two-way communication between school and home is highly evident. We encourage parents and students to be an active part of the educational program. We are most receptive to hearing your suggestions. If you have any questions throughout the year, please do not hesitate to call our office at (573) 627-3243.

We look forward to sharing a productive, beneficial school year with you. We are confident that the goals we have set will be accomplished with our mutual assistance and commitment to excellence.

Sincerely,

Dr. Marilyn K. Boeh
School Principal

DAILY SCHEDULE

7:15	Building opens. <u>Parents should not bring students to school before 7:15 a.m. Supervision is not available before this time.</u>
7:30 - 8:00	STAR Program (Tutorial program designed to assist students with academics.)
8:00	School Day Begins
11:00 - 11:30	Lunch Period Grades K-2
11:15 - 11:45	Lunch Period Grades 3-4
11:30 - 12:00	Lunch Period Grades 5-8
3:00	School Day Ends



DISMISSAL PROCEDURES

3:00 - 3:10	Students dismissed. Supervisory teachers will escort students from the classrooms to the buses. We ask that parents pick up students only at the south end of the building. For the safety of everyone, please do not block or park in the bus loading area. Do not pass buses. All vehicles, except the buses, should use the south exit. Any change in a student's departure plans should be explained in a note or in a phone call to the office before 2:30 p.m. on the day involved.
-------------	---

GOVERNANCE

Strain-Japan School is governed by a Board of Education consisting of seven (7) members. Their names, titles, and current term status are shown below.

Mark Thurmond	Board President	Term Expires 2012
Anna Sadler	Vice President	Term Expires 2011
Sharon Breece	Treasurer	Term Expires 2010
Scott Cassidy	Director	Term Expires 2012
Carol Cunio	Director	Term Expires 2011
John Licklider	Director	Term Expires 2010
Penny Wells	Director	Term Expires 2010
Amanda Strothkamp	Board Secretary	

The Board of Education meets at least monthly, its regular meeting night being the third Thursday, usually starting at 7 p.m. At its meetings, the Board considers financial and business concerns, makes formal policy, reviews school programs, and consults with the Superintendent/Principal. A time is provided at regular board meetings for members of the public who wish to be heard on various subjects of general concern. Matters which involve persons, whether students or staff, should be first referred to the principal to protect the rights and privacy of the individuals involved. An executive session may be held to discuss student problems, personnel, or legal matters which should be kept confidential. Parents and students are welcome at board meetings. Their attendance in executive sessions, however, is restricted unless they have a direct involvement in the issue(s) being addressed. Board elections are held annually in April, and either 2 or 3 members are elected each year.

The school district is operated under the statutes of the State of Missouri. About 2/3 of the district's funding comes from state sources. The district is required to comply with laws and rules regarding curriculum, certification of teachers, transportation, special education, condition of facilities, textbooks, library resources, sanitation, and many other subjects. The district is also required to obey the laws of the United States as they pertain to education.

The school is administered by a Superintendent/Principal who is hired by the Board of Education. Working with the faculty, Board, parents, and students, he or she makes and enforces rules to carry out the laws and policies of government and the Board.

SPECIAL EDUCATION SERVICES

Each child with a disability who resides within the Strain-Japan R-16 School District, including those who attend private or parochial schools, are provided a free, appropriate public education.

The District provides special programs to meet the individual needs of these students. Disabilities include the following:

Learning Disability	Mental Retardation
Behavior Disorders/Emotional Disturbance	Multi-handicapped
Speech Disorders (Voice, fluency, or articulation)	Language Disorders
Visually Impaired	Hearing Impaired
Physically/Other Health Impaired	Deaf/Blind
Early Childhood Special Education	Autism
Traumatic Brain Injury	

However, in some cases, the District may provide services in a program outside the District.

Strain-Japan R-16 is required to maintain a census of all individuals with handicaps under the age of 21 who reside within the District. The public is asked to assist us with this census by providing the following information:

The child's name, date of birth, name and address of the child's parent or guardian, the handicapping condition(s) of the child and services presently being provided to the child.

If you know of a child eligible for inclusion on the census and the child is not attending school (pre-school or post-school age), please contact

Marilyn Boeh, School Principal
Strain-Japan R-16 School District
(573) 627-3243

Also, if you know of a student attending school who is not receiving special services for which he or she is eligible, please contact our office.

SCHOOL ARRIVAL/DISMISSAL

No students should come to school before 7:15 a.m. unless they are on a bus that arrives early.

Students arriving at school after 8:00 a.m. will be considered late and must sign in at the main office before going to class.

If a bus arrives late to school, its passengers will not be considered tardy.

Students will not be released from school to anyone without the permission of the parent(s)/guardian(s). Any exceptions must have prior approval by the administration.

Students are to go directly home after school unless they have written permission from their parent(s)/guardian(s) to do otherwise.

Students attending special functions after school must have written permission from their parent(s)/guardian(s) and written approval by the supervising teacher.

Having children stay at school while their siblings participate in extra-curricular activities is strongly discouraged. These children will be required to attend a study hall.

ATTENDANCE

Attendance is the responsibility of the student and the parent.

If a student is absent from school, the following procedures should be followed by the parent or guardian.

The parent or guardian should telephone the school before 10 a.m. on the morning of the absence.

If the parent or guardian does not telephone the school, the student should bring a doctor's excuse or a written note from the parent or guardian explaining the absence upon returning to school.

In the event that neither of the above procedures is followed, the absence will be considered unexcused.

Definition of Excused/Unexcused Absence

The Strain-Japan R-16 Board of Education believes that regular school attendance is a vital part of the learning process. The Board also believes good school attendance will help develop habits of punctuality, self-discipline, responsibility, and dependability needed to succeed. Therefore, the following attendance policies have been established.

If a student misses part of a day or all day, a parent/guardian will need to call or write a note stating the reason for the absence. The principal will classify the absence based on the following:

- Category 1 These absences are unlimited and will be excused. They include written verification of the dates and times of absences due to illness or appointments from doctors and dentists. This category also includes absences due to deaths in the immediate family and for participation in school activities. An absence resulting from observation of a religious holiday by a member of the particular religion will be excused.
- Category 2 This category includes illness without a medical excuse, emergency at home, serious illness in the immediate family, emergency work for parents at home, and pre-planned out of town trips with family. The student will need to bring a note from the parents/guardians, or the parents/guardians will need to call to inform the principal of the reason for the absence. If a note is not provided or the principal is not contacted within two (2) days, the absence will be recorded as unexcused.

A student will be allowed five (5) days' absence per semester from this category. After five (5) days of absenteeism, the student will receive an unexcused absence for each day missed.

An unexcused absence means the student will receive a zero for all school work missed during the absence. This zero will be recorded in the grade book and will be averaged in the quarter and semester grades.

- Category 3 These absences are always unexcused: hunting, fishing, missing bus, (unless fault of road or weather conditions), shopping, and oversleeping.

Special Notes When possible, doctor and dental appointments should be made for after school hours or on days school is not in session. These appointments do not normally take an entire day. Any questions as to which category an absence may fall under should be directed to the principal PRIOR to the absence.

Any absence that is unaccompanied by a doctor's or dentist's statement will be recorded as unexcused if the student attends an extracurricular activity on that same date. Likewise, the student will not be able to participate in an extracurricular activity on the date of an unexcused absence.

