

**ASH GROVE R-IV SCHOOL
DISTRICT**

BOIS D'ARC ELEMENTARY SCHOOL

TEACHER'S HANDBOOK

2009-2010

FORWARD

Welcome to another wonderful school year at Bois D'Arc Elementary. It is my hope that this handbook will bring you up-to-date on changes in school policies and practices. It will be the responsibility of each teacher to review the entire handbook before the first day of school and before the first teachers' meeting. For the new teachers, if you should have any questions or concerns, feel free to ask your mentor, buddy, or myself. Please don't hesitate to ask questions.

Educationally yours,

Mary Mays
Bois D'Arc Elementary Principal

LEARNING IS A TEAM EVENT SO LET'S WORK TOGETHER TO HAVE A FANTASTIC SCHOOL YEAR.

ASH GROVE R-IV MISSION STATEMENT

The Ash Grove R-IV mission is to provide quality, comprehensive educational experiences that will enable all students to become life-long learners and productive, informed citizens.

ASH GROVE R-IV EDUCATIONAL PHILOSOPHY

The Ash Grove R-IV Board of Education, administrators, teachers, and staff recognize each student as a unique individual who has the potential to become a responsible, productive citizen in a democratic society. Furthermore, we believe that each student should be encouraged to develop critical thinking and problem-solving skills and encouraged achieving to the limits of his/her capabilities. We believe every individual associated with the Ash Grove R-IV School has a commitment to instill self esteem/self-confidence in each student and provide an educational environment for the children of the district which will foster and accelerate their intellectual, technical, physical, social and career development while preparing them for the twenty-first century.

ASH GROVE R-IV EDUCATIONAL GOALS AND OBJECTIVES

- Ash Grove R-IV students will acquire the knowledge and skills to gather, analyze and apply information and ideas
- Ash Grove R-IV students will acquire the knowledge and skills to communicate effectively within and beyond the classroom.
- Ash Grove R-IV students will acquire the knowledge and skills to recognize and solve problems.
- Ash Grove R-IV students will acquire the knowledge and leadership skills to make decisions and act as responsible members of society.
- Ash Grove R-IV students will acquire the knowledge and technical skills to enable them to effectively apply current technology.
- Ash Grove R-IV students will acquire a knowledge of diverse cultures, both past and present.
- Ash Grove R-IV students will acquire the knowledge and life-skills to realize the importance of positive work ethics and selection of career choices.
- Ash Grove R-IV students will acquire the knowledge and skills that will enable them to lead a healthy lifestyle.

BOARD OF EDUCATION

Doug Renshaw.....President
Ron Reed..... Vice President
Bill Duncan..... Treasurer
Wendall Wycuff.....Member
Lisa Reece.....Member
Kim MetcalfMember
Ron Keith.....Member
Linley Belker..... Secretary to the Board

The policy making body of the Ash Grove R-IV District is the Board of Education whose members are elected by the people. The board employs a superintendent who has the responsibility of carrying out board policies. The principal is responsible to the superintendent for the proper operation of the Elementary Schools. The school district is organized under a 6-6 plan with the Elementary Schools under the administration of the Elementary Principal.

It is the policy of the Ash Grove School District R-IV not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

Bois D'Arc Elementary School Daily Schedule

TEACHERS SHOULD ARRIVE BEFORE 7:45 am

Building Opens	7:50 a.m.
Breakfast Begins	8:00 a.m.
School Begins	8:30 a.m.
Recess for grades K & 1	10:00-10:20
Recess for grades 2 & 3	10:30-10:50
Recess for grades 4	10:00-10:20
Lunch for grade K	11:00-11:30
Lunch for grade 1	11:10-11:40
Lunch for grade 2	11:20-11:50
Lunch for grade 3	11:30-12:00
Lunch for grade 4	11:40-12:10
Lunch for grade 5	11:50-12:20
Lunch for grade 6	12:00-12:30
Recess for grades 2 & 3	1:30-2:00
Recess for grades 4, 5 & 6	2:30 -2:50
Recess for grades K & 1	2:05-2:35 (Mon. & Tues.)
Recess for grades K & 1	1:30-2:00 (Wed., Thurs., & Fri.)
School dismissed	3:30 p.m.

STAFF RELATIONS

One of the most important functions of any school's instructional program is the ability of its staff to work as a unit toward achieving a common goal. Yet in the process of carrying out a successful program, it is logical to assume that there will be periodic conflicts. As mature adults we are obligated to set the very best possible example for our pupils and settle in a mature fashion any difficulties that may arise.

PUBLIC RELATIONS

Good Public Relations begins at school, and must be a great deal more than merely greeting a visitor or attending an occasional Parent-Teacher meeting. Education needs to be sold, and as educators you are in a unique position to be an excellent salesman.

Before you can excel in this particular area, you must become familiar with all aspects of your district, school, community and instructional programs. You should be able to speak honestly and with authority concerning the overall educational program.

Participating, within reason, in community activities is to be encouraged. People need to know that you are interested in their problems just as you want them to be interested in yours. By familiarizing yourselves with your community, you can better utilize the potential knowledge and talent that could be invaluable to your progression. The more you know about the child's parents and home life, the easier and more effective your job will be. Each time you indicate that you are interested in the welfare of the child, you are assisting a public relations program. The large majority of most problems can be solved by prompt contact with the parent.

