

# MEADVILLE R-IV

Elementary

Home of the



# EAGLES

Student and Parent Handbook

2015-2016

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# **STUDENT/PARENT HANDBOOK**

**2015-2016**

**MEADVILLE R-IV ELEMENTARY SCHOOL**

**101 WEST CRANDALL STREET**

**MEADVILLE, MISSOURI 64659**

**PHONE: 660-938-4111/4112**

**FAX: 660-938-4100**

**SUPERINTENDENT: RON HOLCER**

**PRINCIPAL: MISTY BURNETT**

**COUNSELOR: ALICIA COKERHAM**

**MASCOT: THE EAGLE**

**SCHOOL COLORS: PRUPLE AND WHITE**

# Meadville R-IV School District

## Mission Statement

**E**ducating  
**A**nd  
**G**uiding  
**L**earners to  
**E**xcellence and  
**S**uccess

## Vision Statement

Meadville R-IV is a partnership of staff, parents, students and community having a shared vision of . . .

- \* a school where all students are committed to excellence and empowered to be lifelong learners through problem solving, creative thinking and the use of technology;
- \* a school that fosters full communication between all staff, parents and students in a collaborative effort to ensure that every student receives the best education possible;
- \* a school with high expectations for student learning with a positive learning environment that supports the educational growth of all students and staff through proactive practices and needed resources;
- \* a school that teaches and rewards respect and responsibility and serves as a source of community pride!

***WELCOME TO MEADVILLE R-IV ELEMENTARY SCHOOL!!!!***

Meadville R-IV is proud of its Elementary School. As students, we are sure you will be proud active participants of the Meadville Elementary School.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope you will participate in our varied school activities and thus find those things within our school which will prepare you to become a successful citizen in society.

Meadville R-IV School provides students with an excellent physical facility, and the best possible faculty and staff. The selection of courses and activities offered will make your school year at Meadville R-IV enjoyable and enable you to graduate and be prepared to enter the world of work or areas of higher education.

It is our wish to keep students and parents informed about your school and aware of its programs and activities. Parents are always welcome and invited to visit our school. It is our hope; parents will volunteer and become actively involved in the school by participating in voluntary programs.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and become an integral part of it.

If at anytime parents have a question or concern, feel free to contact the principal's office by calling 938-4111 or 938-4112 to discuss the concern or to make an appointment for a conference.

Again, we are glad to have you as an active participant in the Meadville Elementary School. Cooperating and working together, you will have a memorable and productive school year.

Sincerely,

Misty Burnett  
School Principal

## PHILOSOPHY OF EDUCATION

Public education is a joint responsibility of the profession, the public, and their representatives. We realize that the Board of Education, administration, and classroom teachers have a common goal...the best education for all the students who attend the Meadville R-IV Elementary and Secondary School System. This education must prepare each student for his or her pathways into life's experiences regardless of their age, race, religious preference national origin, socio-economic status, or handicapping condition.

We must recognize that the American Public School System is peculiarly our own: that it is developed to fit a base for future needs during our life's remainder. We believe that it must be a flexible system, adaptable to the needs of various localities and able to meet changing conditions. We must realize that education is not static, constantly seeking new methods of achieving our goals, yet not rushing blindly out on untried pathways.

Due to the increasing mobility and technological advances of the American people, we must realize that we no longer prepare our children to become citizens of the area in which they grow up. Therefore, we must be prepared to meet at least certain minimal standards on state and national levels. At the same time we believe that the state and federal governments have a growing responsibility in the support of a school system, which will meet these mandated requirements.

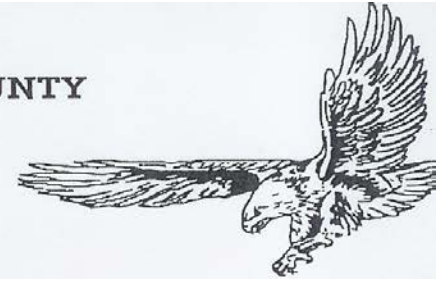
We must recognize that the child is the product of his home, his community, and his school. All must contribute to his development. When one fails, the other must move to bridge the gap. It is the responsibility of the home to see that each child has an upbringing that is supportive, healthy, happy, morally and mentally well balance. It is the responsibility of the community to contribute the means and civic development. The education process should develop a feeling of self-worth; the instructional program should develop attitudes, which contribute to the continuation of the democratic way of life in America. Students should appreciate and understand that the democratic and free enterprise system must be learned and earned through active participation.