Absences/Tardies in Excess of 15 Days during the School Year

1. Five absences per quarter or 15 absences per year will be considered excessive.
2. Eight unexcused absences will be reported to the Missouri Division of Family Services.
3. Ten unexcused absences will be reported as a Hot Line call due to Educational Neglect.

Perfect Attendance Awards

In order to recognize students who attend school regularly and punctually, three levels of exemplary attendance will be posted on a quarterly basis in the school newsletter and in the local newspaper. At the annual awards assembly in the spring, a student earning exemplary attendance status for the entire year will be recognized by being presented a gold (Perfect), silver (Superior), or bronze (excellent) medallion.

Eligibility requirements for placement on the exemplary attendance rosters are shown below.

Perfect Attendance	No absences or tardies
Superior Attendance	Maximum of 1 day's absence or 2 tardies
Excellent Attendance	Maximum of 2 days' absence or 3 tardies

Make-Up Work as a Result of Absence

Parents may call the school before 10:00 a.m. and request homework assignments for that day. Every effort will be made to have these materials available to be picked up in the office at the end of the school day.

The practices listed below will be followed whenever a student is absent on the day of a test or on the day an assignment is due.

Advance Assignments: These are defined as those that are assigned at least ten (10) school days in advance. They will be due on the day the student returns to school from an excused absence. Failure to comply with this requirement may result in a student's grade being reduced by the teacher.

Regular Assignments: These are defined as those that are normally due the next day or within the next few days. A student shall have additional time, equal to the amount of time absent, to turn in these assignments. Assignments turned in later than this may have credit reduced or may not be accepted at all by the teacher.

- Major Test:** The student shall make up the test on the day he/she returns to school. If the student is absent more than one day and a major test is scheduled the second day of his/her absence or later, he/she may have additional time, equal to the time absent from school, to make up the test. NO test may be made up if the student's absence was due to an in-school or out-of-school suspension.
- Unexcused Absence:** If work is assigned previously to a day of unexcused absence and that work is due on a day of unexcused absence, it will not be accepted for credit at any time.
- Suspended:** Students who have been suspended on an out-of-school (OSS) basis will not be allowed to make up work and will receive a "zero" for each assignment missed during the suspension unless they have been placed in the Juvenile Detention School and meet the guidelines for school work within the detention policy.

BOOKS AND SUPPLIES

Most of the academic materials and supplies needed by students are provided by the school. These include textbooks, workbooks, art and physical education equipment, and some musical instruments.

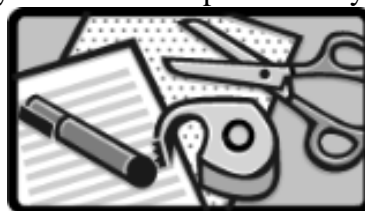
Students are asked to provide certain supplies that they personally use. These typically include the following:

Book Bag	# 2 Pencils	Colored Pencils
Scissors	Large Box of Kleenex	Markers
Glue Stick	Crayons	Notebook
Ruler	Wide-ruled Notebook Paper	Erasers

On or before the first day of school, each teacher will issue a list of special supplies that students may need.

It is suggested that each bring an extra pair of sneakers to be left at school. These will serve as gym shoes and can be utilized on bad weather days when feet get wet.

If the expense of providing school supplies causes a serious financial burden on the family, please notify the teacher or principal. We don't want any students to be penalized by not having needed supplies, clothing, or other items.



LUNCHROOM CONDUCT

The school provides a hot lunch program at low cost for students. Students who qualify for free or reduced price lunches are encouraged to have their parents complete the appropriate application.

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners. Students will be seated with their class.



Simple Rules of Courteous Behavior while in the Cafeteria

Observe good dining room behavior at the table--quiet talking.

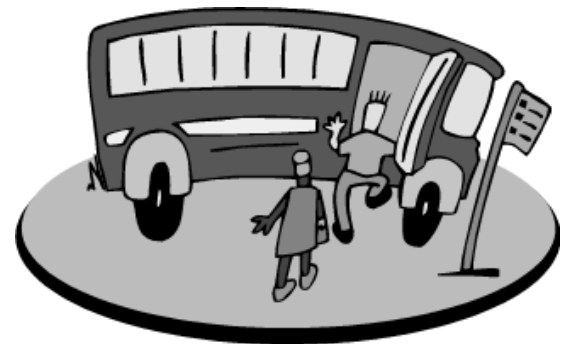
Leave the table and the surrounding area clean and orderly.

Put trash in the proper container.

Remain inside the cafeteria.

BUS PROCEDURES

All students are expected to comply with district bus rules throughout the entire bus trip to and from school and to refrain from inappropriate behavior. Once students get on the school bus or report to school, they are under the authority of the school. The same standards of conduct that apply in the classroom also apply on the bus. Bus drivers have the same authority in enforcing rules on the bus as classroom teachers have in the classroom. They should be obeyed promptly and cooperatively. Expected bus behavior and consequences for inappropriate behavior are outlined below.



Expected Student Behavior on Buses

Remain seated throughout the entire trip.

Keep all parts of body inside the bus.

Refrain from yelling, screaming, pushing, hitting, kicking, fighting, or using obscenities.

Do not throw anything inside the bus or out the windows.

Do not keep another student from getting a seat.

A.M. Boarding

In the morning, students should arrive at the bus stop in a timely manner, await the bus quietly, with consideration for residents and respect for private property. When the bus arrives, students should board in an orderly manner and sit quietly.

P.M. Boarding

All buses will line up in the front of the school. Bus numbers will be located on the side of the bus. Buses load between 3:00 and 3:10 p.m. Teachers will assist with supervising students while they are boarding the buses.

COMMUNICATIONS FROM SCHOOL

A newsletter containing items of interest to students and parents will be distributed to students generally on Fridays. Teachers, administrators, and the parent organizations will also be sending out special bulletins from time to time. Ask your child about his/her papers from school. If you are not receiving any communications, check with his/her teacher or the school office.



EMERGENCY PROCEDURES

Disaster drills are held at regular intervals throughout the school year, so that students will be aware of precautions that must be taken in case of fire, tornadoes, earthquakes, or the presence of an intruder. Each child should become familiar with the instructions posted in each classroom indicating how to leave the building or how to proceed to the designed shelter. During a drill, students are to **remain calm, walk in an orderly manner, and stay silent.**

Types of Alarms

Fire Alarm	Continuous short ringing of fire alarm
Tornado Alarm	Five short rings of school bell
Earthquake Alarm	Drop command by teacher
Code Black	Students will be advised by teacher to proceed to specific area in room.

FIELD TRIPS

If possible, field trips will be planned to meet during the hours of the regular school day. In the event that this is not possible and the bus is leaving before school hours or returning after school hours, parents/guardians will be responsible for the transportation of their child to and from school.

The classroom teacher(s) is/are responsible for field trips and will determine the student/adult ratio for supervision (not to be less than one adult for each group of fifteen {15} students).

The classroom teacher reserves the right to select the adults needed to supervise.

All school policies are to be followed during the field trip by all adults attending the field trip.