Finally, you need to teach civic-mindedness and responsibility to your students. Unfortunately, these values are not always taught at home. You need to remember that the child is a direct line of communication to the home and community. You must be able to cope with these situations when they arise because your efforts and education in general are judged by the product you produce.

DISCIPLINE

In the elementary school, we should have one aim in regards to discipline: **TO MAINTAIN AN ATMOSPHERE CONDUCTIVE TO LEARNING.** Although discipline is vital it should not be regarded as an end in itself. As we look at our goals and objectives, discipline is not our primary objective, it is necessary if we accomplish the objectives and goals we do consider important.

The teacher who has his/her work well organized and creates a business-like atmosphere from the moment the bell rings on the first day of school is not likely to have much difficulty. **What you do the first day of**

school with your students may very well determine your effectiveness with them for the entire year. It is much easier to be firm and unbending from the first day and then loosen up as the year progresses, than beginning loose and trying to become firm and unbending as the year proceeds.

The elementary principal will maintain an open door policy. All teachers will be expected to confer with the elementary principal concerning foresighted problems before they become real problems. Teachers will be expected to perform several other disciplinary actions before bringing a student to the principal's office. It is obvious that any teacher adds to his/her own prestige and teacher respect by handling disciplinary problems personally. There may be severe instances in which a child should be accompanied to the principal's office immediately. Such instances being Fighting, Sexual Harassment, Disrespectful Conduct/ Speech to Staff, Defiance Of Authority, Possession Or Use of Drugs, Extortion, Institutional Vandalism, Use Of Obscene Language or Materials, and Dress Code Violations. If the principal is absent, it should be brought to the superintendent's attention. All student discipline visits to the principal's office will require the classroom teacher to fill out a Discipline form and return it to the principal that same day. In regards to Corporal Punishment, the principal will be the one to administer the paddle in her office. The student's teacher will be asked to be a witness.

The principal's office will also be used when a child has achieved an accomplishment that their teacher feels the need for them to be recognized by their principal. The principal will express praise and may provide some other type of positive reinforcement to strengthen their positive self-concept. Let us not forget those students who never reach the top but never give up and find it difficult to receive any praise because of their inability to reach higher standards. Please send these students to the principal to be recognized as well.

SOME SUGGESTIONS OF GENERAL NATURE IN REGARDS TO DISCIPLINE

1. Respect the "feelings" of a student.
2. Never reject a student.
3. Never criticize nor reprimand a student in front of others.
4. Use a positive approach - encourage at all times.
5. Always have a stimulating classroom environment: Books, Bulletin Boards, Learning Centers, Tools, Equipment, and Materials.
6. Don't make a crisis of everything.
7. Keep your voice low, clear, and firm. Don't shout or raise your voice to a high pitch. Often a stern look is worth a thousand words.
8. Be fair, unemotional and calm.
9. Expect the best from your students and they will try to abide.
10. No one can tell you what to do for each individual case, but any successful teacher can tell you what you must do. You must be FIRM, HONEST AND UNBENDING.
11. We know many things about wants and needs of students, among which are:

They want a strong leader for a teacher - **SO BE ONE.**

They want to know what is expected of them - **SO TELL THEM.**

They want to have faith in your judgments - **SO SHOW THEM THAT YOU EXPECT THEM TOO.**

Bois D'Arc Elementary School Student Discipline

CODE OF CONDUCT

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of our schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action than called for by the guidelines. The classroom teacher will handle many of the minor violations of rules which do not warrant referral to an administrator.

ADMINISTRATIVE RULES

1. STUDENT CONFERENCE / WARNING BY PRINCIPAL.
2. PARENT / STUDENT CONFERENCE WITH PRINCIPAL AND TEACHER.
3. DETENTION/ IN-SCHOOL SUSPENSION (ISS): To be served during the school day in the in-school suspension room under the supervision of a school employee.
4. CORPORAL PUNISHMENT: The paddle may be used as an alternative disciplinary measure when other measures have been used and failed to bring about positive results. Parents will be notified before the paddle is used.
5. OUT-OF-SCHOOL SUSPENSION (OSS): All students who are suspended from school are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in statute 160.261 RSMo., or any act of violence or drug-related activity defined by school board policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exists:
 - The student is under the direct supervision of the student's parent, legal guardian or custodian.
 - The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing to the principal of the school that suspended the student.
 - The student is in an alternative school that is located within 1,000 feet of a public school in the district.
 - The student resides within 1,000 feet of a public school in the district and is on the property of his/her resident.If a student violates this prohibition, he/she may be suspended or expelled in accordance with the offense "Failure to Meet Conditions of Suspension".
6. EXPULSION: By the Ash Grove R-IV Board of Education. The student may not return to school and is not to be on school grounds or at school events.
7. OTHER: Reasonable penalties worked out between student, parent, and administrator. Examples include: restitution for damages; working after school.

VIOLATIONS COVERED AT BOIS D'ARC

VIOLATIONS AGAINST PERSONS

- A. **ACTS OF SCHOOL VIOLENCE:** The following acts are felonies and considered acts of school violence: 1) First degree murder, 2) Second degree murder, 3) Kidnapping, 4) First degree assault, 5) Forcible Rape, 6) Forcible sodomy, 7) Burglary in the first degree, 8) Burglary in the second degree, 9) Robbery in the first degree, 10) Distribution of drugs, 11) Distribution of drugs to a minor, 12) Arson in the first degree, 13) Voluntary manslaughter, 14) Involuntary manslaughter, 15) Second degree assault, 16) Sexual assault, 17) Felonious restraint, 18) Property damage in the first degree, and 19) Possession of a weapon.