If a student's behavior record has been such that the teacher and principal agree that the student's participation on the field trip may cause risk to himself/herself, others, or to the school's reputation, parents will be notified and the student will stay at school.

HEALTH CARE

A trained health aide is available for the health care needs of all students. The health aide or office personnel will contact the parents when a student becomes ill or needs to go home. Students sent home due to illness or injury will need to check with the health aide before re-admission to class.

Students need to notify the teacher entrusted with their supervision before going to see the health aide.

Students are expected to report to the office to receive medicine when prescribed.

Students who come to school with any type of injury (severe cut, broken bone) need to report to the health aide during the first hour of the first day in attendance following the accident or injury. **Written physician's instructions must accompany the child regarding care and activity during school hours.**

Head Lice Policy

Head lice screenings are conducted throughout the school year. We have a "No Nit" policy. This means that children are not allowed to remain in school with nits in their hair. (Nits are the eggs of lice.) When lice or eggs are found, parents will be notified and children will need to be treated before returning to class. A head lice problem is not a valid reason to remain out of school for more than one (1) day.

To be readmitted to school, a child must be accompanied by a parent/guardian or relative and must be examined by the health aide. If the child is found to be free of eggs/lice, a clearance slip will be issued for the child to present to his/her teacher. If, however, eggs/lice are still detected, the child will be sent home with the parent/guardian or relative until the eggs/lice are removed from the hair.

When lice are found at home by the parent, the parent is encouraged to notify the school so that the class can be checked again and all students needing treatment can receive it.

Communicable Disease

Students may not be in school if they have a communicable disease. Those with skin rashes of any kind or elevated temperature should not be in school unless a physician provides written approval or the student is taking medication for the problem.

Medications

Medications should be taken at home under parent supervision whenever possible.

The School District is not obligated to administer medications to students except those in special education programs and those with Section 504 Accommodation Plans. However, we recognize that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and to participate in their education. The following guidelines have been established for safe administration of oral medication during school hours.

1. The student's physician will provide the school with a **written request** to give the medication during school hours. The request will include the student's name, drug name, dosage, time for administration, and the physician's name. When possible, a description of any adverse effects and any applicable emergency instructions will be provided.
2. A written request/permission from the parent/guardian to give medication as ordered by the physician **MUST** accompany all medications, regardless of the student's age.
3. The **FIRST** dose of any prescription will not be given at school, so as to lessen the chances for an allergic reaction.
4. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only the dose to be given at school and with any special instruction (take with food, refrigerate, etc.). **THE MEDICATION WILL BE DELIVERED TO SCHOOL BY THE PARENT/GUARDIAN OR OTHER RESPONSIBLE ADULT. STUDENTS WILL NOT BE ALLOWED TO TRANSPORT MEDICATION ON THE BUS.** Students may, however, take an empty prescription container home.



5. When a student has taken medication at school for more than a month and the physician decides this is no longer necessary, parents are encouraged to notify the school in writing so as not to be found negligent. A statement from the physician is also advisable. Parents may need to request that for the school.
6. In order to dispense over-the-counter medications, school personnel must be provided an over-the-counter form that has been signed by the child's physician and parent.
7. All over-the-counter medications are to be provided by the parent. **School-provided health supplies will be limited to ice packs and/or Band-Aids.**
8. **No over-the-counter medications will be given prior to 10 a.m. or after 2 p.m. unless the parent/has submitted a written request or unless school personnel have spoken directly to the parent/guardian prior to administration of the medication.**
9. Those students with an allergy to insect stings should have medication available at school, ordered by their physician for such times...with written instructions.

Emergency Medications

Emergency medications must also meet the preceding requirements. In addition, specific written instructions must be provided as to when and under what circumstances the medication is to be given. This must be provided annually.

Students are not allowed to have medication in their possession at school. It must be turned in to the health aide or the office. This means ALL medications, prescriptions and/or over-the-counter medications (Tylenol, Midol, cough drops, etc.).

If a physician recommends that an individual student assume responsibility for his/her own medication for whatever reason, the physician will provide the school with a written request for same. The parent/guardian will also need to provide a written request that the school comply with the physician's request and also provide the properly labeled medication.

All medications given will be documented according to state statutes as required by the Nurse Practice Act, Chapter 335, RSMO.

This revised policy has been developed with advice from the Missouri School Board Association, the Missouri State Board of Nursing, and Health Consultants with the Missouri Department of Elementary and Secondary Education, 5/96.

IMMUNIZATIONS

The state requires certain immunizations for school attendance. Proof of adequate immunization is the responsibility of the parent/guardian. Children are not allowed to be in school without proper immunizations. A list of those requirements can be found on the following page.

GRADES

To ensure that all students achieve to their ability and potential and that excellence in the classroom is promoted, Strain-Japan R-16 has the following grading policy.

Grade reports are issued eight times during the year. This includes midway during each quarter and at the end of each quarter. Progress reports at mid-quarter for art, music, physical education, and health classes are issued only to students who are failing.

Parental permission will be requested to place any student with a grade below “C” to report to the before-school tutoring class until the grade has been raised to at least 70%.

During the athletic seasons, weekly averages will be submitted to the office on Monday of each week. Any player with 2 D’s or 1 F will be denied participation in any game scheduled within 3 days or more from the date of the report.

Daily assignments will be weighted as making up 40% of the report card grade; test scores will account for 60% of the grade. Pop quizzes and major projects will be treated as tests.

Three 0’s in a content area in a single quarter will result in the parent being contacted by phone and the student being required to serve an in-school suspension to complete the work. No credit will be given for the work. The suspension will be extended until such time as the work is completed.

Information contained on the grade card is displayed below.

ACADEMIC SCALE

A+	101% Plus	Superior. Outstanding achievement for grade level.
A	97-100%	
A-	93-96%	
B+	90-92%	Excellent. Completes work with quality and understands ideas presented.
B	87-89%	
B-	84-86%	
C+	80-83%	Satisfactory.
C	75-79%	
C-	70-74%	
D+	67-69%	Needs Improvement. Does not complete most work satisfactorily.
D	63-66%	
D-	60-62%	
F	Below 60%	Unsatisfactory. A conference is recommended.

BEHAVIORS DEMONSTRATED

Regular Attendance
 Work Habits
 Work Completed on Time

Participates Willingly

Listens Effectively
 Follows Directions
 Gets Along Well with Others

HONOR ROLL

Our goal is to achieve excellence in education by offering an educational curriculum that meets the diverse needs of all of our students. Although we recognize that all students should be praised for their efforts in maintaining good grades, it is also recognized that only a few students will be able to attain grades that are sufficiently high enough to be considered for the Honor Roll.

- Honor points shall be awarded as follows:

Grade	For basic subjects (Reading, English, Spelling, Mathematics, Science, Social Studies)	Other Subjects Grades 6-8	Other Subjects Grades 1-5
A+	9		4.5
A S = 4	8		4.0
A-	7	3.5	
B+	6	3.0	
B	5	2.5	
B-	4	2.0	
C+	3	1.5	
C	2	1.0	NI = 1
C-	1	.5	



- Grades of F, D, and U (1-5) shall disqualify a student from the Honor Roll.
- The Principal's Honor Roll shall consist of students earning at least an A- average

(63 points or more, based on 6 basic and 6 other subjects).

4. The Black and Gold Honor Roll shall consist of students earning at least a B- average (36 points, based on 6 basic and 6 other subjects).
5. If more or less than 6 basic or other subjects are graded, the points necessary to achieve an honor roll status shall be adjusted accordingly.

SCHOOL VISITATION

Parents are encouraged to visit school and actively participate in the education of their child(ren).

1. Room mothers and fathers are enlisted to help with room parties and field trips.
2. Classroom volunteers listen to children read, help in the library or health station, and assist teachers and children with projects.
3. Occasional visitors are requested to first come to the office. If you need to deliver a message, homework, medication, lunch money, etc. to a student, we ask that you leave it at the office rather than interrupt a lesson. Visits to the classrooms are preferably arranged by appointment through the teacher.
4. Adults with special skills and experiences are encouraged to share with students. Please contact the teacher to make arrangements.
5. In general, students from other schools are not permitted to visit. Permission for such a visit must be given in advance by the principal



PARENT/TEACHER CONFERENCES

It is important for your child's welfare that we work together in his/her educational development. Parent/Teacher Conferences will be scheduled for this purpose, but don't wait for a special conference time if you suspect a problem is developing. The principal and teachers are always willing to visit with parents concerning a child's school performance. Please call the office at any time to make arrangements for a conference.

PROMOTION AND RETENTION OF STUDENTS

Students shall be placed at the grade level in which they are best adjusted academically, socially, and emotionally. The educational program shall provide for continuous progress.

Those students who are unsuccessful or who are not adequately challenged by their present grade level may be evaluated by the principal and the appropriate building staff at any time during the school year. If it is in the best interest of the student, changes in placement can take place at any time. The principal has the responsibility for making the final decision.

Promotion

The majority of students will be educationally prepared for the next grade level, and promotion will take place. Promotion shall be made annually at the close of the school year for the student who has mastered the skills necessary for success at the next grade level. The principal, in consulting with teachers, will recommend those students to be promoted.

Retention

Retention will be considered on an individual basis for any student who has not mastered the basic skills, is immature to the extent that it interferes with learning, or if social and emotional growth hinders the learning process. When retention is necessary, it should occur at early primary grade levels rather than later in the child's school career. Only in rare circumstances should a student be considered for retention a second time. Retention may be considered when

1. the student is achieving significantly below ability and grade level
2. the action would result in a reasonable chance of benefiting the student

Retention and Placement Procedures

The appropriate procedures for retention and placement are as follows:

The principal is to be notified by the teacher of the possible need for retention prior to the third quarter report card. This requires that the teacher has

1. recorded grades that justify retention
2. previously conferred with the parents/guardians regarding the student's difficulty
3. properly documented conferences

The parents/guardians should be notified at this time.

At the beginning of the third quarter, the principal will make arrangements with the appropriate building staff for assessment and recommendation. The staff will consist of any personnel the principal deems necessary and shall constitute the Promotion/Retention/Placement Committee. Following the screening, the principal, in consultation with the team, will make a decision whether to recommend retention, placement, or promotion. The Promotion/Retention/Placement Data Sheet from the staffing will become a part of the student's permanent record.

The principal and teacher shall schedule a conference with the parents/guardians. The discussion shall consist of an explanation to the parents/guardians of their child's current academic standing in relationship to the group and his/her ability. Goals will be set for the fourth quarter. During the last month of the fourth quarter, another meeting by the Promotion/Retention/Placement Committee will be held to review goals and progress. At this time, a final decision concerning retention shall be made by the principal.

Placement

An individual student's needs may best be met by placement at the next level even though basic skills have not been mastered. Placement may be preferable to retention, due to chronological, physiological, emotional or social considerations, even though the necessary skills have not been attained. Each student will be assessed according to information available to the principal and appropriate building staff. A final decision will be made by the principal. A record of the staffing will become part of the student's permanent record.

Monitoring Placement Decision

In all cases where students are placed in the next grade level, a review of the student's progress is required before October 15. This review should include the child's current teacher(s) and the principal.

A staffing report will be completed indicating the success of the placement and the recommendation of the team regarding educational needs of the child. The recommendations may include formal referral for diagnostic testing to determine if there is a specific handicapping condition that may require special instruction, continuation of assistance from the regular classroom teacher, modification of the regular program, or other appropriate strategies.



KINDERGARTEN

Screening for kindergarten is done prior to entrance into kindergarten in the fall. The purpose of the assessment is to identify children with significant deviations and indicate potential handicapping conditions.

The entrance screening is held in mid-April each year. Included in the screening tests will be the DIAL 3 (Developmental Indicators for the Assessment of Learning), a health screening, as well as a behavioral checklist completed by the examiners.

Parents will be informed at the time of the screening of their child's test results. If a child has failed the vision or hearing test, the administrator will aid the parents in seeking appropriate care. If the child has failed the speech/language test, the parents will be informed of the results. The child will be pre-screened at the beginning of school for possible placement in the speech/language program.

Readiness Assessment for Kindergarten

According to law, a child entering kindergarten must be five before August 1, prior to the beginning of school.

Changes in the law in recent years have eliminated the consideration of qualifying scores for children whose birthdays fall between August 1 and September 30, except in cities (St. Louis and Kansas City) with populations of 300,000. Therefore, a child's fifth birthday is the deciding criterion, not test scores.



SCHOOL CLOSINGS

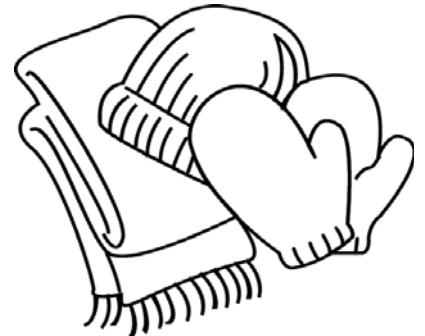
School will be held each scheduled day, unless announced, or unless the weather or a school condition makes it advisable to close school for all or part of a day. This is done for the safety of students and faculty.

Cancellation before School Starts

A decision to close school is made as soon as it is obvious that conditions will be unsafe. This may occur the previous evening, or it may be late in the morning, possibly even after buses have begun their runs. Our announcement will be made on the following stations:

KTUI (1560 and 102.1)
KTTR (1490 and 99.7)
KZNN (105.3)

KMOV (Channel 4)
KSKD (Channel 5)



Snow Routes

If the highways of the district are open and back roads are considered hazardous, a decision may be made to open the school but limit bus runs primarily to blacktop roads. In this case, an announcement will be made that the buses are running on snow routes. We ask that parents of students living on roads not included in a snow route either bring their children to school or transport them to a snow route. Students may ride any bus that comes by. If a student cannot make it to school on such a day, an excused absence will be granted upon receipt of a note from the parent/guardian. A copy of the snow routes has been reproduced on the next page.

Flooded Roads

Buses will not travel on flooded roads. The driver may elect to use an alternate route, or make other provisions as advised by parents. If you live in a flood-prone area, please instruct your child(ren) what to do in case of flood. Arrangements may be made with another family. We are in contact with our buses by radio, so messages can be relayed through the office in an emergency. We never leave children in unfamiliar situations where they may become confused or frightened. If necessary, a child may be returned to school and arrangements made for later pick-up.