1ST OFFENSE: Notification of law enforcement and juvenile authorities, charged with a class D felony, suspended from school for up to one calendar year from every school in the state of Missouri pending possible expulsion from school.

- B. **ASSAULT:** A person commits the crime of “assault” while on school property if the person: 1) Knowingly causes physical injury to another person; or 2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or 3) Recklessly engages in conduct which creates a grave risk of death or serious injury to another person; and the act of “assault” occurred on school property (including a bus), or arose as a result of a school-sponsored activity.

1ST OFFENSE: Notification of law enforcement and juvenile authorities charged with a class D felony, suspended from school for up to one calendar year from every school in the state of Missouri pending possible expulsion from school.

- C. **FIGHTING:** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. A student shall not instigate fights by actively encouraging others to fight.

1ST OFFENSE: 5-10 days No Recess, Corporal Punishment, or 1-3 days OSS.

2ND OFFENSE: Corporal Punishment, or 1-5 days OSS, referral to law enforcement and juvenile authorities.

3RD OFFENSE: 10 days OSS, referral to law enforcement and juvenile authorities.

4TH OFFENSE: 10-180 days OSS and possible expulsion, referral to law enforcement and juvenile authorities.

- D. **HAZING:** Initiations, intentional intimidation, harassment, frightening, tormenting, coercion, humiliation, etc. of any student or group of students by other organized groups of students.

- 1ST OFFENSE: 1-5 days No Recess, Corporal Punishment, or 1 day OSS.
- 2ND OFFENSE: Corporal Punishment, or 1-3 days OSS.
- 3RD OFFENSE: 5 days OSS.
- 4TH OFFENSE: 10-90 days OSS; possible expulsion.

E. HARASSMENT: Frightening, tormenting, coercion, humiliation, etc. of any student or group of students by another student or group of students. Incidents of harassment may include verbal / non-verbal, written, and / or visual harassment. Sexual harassment is any unwanted sexual attention / behavior which interferes with an individual's feeling of security and safety in the educational environment and / or work place.

- 1ST OFFENSE: 1-3 days No Recess.
- 2ND OFFENSE: 5-10 days No Recess.
- 3RD OFFENSE: 1-3 days Detention/ISS.
- 4TH OFFENSE: Corporal Punishment, or 1-5 days OSS.
- 5TH OFFENSE: 10 or more days OSS.

F. SEXUAL HARASSMENT: Sexual harassment resulting from unwanted physical contact.

- 1ST OFFENSE: Corporal Punishment, or 1-3 days OSS.
- 2ND OFFENSE: 5-10 days OSS.
- 3RD OFFENSE: 11-180 days OSS, possible expulsion, referral to law enforcement.

WEAPONS: A weapon is defined as any firearm, blackjack, concealable firearm, explosive weapon, a firearm silencer, a gas gun, a knife (all knives are prohibited from school grounds and will be confiscated, but only those with a three inch blade or longer will be considered "weapons" if found in the possession of an individual), switchblade knife with any length blade, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or any object such as a desk, chair, book, rock, etc. which is actually used as a weapon to cause serious physical injury to another person. The possession or use of a weapon, concealed or otherwise, by any student is prohibited upon, or in the vicinity of school grounds, while going to or from school, or at any school sponsored event.

- 1ST OFFENSE: Notification of law enforcement and juvenile authorities, charged with a class D felony, suspended from school for up to one calendar year from every school in the state of Missouri pending possible expulsion from school.

H. DISRESPECTFUL CONDUCT OR SPEECH TO STAFF: Verbal, written, or symbolic language or gesture which is directed at a staff member.

- 1ST OFFENSE: 1-3 days Detention/ISS
- 2ND OFFENSE: 3-5 days Detention/ISS
- 3RD OFFENSE: Corporal Punishment, or 1-2 days OSS
- 4TH OFFENSE: 3-5 days OSS
- 5TH OFFENSE: 10 days OSS

- I. **DISRESPECTFUL CONDUCT OR SPEECH TO STAFF OF A THREATENING NATURE:** Disrespectful conduct or language directed to a staff member that is threatening in nature.

- 1ST OFFENSE: 5-10 days OSS and referral to law enforcement.
- 2ND OFFENSE: 10 days OSS and referral to law enforcement.
- 3RD OFFENSE: Expulsion.

- J. **DEFIANCE OF AUTHORITY:** Openly defying and / or refusing to abide by reasonable requests of teachers, administrators, or other school personnel.

- 1ST OFFENSE: 1-3 days Detention/ISS.
- 2ND OFFENSE: 3-5 days Detention/ISS.
- 3RD OFFENSE: Corporal Punishment, or 1-2 day OSS.
- 4TH OFFENSE: 3-5 days OSS.
- 5TH OFFENSE: 10 days OSS and possible expulsion.

- K. **FAILURE TO MEET CONDITIONS OF SUSPENSION:** Coming within 1,000 feet of school while on suspension or otherwise violating the conditions of suspension. In determining the consequences for violating this policy, consideration will be given to whether the student poses a threat to the safety of any child or school employee and whether (or to what extent) the student's presence within 1,000 feet of school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

1st Offense: Verbal warning, Detention/ISS, 1-180 days OSS, or expulsion.

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

- A. **POSSESSION**, and / or use of alcohol or other drugs and paraphernalia, or substances represented to be such, including unauthorized legal and all illegal drugs and paraphernalia while on school premises, a school-related function, or a school bus is prohibited. This includes attending while under the influence of alcohol or other drugs.

- 1ST OFFENSE: 10 days OSS. If the student agrees to a Chemical Dependency Evaluation at an approved facility, OSS will be reduced to 5 days. Referral to law enforcement and juvenile authorities.
- 2ND OFFENSE: 11-180 days OSS, pending Expulsion, unless the student obtains a Chemical Dependency Evaluation AND complies

with the recommended treatment. Referral to law enforcement and juvenile authorities.

3RD OFFENSE: Expulsion. Referral to law enforcement and juvenile authorities.

- B. SALE OR DISTRIBUTION of alcohol or other drugs and paraphernalia, or substances represented to be such, including legal and illegal drugs and paraphernalia, while on school premises or at school-related functions is prohibited.

1ST OFFENSE: Expulsion. Referral to law enforcement and juvenile authorities, charged with a class A felony.

UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE ON OR WITHIN TWO THOUSAND (2,000) FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, IS A CLASS "A" FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN YEARS WITHOUT PROBATION OR PAROLE. MO. STATUTE 195.214

Note: It is a class D felony to possess, market, sell, advertise, or label any substance containing ephedrine or substances used to manufacture methamphetamine on or within 2,000 feet of a school, a school function, or a school bus.

- C. TOBACCO USE: The possession and / or use of any tobacco product on school premises, or at school related activities is prohibited. Tobacco products, matches, and lighters will be confiscated and destroyed.

1ST OFFENSE: 1-3 days Saturday School.

2ND OFFENSE: 1-5 days OSS.

3RD OFFENSE: 10 days OSS.

- D. VIOLATION OF TRANSPORTATION (BUS) RULES AND REGULATIONS:

1ST OFFENSE: Assigned seat for the student and written notification to parents. However, a student may be removed from the bus immediately if the first violation is considered to be serious enough to warrant this action.

2ND OFFENSE: 3 day bus suspension.

3RD OFFENSE: 10 day bus suspension.

4TH OFFENSE: A recommendation will be made to the superintendent for the student to be suspended from the bus until the end of the semester or indefinitely.

VIOLATIONS AGAINST PROPERTY

- A. **EXTORTION:** Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

1ST OFFENSE: 5-10 days OSS.

2 ND OFFENSE: Expulsion, Referral to law enforcement.

- B. **INSTITUTIONAL VANDALISM:** A person commits the crime of institutional vandalism by knowingly vandalizing, defacing, or otherwise damaging any school or educational facility, any motor vehicle which is owned, operated, or leased to a school district for the transportation of students, any personal property contained in the school or on school property whether it is owned by the school or private individuals. Institutional vandalism as described above is a class A misdemeanor, punishable by a \$500 fine and a year in jail. Institutional vandalism is a class D felony if the damage to, or loss of, property is in excess of two thousand dollars. Institutional vandalism is a class C felony if the damage to, or loss of, property is in excess of ten thousand dollars.

1ST OFFENSE: Suspension or Expulsion, Restitution, Referral to law enforcement.

- C. **FIREWORKS:** A student is forbidden to be in possession of or use fireworks on school property.

1ST OFFENSE: 2-5 days OSS.

2ND OFFENSE: 5-10 days OSS.

- D. **FALSE BOMB REPORT:** A person commits the crime of making a false bomb report if he knowingly makes a false report or causes a false report to be made to any person that a bomb or other explosive has been placed in any public or private place or vehicle. Making a false bomb report is a class D felony.

1ST OFFENSE: Expulsion, Parent Conference, referral to law enforcement and juvenile authorities.

- E. **FALSE ALARM:** Tampering with emergency equipment, making any false alarms, such as fire alarms, or unauthorized 911 calls.

1ST OFFENSE: 1-5 days OSS, parent conference, referral to law enforcement.

2ND OFFENSE: 10 days OSS, parent conference, referral to law enforcement.

3RD OFFENSE: Expulsion, Referral to law enforcement.

- F. **THEFT:** Stealing or attempting to steal private or school property.

1ST OFFENSE: Restitution and Suspension, parent conference, referral

to juvenile officer, law enforcement.
2ND OFFENSE: Expulsion, referral to law enforcement.

G. ARSON: Starting a fire or causing an explosion with the intention to damage property or buildings.

1ST OFFENSE: Restitution and Suspension, referral to juvenile officer, law enforcement.
2ND OFFENSE: Expulsion, referral to law enforcement and juvenile authorities.

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE POLICY

A. TRUANCY: A student is considered truant when he / she is not attending an assigned class while on school grounds, is absent from school or leaves school property, including a bus, without the consent of a parent / guardian or administrator, or brings a parent-signed note that is forged or sets forth an invalid reason for the absence. Students who are truant will not be allowed to make up any work missed as a result of their truancy.

1ST OFFENSE: 1-3 days Detention/ISS.
2ND OFFENSE: 3-5 days Detention/ISS.
3RD OFFENSE: Corporal Punishment, or 1-5 days OSS.
4TH OFFENSE: 5-10 days OSS.

B. TARDINESS: A student is tardy if not in his / her assigned seat when the tardy bell rings. Excused tardies can only be issued by certified personnel or by an administrator. Classroom teachers are to contact parents in regards to tardiness. Excessive tardies are to be brought to the principal's attention for him to contact parents by phone or in writing.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

A. USE OF OBSCENE LANGUAGE: Use of profanity or words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex in a manner offensive to community standards and do not have a serious literary, artistic, political, or scientific value.