Early Dismissal

If school is to be dismissed early because of snow, flooding, or extreme heat, the buses will be called, and the radio and television stations will be alerted. We will probably eat lunch before dismissing. Buses will run slowly and cautiously. We will attempt to call parents, beginning with those having children in the primary grades. You will probably find our lines busy if you call, so please be patient. Be sure your student knows what to do if, on arriving at home, there is no one waiting to meet him/her.

SNOW ROUTES

STUDENT COUNCIL

Students are encouraged to participate in Student Council. All members will abide by the Constitution of the Student Council. Students in grades 6-8 are eligible to hold office. **Representatives will be from grades 3-8.**

Obtaining Membership

Each student interested must submit a completed application, including a written paragraph stating reasons for wishing to be a Student Council member.

Membership

The membership of the Student Council shall consist of students who have made application, received satisfactory teacher recommendations and have been approved by the Student Council sponsor and principal. A representative will be chosen from each homeroom for grades 3-8.

Qualifications

A member must maintain a minimum grade of C- in all classes at the end of each grade period. A member failing to maintain such a minimum grade after being selected will be placed on probation for one quarter. If a member fails to raise his/her grade, an alternate will be chosen to take his/her place.



25

SALE OF ARTICLES

Only authorized school fundraisers will be held. **Unauthorized sales by students are prohibited.** Articles sold or traded without authorization may be confiscated.

Student Council will operate a School Store each day before classes begin for the purpose of selling school supplies such as pens, pencils, and notebook paper.

No advertisements may be placed in the school without receiving prior approval from the administration.

RECESS INFORMATION

Weather permitting, recess will be outside. During inclement weather, recess will be in the gymnasium whenever possible.

Students are to go quietly to recess so other classes will not be disturbed.

Students are to walk to and from the playground using the south doors.

Once outside, students should stay outside unless given permission from the teacher on duty.

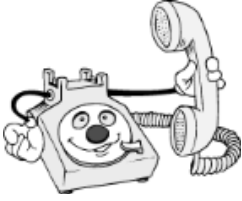
Students are to use equipment safely and return all equipment to its proper place.

Students are to follow general school rules at recess.

When the whistle is blown, students will give the duty teacher immediate attention for further instructions.

Students are to line up immediately with their class at the end of recess.





TELEPHONE USE

The school telephone is for business use. Necessary plans should be made with children before they leave in the morning. Children are called to the phone only in case of emergency. If you wish to speak to a teacher, please leave a message so that a return call can be made as soon as possible. Students must obtain school personnel permission in order to use the office phone.

LOST AND FOUND

Lost articles should be claimed in the office before or after school, at lunch, or during recess.

Items found by a student should be turned in to the office immediately.

PERSONAL PROPERTY - SCHOOL NOT RESPONSIBLE

The student's name should be written in ink on all personal possessions.

Students should be very careful with their purses and valuables.

Large sums of money should not be brought to school.

Radios, recorders, cell phones, CD players, electronic games, balls, toys, and frisbees are not to be brought to school.



SNACKS AND SODA

Snacks (cookies, candy, chips) and soda are sold by the Student Council and the Sunshine Committee as fundraising projects. Orders for these items are taken each morning before classes begin. The merchandise is then delivered to the students at dismissal. Exceptions to this practice include the following:



1. a staff member may purchase snacks or soda to give to students as a reward for special accomplishments or for assistance the student(s) may have provided
2. students going on a field trip may purchase these items to be included as part of their lunch
3. students may access these items if necessary for a special reason, such as to take medicine

PHYSICAL EDUCATION

Physical education is offered for all students. If a student has a temporary limitation, a written note describing the situation must be sent to the physical education teacher. If the limitation continues, a written excuse from a doctor is necessary. The physical education teacher will adapt activities to the abilities and limitation of a child as necessary.

Regular school clothing is generally satisfactory for physical education classes. However, certain activities such as testing and basketball may require gym/tennis shoes.



SCHOOL RULES

To preserve freedom, a society needs to regulate itself. The rules it sets define what kind of place it is and is becoming. Strain-Japan is a community which promotes learning for its citizens. The right to study, inquire, and work without fear of harm or ridicule is highly valued. Rules have been designed to protect the right to learn and to discourage those who desire to disrupt.

Just as actions have consequences, our rules, as enforced, also have consequences. Those who accomplish are rewarded, and those who misbehave are penalized.

Most behavior problems at school occur when one student tries to take advantage of another. We see put-downs and aggressive behavior, unkindness and disrespect, and “accidents” that are caused by acting without thinking first.

To have a rule regulating every form of misbehavior would be stifling. Therefore, the rules are simple and direct. It is our hope that every citizen of the Strain-Japan School will help by thinking and acting to keep our community safe, clean and happy so that we can accomplish our mission.

Purposes of Discipline Policy

1. To teach self-discipline
2. To preserve a positive and orderly educational climate in which students may learn
3. To confront students with consequences of unacceptable behavior
4. To quickly identify habitual offenders and remove them from the learning environment
5. To enlist the aid of parents in correcting unacceptable behavior

It is the goal of the Strain-Japan School District to teach the young people of our community those basic educational skills required in a rapidly changing world as well as those skills required of a citizen in a participatory democracy. It is the expectation of the Board of Education that each student exhibit behavior on a day-to-day basis which is harmonious and congruent with this goal. It shall be the duty of each student to

1. Study and learn under the direction of the teaching staff and the administration
2. Behave in a manner which promotes positive social interactions
3. Follow the rules as set forth by the Board, Administration, and the Classroom Teacher

It is the duty of the teacher to maintain an orderly classroom environment, and this regulation authorizes the teacher and school administrator to take steps as outlined to achieve this goal.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the principal/superintendent or expulsion by the Board, both actions subject to appropriate due process procedures. The principal/superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

The in-school suspension is a disciplinary measure generally taken in conjunction with students violating the Safe Schools Act. The intent is to dissuade students from making unwise decisions regarding behavior and to minimize the possibility of repeat occurrences. In addition to being removed from the classroom, the student is required to complete all assignments prior to re-admission to the class. The transition back to class is enhanced by the student having a clear picture of what had transpired during the suspension period.

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

Student Code of Conduct

Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal/superintendent and/or Board of Education.

No person employed by or volunteering on behalf of the Strain-Japan School District shall administer or cause to be administered corporal punishment upon a student.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

We, as an elementary school, use after-school detention, detention, or in-school suspension, whenever possible as alternatives for dealing with disciplinary problems that occur in the school. We appreciate the support from the parents in assisting us in maintaining a school atmosphere that is conducive to learning for all of our students.

General School Rules - Nuisance Items and Students Safety

Probably no single factor interferes more with the normal routine and the instructional program at school than the presence of numerous items that should be left at home. With the exception of items brought for special occasions or with **Advance Teacher Permission**, items such as athletic equipment, CD players, cell phones, toys, games, knives, jam boxes, gum, pets, soda, candy, etc. should be left at home. Large amounts of money and items of considerable value should **never** be brought to school by students. Any money brought for school-related reasons (meals, book orders, etc.) should be given immediately to the appropriate school personnel. Items brought to school that do not belong at school may be taken by school personnel. **Confiscated items will be returned only upon parent request.**

To ensure that the school premises are as safe as possible for all students, the following guidelines will be followed.

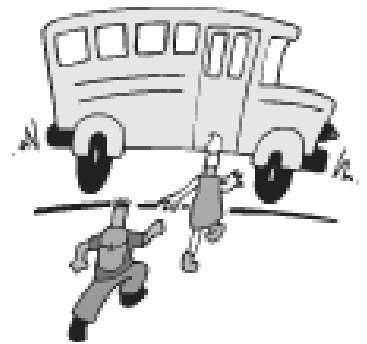
1. The School Discipline Policy will be strictly enforced.
2. Classroom rules will be established by each individual teacher and followed by all students in that class.
3. Each student will keep hands, feet, and objects to himself/herself.
4. Gum chewing will not be allowed in school or during any school activity.
5. No food or drink will be allowed in the gym.
6. Students should not stand up on playground apparatus, unless it is designed for that purpose.
7. No rocks, gravel, sticks, or snowballs should be thrown on school premises.
8. Students are not to play around hazardous objects near the playground.

GENERAL SCHOOL RULES (Continued)

9. Water guns, other water-holding containers which might disrupt the educational process, knives, lighters, and glass containers are not to be brought to school.
10. Students are to observe all school rules designed to promote safety.
11. Students who are suspended from school or from the bus will not be allowed to attend any school-sponsored activity during the time of suspension.
12. Students are expected to report to all classes on time, or they must have permission from the teacher of the class they are missing.
13. Students should be with their class during recess, whether inside or outside. They should wear coats or sweaters at the direction of a staff member. If a student is supposed to stay inside for recess, a note from his/her parent/guardian is required.
14. Students must get permission from the teacher on duty to leave the group for any reason (restroom, etc.).

Bus Conduct

1. Wait for the bus to come to a complete stop before approaching the door.
2. Line up to board the bus. Don't run, push, or shove.
3. Everyone must be seated before the bus starts and remain seated for the entire trip.
4. Keep your feet and other objects out of the bus aisle.
5. Never touch the emergency door unless there is a real emergency.
6. Do not talk with the driver while the bus is in motion, unless absolutely necessary.
7. Do not eat or drink on the bus.
8. Tobacco is not permitted on the bus.
9. In the event of a bus breakdown, remain seated. Listen for instructions.
10. If you damage anything, you will be expected to pay for it.
11. Bus discipline will be handled by the driver. For serious or repeated offenses, a written report will be given to the principal.
 - a. First Offense: The student will be assigned a seat for 5 days, and the parents will be notified of the offense and the action taken.



Bus Conduct (Continued)

- b. Second Offense: The principal will revoke the student's privilege of riding the bus for 3 school days. Parents will be notified in writing and by phone. Parents will be responsible for transporting the child to and from school.
- c. Third Offense: A parent conference will be requested to determine a plan of corrective action before the student can once again ride the school bus.

Playground Rules

1. Students who misbehave on the playground shall be placed by the wall for the remainder of the recess.
2. Bouncing balls on the walls or sides of the building is not permitted.
3. Keep the balls still after the bell has rung.
4. Do not push, shove, play rough, play fight, wrestle or kick.
5. Do not jump off, twist, stand on, double up, or run under the swings.
6. Respect playground equipment.
7. Clean feet when coming into the building, using the rug that is provided.



Cafeteria Rules

1. Students should remain seated in the cafeteria until the duty teacher dismisses them.
2. Students must finish every item on their plate in order to receive second helpings. Students must show their plate to the duty teacher before going for seconds.
3. Practice good manners. Don't reach over people. Say please and thank you. Don't make offensive noises or talk of disgusting things. Don't be loud or bossy. Don't pop your lunch bag. Make lunch a happy, pleasant time for everyone.
4. Students must seek the duty teacher's permission to use the restroom or the drinking fountain during lunch.

Classwork and Homework

Rationale - Classwork and homework give students an opportunity to practice and express themselves. To be effective and relevant tools of learning, it is important that these are completed on time and with quality. Each student should feel responsibility for and take pride in each project or paper. Teachers should recognize effort and reward success by appropriate grades and comments given promptly. This will emphasize the importance of assignments and serve as an incentive to promote student effort.

Study Skills - Within the language arts program, a study skills unit shall be taught. This unit shall include, but not be limited to, the following:

1. Keeping a notebook
2. Time management
3. Neatness and order on work papers
4. Reading with a purpose
5. Note-taking

Once taught, the skills should be utilized consistently and good efforts recognized appropriately.

Rewarding Success

Teachers should use a variety of methods, including, but not limited to

1. Distributing individual conduct cards at the beginning of each week.
A child who has retained his/her card for the entire week will be given priority in lining up for lunch
2. Posting exemplary student work for all to enjoy
3. Writing positive comments on graded paper.
4. Calling parents to report excellent work
5. Utilizing reinforcement techniques: awarding points which may be accumulated to earn access to a party at the end of the quarter



Consequences of Late and/or Careless Work

Teachers recognize that there are occasional legitimate reasons for late work. Among these are absences from school, special family occasions, and accidents. The responsible student will make every effort to catch up quickly. A signed note from the parent/guardian stating the reason for lateness may extend the due date. The teacher's decision will be final.

An assignment will be considered late or of poor quality according to the following guidelines.

1. It is not turned in by the due date and time, unless the teacher has accepted a written excuse from the parent/guardian.
2. It is messy, incomplete, or has an improper format.
3. Its tone or content is insulting or reveals that the student had not made a serious effort to meet the objective of the assignment

Dress and Grooming

Students should be dressed and groomed in a manner that is in keeping with accepted community standards and good judgment. Students should also dress appropriately for activities outside of regular school hours. The following guidelines will be utilized.

1. **No hats and/or visors are to be worn inside the school.**
2. Clothing may not advertise drugs, alcohol or tobacco.
3. Clothing which is considered vulgar, obscene, degrading, defamatory, or which contains words, logos or pictures that are considered inappropriate are not allowed.
4. Crop tops, half shirts, and other clothing that allow the stomach to show are inappropriate.
5. Shorts and/or skirts shall not be more than 6 inches above the top of the knee.
6. The principal is the final judge of appropriateness of clothing.
 - a. A student shall be told of dress code violation. If the offense requires immediate changing, parents will be asked to bring a change of clothing to school unless the student has appropriate clothing in his/her locker. If not, the offense shall be corrected no later than the following school day.
 - b. Failure to correct the offense will result in parents being notified.



SAFE SCHOOLS ACT

Each school is required to comply with the regulations established by the Safe Schools Act. Although many of these offenses have been addressed in the Strain-Japan Discipline Policy, further clarification is provided below.

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

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

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

1. First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, notice to law enforcement officials, and documentation in the student's discipline record
2. Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record

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

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

Consequences for Inappropriate Behavior on the Bus

Each bus driver has the authority to suspend a student from the bus during the afternoon bus trip for items 1 through 6.

1. Inappropriate behavior toward the bus driver
2. Fighting (hand-to-hand combat)
3. Refusal to sit where driver says
4. Tobacco use
5. Destruction of property
6. Foul language/gestures
7. Repeated refusal to follow instructions
8. Violation of safety procedures

First Offense: The driver has the right to suspend a student immediately for three (3) days for items 1 through 6, with a referral to the principal.