1ST OFFENSE: 1-3 days No Recess.
2ND OFFENSE: 5-10 days No Recess.
3RD OFFENSE: 1-3 days Detention/ISS.
4TH OFFENSE: Corporal Punishment, or 1-5 days OSS.
5TH OFFENSE: 10 days OSS.

B. USE OF LANGUAGE THAT IS DEMEANING OR THREATENING: Words which are spoken solely to harass or injure other people, such as threats of violence, or defamation of a person's race, gender, religion, or ethnic origin.

1ST OFFENSE: 1-3 days No Recess
2ND OFFENSE: 5-10 days No Recess
3RD OFFENSE: 1-3 days Detention/ISS.
4TH OFFENSE: Corporal Punishment, or 1-5 days OSS.
5TH OFFENSE: 10 days OSS.

- C. USE OF DISRUPTIVE SPEECH OR CONDUCT: Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school function, talking in class when told not to do so, or refusal to do the classroom work.

1ST OFFENSE: 1-3 days No Recess.
2ND OFFENSE: 5-10 days No Recess.
3RD OFFENSE: 1-3 days Detention/ISS.
4TH OFFENSE: Corporal Punishment, or 1-5 days OSS.
5TH OFFENSE: 10 days OSS.

- D. OBSCENE MATERIALS: Possession of or accessing through technology obscene materials at school is prohibited. The principal will be the interpreter of what would be considered obscene. These materials will be confiscated and destroyed.

1ST OFFENSE: 5-10 days No Recess.
2ND OFFENSE: 1-3 days Detention/ISS.
3RD OFFENSE: Corporal Punishment, or 1-5 days OSS.
4TH OFFENSE: 10 days OSS.

- E. PUBLIC DISPLAY OF AFFECTION: The public display of affection will include holding hands. Failure to comply will result in disciplinary action.

1ST OFFENSE: Warning and / or 1-3 days No Recess.
2ND OFFENSE: 5-10 days No Recess, reported to office.
3RD OFFENSE: 1-3 days Detention/ISS.

- F. DRESS CODE VIOLATIONS: The school recognizes that the student's individual appearance is mainly the responsibility of the student and parents. In keeping with established practices of good hygiene, safety, moral and social values, and to provide for a minimum of disruption and maximum learning opportunity, the following guidelines are established:

1. Any student who participates in an extracurricular activity must conform to the standards established by the school personnel responsible for that activity.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or both accordingly during the class. Students may be asked to remove any piercings prior to participating in physical education class.

3. All students must wear shoes.
4. No clothing considered to be revealing will be allowed. No exposed midriffs or sagging pants.
5. Headgear (hats, caps, bandannas, du-rags, sunglasses, etc.) is not to be worn inside the school buildings.
6. Students cannot wear patches, pins or clothing that have writing, drawings, or emblems that are obscene, inappropriate, or otherwise distracting in school. Students cannot wear items that advertise or promote alcohol , tobacco, or controlled substances.
7. No Costumes or unnatural hair color will be allowed.
8. No chains are to be worn on or around clothes.

1ST OFFENSE: Warning, reported to office, and immediate correction.

2ND OFFENSE: 1-5 days No Recess.

3RD OFFENSE: 1-3 days Detention/ISS.

The principal reserves the right to determine whether the clothing, apparel, etc. is distracting, indecent, or inappropriate to wear in the school environment.

BEHAVIOR NOT COVERED ABOVE

The school district reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in school even though such behavior is not specified in the preceding written rules.

General Policies and Professional Management

The following are the basic instruction, duties and policies of all teachers in the Bois D'Arc Elementary School. You are expected to abide by these instructions even though you might not agree with all the precepts.

As a professional, you are asked to be courteous to one another and refrain from criticism in order to foster professional dignity.

No teacher shall dismiss pupils from class before the regular time nor permit them to leave school premises during the school hours without the written permission of the parent or notification from the principal's office. Students must report to the office before leaving the building.

Teachers will be required to check with the principal's office before leaving during school hours. If possible, notice should be given to the principal at least one day before he/she plans to leave.

Teachers are expected to be in the halls outside their classrooms and maintain order while the pupils are passing to and from the rooms before and after school.

All teachers are responsible to supervise the conduct of all students.

All teachers are asked to clear their mailboxes before and after school. Often mail comes during the day or messages are put in boxes.

There will be no solicitation of funds, circulation of petitions, or drives in the school without the approval of the principal.

Materials submitted by outside agencies are not to be distributed to the pupils or sent to the homes unless authorization for such distribution has come from the principal.

Maintain good relations with parents and the community.

Maintain good working relations with all school personnel.

Protect all school property.

Each teacher is to send an absentee report, lunch count, and lunch money to the secretary by 9:00am.

Teachers are not to take school equipment from the building without permission from the principal.

Teachers are expected to attend all faculty meetings unless excused by the principal.

All faculty school members need to be in their classrooms no later than 8 am. And should remain at school until 3:30pm.

Lesson plan books will be provided for all teachers. Specific written planning will be required for substitute teachers.

All supplies and instructional materials ordered must have a purchase order. Each teacher should make the original request through the building principal. The school district will not be responsible for any purchases without a purchase order.

Pay checks will be on a monthly basis. You may expect your check on the 20th of the month.

If you need a substitute, contact the principal. This should be done the day before you need a substitute if possible. If the principal is to be contacted the day of the absence, this should be done between 6:15-6:30am. Please notify the school by 3:00pm on the day you are absent as to whether you will be able to return the next day. Teachers will be required to provide written information for the substitutes.

Make known to the class the consequences of misbehavior under a substitute.

Be sure to have lesson plans, immediate and long range, ready and available. Also, outline daily routines (such as lunch duty, playground duty, etc.) and class procedures. Prepare copies of all schedules and compile a list of student helpers. In addition, keep supplemental work ready for the event that more work is needed. Finally a list of "dos and don'ts" would be helpful to a substitute teacher. Such a list should include the following:

Report ahead of time to the school administration.
Familiarize yourself with the specific assignment.

Understand school policies.
Check for special duties, such as playground duty or luncheon duty.
Be prepared to improvise.

The substitute should remember that he or she is a guest whose performance will determine if he or she is asked to substitute again. A substitute should follow these suggestions:

1. Follow lesson plans as closely as possible.
2. Enforce standards established by the regular teacher.
3. Before the substitute leaves, he or she should mark all papers done by his or her students.
4. Fill out the Elementary Substitute Report form and summarize the substitution. Return it to the office before leaving the building. A copy will be given to the regular teacher.

Occasional, unavoidable teacher absences are a predictable fact. The thorough, conscientious teacher prepares for them in advance. Both the regular teacher and substitute doing their part will make "that day" a productive one for the students.

An Employee Report of Absence form will need to be completed immediately upon your return to work. Extra forms will be kept in the elementary office.

All requests for absences from school not under the sick leave plan must be cleared through the Superintendent's office.

All activities should be cleared through the principal and should be on the calendar one week in advance.

All members of the staff are responsible for aiding in the supervision of students.

All reimbursement requests must be approved and authorized by the Superintendent.

Certified personnel shall receive a maximum of seven (7) days of sick leave each school year for the following reasons:

1. Illness of teacher
2. Quarantining of certified personnel
3. Illness or death in immediate family: husband, wife, parent,

brother, sister, child, grandchild, grandparents or any person wholly dependent upon the certified employee.

4. Illness or death of others may be excused by the superintendent, if requested.

Certified personnel may use any accumulated sick leave for the four (4) reasons listed above. If current and accumulated sick leave days have been exhausted, the employee may apply to the sick leave pool for additional days.

Maximum accumulation of unused sick leave days is unlimited. Upon retirement from the district, certified personnel will be compensated at the rate of a substitute's pay for unused accumulated sick leave. If an employee leaves the district prior to retirement, he/she will be compensated at the rate of substitute's pay for a maximum of fifty (50) accumulated sick leave days. The employee will not be compensated for accumulated sick leave days unless proper notification is given and leaving the district is agreed upon by the board of education.

Certified personnel with unusual circumstances pertaining to extended sick leave may request the board of education grant exceptions to the policy.

Absences not in compliance with the sick leave policy or personal leave policy or approved by the superintendent will be payroll deducted.

The purpose of the district sick leave pool is to furnish a continuing salary for certified staff members who are faced with a catastrophic illness or a serious accident of their own, or of members of their immediate family. Absence due to childbirth would not be included except for complications that might arise.

To be eligible to use days from the pool, an employee must have exhausted all of his/her accumulated sick leave, vacation, and personal days. He/she would not be eligible if covered by some sort of salary protector insurance.

The sick leave pool will be administered by a committee made up of the superintendent, building principals, and CTA building representatives. A sick leave pool will be created when requested by an employee, or by a building representative on behalf of an employee. A written request to the superintendent for use of days from the pool shall state the nature of illness or accident, the expected term of inability to work, and a signed statement by the attending physician. Upon receiving such a request, the superintendent

shall call the sick leave pool committee together to consider the request and to organize the pool.

When a request to organize a sick leave pool is approved, the committee will inform the certified staff of the situation and provide an opportunity for staff members to voluntarily donate days to the employee who has requested help from the pool. Those who donate days shall sign and date a form showing the number of days they are willing to donate to the pool. The committee shall list the donors in a priority order according to those who can most easily spare their days to those who can least spare their days. The days will be donated from the pool to the recipient in that order. Unused days will be returned to the donors. If the pool created is not large enough to meet the need, the committee will request more donations.

Certified personnel shall receive two (2) personal leave days each year for personal business. Unused personal leave days may accumulate to a maximum for six (6) days. Unused accumulated personal days, in excess of six, will be transferred to sick leave days.

Personal leave days may be used for any reason the employee desires providing the request does not interrupt the educational process. The following written form (available in the elementary office), must be filled out and returned to the principal at least one day before the day of the absence.

Insubordination will not be tolerated. If difficulties or misunderstandings arise they should be adjusted through proper administrative channels--principal, superintendent, and finally the Board of Education.

Incompetence will not be tolerated. All teachers will be expected to be in their classrooms teaching and not in the halls or other classrooms. The constant presence of a teacher is necessary for the smooth operation of a classroom where learning and evaluation can take place in a progressive manner. A class should not be interrupted by others from outside the room and a teacher should not interrupt others. **Teachers should not leave their classrooms unsupervised. In the event of an emergency, teachers must make sure that they have asked another member of the instructional staff to supervise their classroom.**

Supervision by members of the instructional staff is required for all children while in classrooms, lunchrooms, or on the school grounds. Children are not to use school facilities without such supervision. Teachers are expected to attend assemblies and other daily activities where the students are grouped together.