Second Offense: Student will be suspended from the bus for five (5) days.

Third Offense: Student will be suspended from the bus for ten (10) days.

Fourth Offense: Student will be suspended from the bus for the rest of the year.

Each driver will carry suspension slips and give them to the student when he/she is let off the bus at his/her stop or as soon as possible.

The student will be referred to the principal for any infractions for items 7 through 8. Once a student has received a discipline sheet for offenses 7 through 8, that student will be suspended as follows:

First Offense: Student may be suspended for one day.

Second Offense: Student may be suspended for two days.

Third Offense: Student may be suspended for three days.

Fourth Offense: Student may be suspended for five days.

Fifth Offense: Student may be suspended for ten days.

Sixth Offense: Student may be suspended from the bus for the remainder of the school year.

If a student refuses to do as instructed and the driver cannot continue the route, the bus coordinator, along with a Deputy Sheriff, will be called. The coordinator has the authority to get the student from the bus and take him/her home and give him/her a suspension slip. The suspension will be for five days.

Drivers will be involved in any parent conference concerning a bus problem. Parents will be notified in all cases.

Care of School Property

Textbooks, library books, school equipment, computers, furniture and other instructional materials will be provided for student use. A certain amount of wear and tear is expected under normal use. Any damage to school property, other than textbooks, library books, and instructional materials, will be paid for by the student at replacement cost.

Should a textbook, library book, or other instructional materials become lost or damaged beyond what could normally be expected, the following charges will be assessed.

1st year - 100%	2nd year - 80%	3rd year - 60%	4th year - 40%
-----------------	----------------	----------------	----------------

Charges for torn, broken or loose backs will be assessed as follows unless damaged beyond repair.

1st year - \$5.00	2nd year - \$4.00	3rd year - \$3.00	Thereafter - \$2.50
-------------------	-------------------	-------------------	---------------------

Disparaging or Demeaning Language - Use of words or actions, verbal, written or symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

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

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

Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member

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

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

Disruptive Speech or Conduct - Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student Conference, in-school suspension, or 1-180 days out-of-school suspension

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

Drugs/Alcohol/Controlled Substance/Tobacco - The possession, sale, or use of alcohol, tobacco, drugs, or any other controlled substance on school property (including school buses) or at any school-sponsored activity or event is strictly forbidden. Violation of this rule will cause immediate disciplinary action and will be reported to the appropriate law enforcement and juvenile agencies.

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

First Offense: 5-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record

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

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

First Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, attendance restricted to regular school hours, and documentation in student's discipline record

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

- c. Possession of any tobacco products on school grounds, bus or at any school activity/function

First Offense: Principal/Student Conference or in-school suspension

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

- d. Use of any tobacco products on school grounds, bus, or at any school activity/function

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

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

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

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

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

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

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

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

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

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

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

Fireworks and Explosive Devices

The use and possession of fireworks and explosive devices at school is regarded as a safety hazard and is prohibited. Fireworks and explosive devices include firecrackers, caps, sparklers, and CO2 cartridges. If found, the devices will be confiscated and the offense will be treated as a weapons violation.

An exception will be made in the case of teacher-directed activities, such as volcanoes and rocket launchings, if these are reported in advance to the principal.

Display of Affection

The Strain-Japan R-16 School District has traditionally enforced a “hands off” policy regarding public displays of affection. Holding hands and other displays are forbidden.

Public Displays of Affection - Physical contact which is inappropriate for the school setting

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

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

Sexual Harassment

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

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

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

b. Physical contact that is sexually harassing

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

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

Substitute Teachers

Substitute teachers are here taking the place of the regular teacher who is unable to be in class. It is the responsibility of the student to treat the substitute with the same respect due to a regular staff member.

Theft - Theft, attempted theft, or willful possession of stolen property

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

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

Truancy - Absence from school without the knowledge and consent of parents/guardians and/or school administration

First Offense: Principal/Student Conference or 1-3 days in-school suspension

Subsequent Offense: 3-10 days in-school suspension

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

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

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

Weapons

Definition:

1. Firearm, as defined in 18 U.S.C. 921 (pursuant to Gun Free School Act of 1994);

2. Knife: any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. "Knife" does not include any ordinary pocket knife with no blade more than four inches in length. (571.010.9, RSMo.);
3. Switchblade Knife: any knife which has a blade that folds or closes into the handle or sheath, and
 - a. that opens automatically by pressure applied to a button or other device located on the handles; or
 - b. that opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force. (571.010.17, RSMo.);
4. Knuckles: any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles. (571.010.10RSMo.);
5. Blackjack: any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use. (571.010.1, RSMo.);
6. Concealable Firearm: any firearm with a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech. (571.010.2, RSMo.);
7. Firearm: any weapon that is designed or adapted to expel a projectile by the action of an explosive. (571.010.2, RSMo.);
8. Firearm Silencer: any instrument attachment, or appliance, that is designed or adapted to muffle the noise made by the firing of any firearm. (571.010.6, RSMo.);
9. Explosive Weapon: any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting such a weapon. (571.010.4, RSMo.);
10. Projective Weapon: any bow, crossbow, pellet gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person. (571.010.12, RSMo.);

11. Gas Gun: any gas ejection device, weapon, cartridge container or contrivance other than a gas bomb, that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance. (571.010.11, RSMo.);
12. Machine Gun: any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger. (571.010.11, RSMo.);
13. Rifle: any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger. (571.010.13, RSMo.);
14. Shotgun: any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire a number of shots or a single projectile through a smooth bore barrel by a single function of the trigger. (571.010.15, RSMo.);
15. Spring Gun: any fused, timed or non-manually controlled trap or device designed or adapted to set off an explosion for the purpose of inflicting serious physical injury or death. (571.010.16, RSMo.)
 - a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMO. which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

- b. Possession or use of a firearm as defined in 19 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.

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

STUDENT DUE PROCESS - SUSPENSION AND EXPULSION

Note: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension, and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student, and principal) have been held and have failed to change the student’s behavior.

Suspensions for More than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of, (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his/her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children apply).
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for re-admission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

4. If a suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reason for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply.
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If a student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to.

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from school. The administration or their counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Finding of Fact and Conclusion of Law.

Remedial Conference

Prior to the re-admission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

OTHER HELPFUL INFORMATION

To: Strain-Japan R-16 Employees, Students and Parents
From: Marilyn K. Boeh, School Principal
Date: June 13, 2006
Re: Possible Asbestos Containing Building Materials

In accordance with Federal regulations concerning asbestos, accredited inspection of our building was done in July of 2006. Periodic inspections are also done by R-16 personnel.

To the best of our knowledge there are currently no asbestos containing materials in the facility. However, some materials are regarded by Mead Environmental (the inspecting company) as “suspected” of containing asbestos. We have two choices.

1. Have the suspected materials tested (expensive)
2. Monitor the condition of the materials or remove them

We have chosen to monitor the condition of the suspected materials. As long as they remain solid and not friable (crumbled and dustlike), they are regarded as safe, not posing any risk.

Possible ACBM location in our building include the following:

1. Floor tiles
2. Carpet adhesive
3. Some older drywall
4. Fire door insulation
5. Ceiling tiles
6. Pipe wrapping in the mechanical room

All ACBM has been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representatives of the EPA and the State, the public, teachers, other school personnel, and parents. The District may charge a reasonable cost to make copies of the management plan.

REPORTING CHILD ABUSE

Strain-Japan R-16 School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law.

The school, as a mandated reporter, will be entitled upon request to the local DFS office or to the social worker completing the investigation to information on the general disposition of the report. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from DFS. Parents/Guardians should be referred to DFS for information regarding the investigation. Parents or legal guardians have access to the DFS records after the investigation is completed, except that the identity of the reporter is not released.

When DFS receives a child abuse report which alleges that an employee of a school district has abused a student, the report is immediately referred to the school superintendent (or the president of the school board in situations concerning the superintendent) who will conduct an initial investigation. If the report relates to a spanking by a certified school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the juvenile officer. Findings and conclusions will be issued as required by section 160.261, RSMo.

All other reports of any nature will be immediately returned to DFS for investigation, and the principal/superintendent will take no further action. The principal/superintendent/school board president will be considered a member of the multidisciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting there from, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

The principal/superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

STUDENT RECORDS

- A. Each student's official school record will include the following
 1. Cumulative educational records to be retained permanently:
 - a. Name and address of parents/guardians (School district personnel may require an affidavit stating the individual who has legal guardianship of a child).
 - b. Verification of date and place of birth
 - c. Dates and record of school attendance
 - d. Course enrollment and grades
 - e. Participation in extracurricular activities

- f. Achievement and/or standardized test data
 - g. Date of graduation or withdrawal
 - h. Record of disclosure and inspection
 - i. Medical/health data
 - j. Individual psychological evaluation (gathered with written consent from parents)
 - k. Individual intelligence tests, tests for learning disabilities, etc. (special education related)
 - l. Other verifiable information to be used in educational decision making
2. Students who have received services under P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder included in the cumulative folder which meets the provisions of the district's compliance plan.
 3. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
 4. Education records are distinguished from records of instructional or administrative personnel which are in the sole possession of the maker and not revealed to anyone except a substitute.
 5. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.
 6. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Review of Student Records

1. An eligible student (18 years of age or older) or the parents/guardians of a child under 18 or an adult who has been found legally incapacitated, will have access to the student's records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made in writing. The eligible student or parents/guardians have the unique right to inspect the academic records and are entitled to an explanation of any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions which will prevent its alteration or mutilation.

2. If the eligible student or parents/guardians are in disagreement with the data on the student's record, they may challenge the information by following the appeals procedure outlined in Item E of this regulation.
3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.

Annual Notification of Rights to Parents/Guardians and Students

1. A summary of the major provision of the Family Educational Rights and Privacy Act shall be made available to students and parents.
2. Annual public notice should be presented to parents/guardians of students attending school in the district that "Directory Information" will be released to the various communication media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student: the student's name, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information. If a parent, guardian, or eligible student does not want information of this type released, written notification must be sent to the principal.

Release of Student Records

1. If a student's record is requested by an official of another school system or educational agency as defined in state statute, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing for records will be considered as a release by an individual.
2. Information from student files will not be available to unauthorized persons within the school, or to any person outside the school without the expressed consent of the eligible student or the parents/guardians, except to comply with a judicial order or subpoena or in all other cases not requiring consent as provided in 20 U.S.C. 1232G(b) or related laws.
3. Both natural parents of the student shall have access to the student's records if the student is under 18 regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or participate in the child's education.
4. Copies of the records of currently enrolled students will be made available to authorized personnel upon request.
5. A fee per copy of official records may be assessed to all graduates or other students who have terminated their education.

6. A record of disclosures of personally identifiable information shall be maintained with each student's records, indicating parties who have requested or obtained such information, and their legitimate interest. Disclosures to parents, eligible students, specific parties pursuant to written consent of parents or eligible students, school officials within the district, and directory information shall not be recorded. The record of disclosures shall be subject to inspection by eligible student, parents, custodians of records, and other parties authorized by law.
7. After a student attains 18 years of age or is attending a post-secondary educational institution, all rights accorded to and consent required of parents shall only be accorded to and required of such student.

Appeals Procedures

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record.

1. Parents and/or legal guardians or eligible students 18 years older or older, after inspection of school records, may petition the appropriate principal(s) in writing for an informal hearing to determine the accuracy and/or content of the student's school records.
2. The principal(s) will, within 10 working days of the written request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence supporting the petition, and provide a decision to those concerned.
3. If not satisfied, the petitioner may request, in writing, that the superintendent of schools review the case and determine appropriate action within 30 working days.
4. If not satisfied, the petitioner may submit a written request to the superintendent for a formal hearing before the Board of Education. The Board of Education will have 30 working days in which to arrange for and hold the hearing. The Board of Education will make a final decision in regard to the status of the student's records and the materials contained therein. Parents or eligible students shall be informed of the right to place a statement in the student's school records.

F. Formal Evaluation Pursuant to Diagnostic Referral

“Formal Evaluation” means evaluation, interviewing or testing procedures used selectively with an individual student, and it does not include basic tests administered to or used with all students in a school.

1. A formal “permission to evaluate” form must be signed by the parent/guardian who has legal custody of the student prior to formal evaluation.
2. Upon waiver of parental rights (age 18) the student must sign the “permission to evaluate” form pursuant to formal evaluation.
3. Parents/Guardians will receive a copy of the district’s due process procedure along with “permission to evaluate” form.
4. If permission to evaluate is not granted within ten (10) days by the parent/guardian, the due process procedure as applicable under P.L. 94-142 and the Education of the Handicapped Act of 1975 will be in effect.

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

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

5. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
6. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waved.
7. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
8. 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 parents may request, districts must provide to each individual parent-

9. information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
10. timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

BOARD OF EDUCATION

Mark Thurmond, President

Anna Sadler, Vice President
Scott Cassidy, Director
John Licklider, Director

Sharon Breece, Treasurer
Carol Cunio, Director
Penny Wells, Director

STRAIN-JAPAN R-16 SCHOOL STAFF

Dr. Marilyn K. Boeh	Principal
Mrs. Linda Meek	Kindergarten
Mrs. Cynthia Bleckman	Grades 1 and 2
Mrs. Kelly Webers	Grades 3 and 4
Mrs. Sharon Head	Art
TBA	Music
Mr. Gregory Stotler 7 & 8	Librarian, Technology, Social Studies
Mr. Mark Dace 5	Middle School English, Social Studies & 6, Reading 7 & 8
Mrs. Alfredine Slaby	Middle School Math and Science
Mrs. Amiee Jenkins	Physical Education/Health, Reading 1, 3, Math 1 & 3
Ms Amy Ward	Resource Room Teacher, Science 5, Reading 5 & 6, Speech Implementer
Mrs. Patricia Songer	Title I, STARS
Mrs. Krystal Hulsey	Office, Health Aide
Ms. Amanda Strothkamp	Secretary/Bookkeeper
Mrs. Shirley Emory	Cook
Mrs. Darlene Blankenship and Mrs. Angela Elliott	Custodial Staff
Mr. J.D. Hicks	Bus Driver
Mrs. Angela Elliott	Bus Driver