The staff workroom is for the exclusive use and convenience of the staff. **This is not a room for students during the school day or after school hours.** Please don't allow them to use any of the copy machines, drink machines or school equipment. It is requested that this fact be borne in mind. If you need assistance in complying with this request, come to the office. Use your own room when counseling with students. Please help keep the workroom neat and attractive and if you use the refrigerator, help keep it clean. In no way should the faculty workroom be permitted to interfere with the obligations of the teacher to his/her students and the school.

Students are not to be sent on errands for teachers. This pertains to leaving the school property.

Teachers are not to retain a student after school unless the parents have been notified and arrangements made to pick him/her up.

All teachers are to prepare lesson plans and e-mail them to the principal on Friday for the week following. Carefully thought lesson plans contribute to better teaching and consequently learning. Lesson plans will be required along with other information when a substitute teacher is needed. A lesson plan book will be provided upon request.

Students tardy to class will be required to report to the office when they enter the building. Parents or Guardians will be expected to contact the school explaining the circumstances that resulted in the tardiness. Excessive tardiness is to be brought to the attention of the elementary principal. A conference will be arranged. A student will be considered tardy if they arrive after 8:45 am.

Excessive absences are also to be brought to the attention of the elementary principal.

The office phone is a business phone. We would prefer not to call faculty or staff from their duties except in an emergency. The same is true of children. Children are not expected to use the phone. The only exception being the classroom teacher deems it important enough for the student to come to the office and request to use the phone.

In regards to In School Suspension, teachers must notify the principal before the student is removed. The decision will be made in regards to whether the student will be removed immediately or be removed for the next day. A letter will be sent home explaining the reason for the In School Suspension.

All major injuries should be reported to the school nurse.

All faculty meetings will be held on the first Wednesday of each month at 3:45pm. Meeting dates and times are subject to change. If a change is necessary, a notice will be issued as soon as possible.

Make sure each student knows his/her bus number before he/she leaves the classroom on the first day. All teachers are to walk their students to the buses until ALL of THEIR students are on and the buses leave the school parking lot. This will be in effect for the entire school year.

Excused absences are those which result from: Pupil's illness, Serious illness or death in immediate family, emergencies in home. When a student returns after being absent, they must bring a written excuse from the doctor or parent (guardian) the day following the absence.

Anytime that school will not be in session because of weather conditions, you will be notified by Springfield radio and/or TV stations.

Fire and tornado drills will be conducted at appropriate times during the school year. Teachers will be expected to give their students proper information. Drills will be conducted to help prevent unnecessary bodily harm to students if a real emergency should arise. Students should be encouraged to take these drills seriously and to follow all directions given by their teacher. The fire and tornado drill procedures have been placed in this handbook. Please be sure and go over them with your students. Each teacher should take their grade book with them when leaving the building.

Three organized parties will be held during the school year. Room mothers will be in charge of the Fall Harvest and Valentine's Day parties and the classroom teachers will handle the Christmas parties.

The following rules are to become part of the classroom teachers' rules:

1. No running in the building.
2. No hats are to be worn in the building.
3. No pets or other items from home are to be brought to school unless they are approved by the teacher. Notification must be made to the principal concerning pets at least one day in advance. Parents will be expected to bring pets.
4. No playground equipment is to be taken into the restrooms.
5. Students must have permission to bring non-school items at least one day in advance.

A hot breakfast/lunch program is provided for those students who desire this service. The cost of a single lunch will be \$1.25 for elementary

students. Extra milk will be \$.25. Kindergarten and First grade will have afternoon milk at \$.25 per carton. Breakfast cost will be \$1.00. Faculty members will need to pay \$1.25 for breakfast and \$1.75 for lunch. The reduced price for a student lunch will be \$.50 and for breakfast it will be \$.40.

Students will be allowed to charge lunches for only one week. The student will have to pay this charge before he/she will be allowed to charge another lunch in the office.

Tenure Law, HBI20 Passed by 57th Missouri Legislature

All teachers must have on file in the office a current Missouri teaching certificate in the field he or she is teacher. Also, all current college credit certified by an official college transcript must be on file.

Title IX Policy Statement

It is the policy of Ash Grove School District R-IV not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Randy Willard, 100 Maple Lane, Ash Grove, MO 65604, telephone (417) 672-2533, or to the Director of the Office for Civil Rights, Dept. of Health, Education and Welfare, Washington, D. C.

PERFORMANCE-BASED TEACHER EVALUATIONS

I. Evaluation Cycle

Probationary and tenured teachers will be evaluated per the following cycles:

Probationary:

Probationary teachers shall receive a minimum of two formative evaluations (observations) during the school year. Of the observations, one shall be a scheduled observation, complete with pre-and post observation conference. The other observation shall be unscheduled followed by a formal post-observation conference. Based upon data gathered during the year, a summative evaluation shall be completed for each probationary teacher each year.

Tenured:

Tenured teachers shall receive a minimum of one scheduled and one unscheduled observation every three years. In addition, each tenured teacher will receive a summative evaluation. Additional evaluations may occur as deemed necessary by the administrator.

GOAL STATEMENT

Goal Statements are designed to help teachers identify areas that will enhance their instruction or their educational program. The following procedures shall be followed:

1. At least two goals will be identified. Each teacher will then be required to use the goal statement page to address the steps she/he will take in order to address this goal within her/his respective instructional areas. The goal statement forms will need to be completed and given to the Elementary Principal by September 15, 2006.
2. The completed forms will be reviewed and discussed with the Principal. She shall have the right to ask a teacher to write revised or additional steps if the original steps are felt to be inappropriate.
3. During April or May, the teacher and the administrator shall meet to determine accomplishment of the goal.

STUDENT EVALUATION

Reporting Student Evaluation Procedures:

1. It is the obligation of every teacher to do his or her utmost to motivate and encourage every child.
2. Every child needs to experience success.
3. Every child is an individual and should be treated as such.
4. Parent-Teacher conferences shall be arranged at the discretion of the teacher. The principal will need to be notified before such meetings are held. An all-district parent conference time is scheduled at the end of the first quarter.
5. In order to inform the parents of their children's progress prior to report card period, a progress report form shall be sent to all parents concerning work which has not been up to the student's capability. The fifth week of each quarter is the time when progress reports are sent home.

6. Academic Achievement reports may be sent home to a parent who has a child who is making noticeable gains.

STUDENT RETENTION POLICY

Most students are promoted from grade-to-grade as they demonstrate the ability and willingness to perform work at each grade level. However, there may be times when it would be in the best interest of the student to repeat a given grade or to be promoted more than one grade. The following are guidelines concerning this important aspect of student development:

1. Staff members, under the direction of the building principal, shall constantly evaluate the progress of students and hold parent conferences as often as necessary.
2. If retention is necessary, it must be done early in the student's learning experience.
3. Retention shall not be done without the knowledge of the parent/guardian. The reasons must be fully explained to the parent/guardian and a written copy of the reasons for retention must be affixed to the student's permanent record.
4. Inability or unwillingness to perform minimum school work and/or excessive absences may be reasons to retain students at a given grade level.
5. No student shall normally be retained more than one year.
6. A parent may appeal the building principal's decision to the Superintendent of Schools.
7. Light's Retention Scale may be completed for each student considered for retention.

PUBLIC LAW 107-110

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

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

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

SENATE BILL 319

This bill establishes new state policies on reading assessment that emphasize the early assessment of students' reading skills and requires school districts to intervene with students that are reading below grade level. This bill became a law and took effect July 1, 2001. It requires the assessment of students in grades three, four, five and six (with some exceptions) to determine their reading level. Individual "Reading Improvement Plans" for students in grades four, five and six who are substantially below grade level in reading are to be developed. Additional reading instruction will be provided to those students with Reading Improvement Plans. By the end of grade four if a student is still reading below the third grade level, they are to be retained in the fourth grade for the next school year.

As outlined below, key provisions of the law become effective during the 2001-2002, 2002-2003 and 2003-2004 school years.

2001-2002 School Year: Minimally, school districts must have systematic assessment procedures in grade 3 to determine the reading level of students. Assessment also is required for students in grades 4-5-6 who transfer in during the school year, unless they have already been determined to be reading at or above grade level.

2002-2003 School Year: Reading Improvement Plans must be implemented for identified students in grades 4-5-6.

Summer of 2003: Students in grade 4 who are reading below third grade level will be required to have summer reading instruction; they must be assessed again at the end of summer school. Students in grade 3 who are reading below second grade level may be required by local policy, to attend summer school as a condition for promotion to fourth grade.

2003-2004 School Year: Mandatory retention in grade 4 will apply for the first time for students who are still reading below third grade level at the end of summer school (and who don't qualify for an exemption).

2004 and thereafter: Mandatory retention in grade 4 will continue to apply to students who are still reading below third grade level at the end of summer school (and who don't qualify for an exemption). Students who have been assigned Reading Improvement Plans will receive annual reading assessments, repeated as necessary through the end of the sixth grade, with the target grade levels rising accordingly.

Public Law 94-142

The Ash Grove R-IV school district will be an active participant in the Federally Handicapped Children's Act (P.L. 94-142) which guarantees a free, appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

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

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each

year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact your school district.

The Ash Grove R-IV school district will also monitor the need for surrogate parents for children in our district and proceed in the search for a surrogate parent if necessary. Interested persons including persons with impaired vision or hearing can obtain information about the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons. A copy of your local school's compliance plan is available for your review in the Administration Office at Ash Grove.

Notice of Nondiscrimination

It is the policy of Ash Grove School District R-IV not to discriminate on the basis of race, sex, or handicap in its education program, activities, or employment policies. The compliance coordinator is the Superintendent of Schools. The coordinator may be contacted at 100 Maple Lane, Ash Grove, Missouri 65604, telephone (417) 751-2534.

Public Complaints

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officer of the Ash Grove R-IV Schools, such as faculty, the principals, the superintendent or the Board.

The following procedures are to be followed by persons with questions or complaints regarding the operation of the school district.

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be directed to the superintendent of the school.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the board in letterform will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of

Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.

STUDENT EVALUATION

Reporting Student Evaluation Procedures:

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3. Every child is an individual and should be treated as such.
4. Parent-Teacher conferences shall be arranged at the discretion of the teacher. The principal will need to be notified before such meetings are held. An all-district parent conference time is scheduled at the end of the first quarter.
5. In order to inform the parents of their children's progress prior to report card period, a progress report form shall be sent to all parents concerning work which has not been up to the student's capability. The fifth week of each quarter is the time when progress reports are sent home.
6. Progress reports may be sent home to a parent who has a child who is making noticeable gains.