If the school is to fulfill its functions, we as teachers and members of the Board of Education in a public school, must pledge ourselves to recognize and abide by the goals of our educational system: to do the very best we can with the means at our command. We must recognize that not two individuals are alike; that each child represents a different view and challenge. We must demand that each student develop to his/her fullest capacity. Consequently, we must set high standards of achievement and resist all pressures to lower the recognizing, of course that all children cannot attain the same level of achievement.

# REORGANIZED SCHOOL DISTRICT R-IV of LINN COUNTY

*Home of the Meadville Eagles*

MEADVILLE, MISSOURI, 64659



## NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants with the Meadville R-IV Public Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Meadville R-IV Public Schools' compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Meadville R-IV Public Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

The Meadville R-IV Public Schools has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Our Schools District's Compliance Coordinator is:

Ron Holcer  
Superintendent  
Meadville R-IV School District  
101 West Crandall  
Meadville, MO 64659  
(660) 938-4111

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency regardless of the severity of the disability, including children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Meadville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Meadville R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri First Steps program.

The Meadville R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parent/guardians may request amendment of the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Meadville R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the school district office 8:00A.M. to 4:00 P.M. Monday through Friday or by special appointment.

This notice will be provided in native languages as appropriate.



## **SCHOOL DISTRICT GOALS AND OBJECTIVES**

In order for the Meadville R-IV School District to develop each child into citizens who will effectively function in our democratic society, we believe educational goals must contribute to the development of the whole child. Each educational arrangement must be planned to include the child's continued growth; mentally, emotionally, physically, and socially.

In keeping with the philosophy and mission of the Meadville R-IV School District, the following are applicable. The Meadville R-IV School District:

1. will maintain fiscal practices and procedures which meet current and future educational programs;
2. shall develop a staff development program which will recruit, maintain and ensure each staff member will possess skills, knowledge and self-worth essential to perform effectively and efficiently;
3. shall evaluate, implement, and expand methods necessary to maximize student intellectual, physical and self-worth potential;
4. will implement a plan to maintain and upgrade school resources and facilities to provide opportunities for participation in experiences to develop student citizens;
5. initiate a school improvement plan to ensure quality programs and practices;
6. will provide new and updated technologies into our education programs and services;
7. will provide an effective program of studies designed toward the student's realization of self-worth as individuals and lead toward he-she becoming a productive participant in society with aspirations, abilities and capabilities to learn;
8. will provide a learning environment in which individual motivation for learning is the stimulus for achievement, develop a sense of human values, fairness, justice, tolerance and an appreciation of others around him;
9. shall attempt to increase public awareness, communication, and parental involvement developing a basic community confidence in the school system, making sure the school is an essential portion of community life with programs for all ages.

## PHILOSOPHY OF ATTENDANCE

All students are expected to attend school regularly and be on time for classes in order to benefit fully from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Here is a direct correlation between poor attendance and class failure. Students having good attendance generally achieve higher grades enjoy school and school activities and stand a much better chance of success in future years.

- A. A **phone call** or a **note** from home is **required** for all absences. Occasionally, it is necessary for students to keep a doctor's appointment or be excused for other reasons during the school day. A note explaining the reason and time of release should be sent to the teacher and school office. Under normal circumstances, no one other than a family member will be permitted to pick up a student. A note will be required giving specific instructions. **Please come to the office when picking up your child.** The principal/secretaries/or other school personnel will get the child for you. The child must sign out in the office when leaving and back in when/if returning the same day.
- B. A student should not be absent for any reason more than five (5) days in any one-quarter or more than ten (10) days total for the semester. These absences should be adequate to cover the following:
  - 1. Personal illness
  - 2. Professional appointments that could not be scheduled outside of the regular school day.
  - 3. Absences due to unexpected family activities/emergencies.
- C. Administrative Procedures for absences:
  - 1. Parents notified by letter after five (5) absences.
  - 2. Parents notified by letter after eight (8) absences.
  - 3. Parents notified by letter after ten (10) absences.
  - 4. If there is not any response from parents concerning reasons for the absences a letter will be sent to the Juvenile Office reporting that ten (10) absences have been reached or exceeded.
- D. Students are tardy if they enter the room after 8:15 a.m. Each child that is tardy repeatedly must report to the office to get a tardy slip before he/she may enter the classroom.
  - 1. Beginning with the 6<sup>th</sup> tardy, the student will be required to stay after school for 30 minutes.
- E. School sponsored or school sanctioned activities are exempt from and will not count toward the total count of absences.
- F. Parent and students may appeal absences to the superintendent and to the Meadville R-IV School Board of Education.

## MORNING ARRIVAL

School begins at 8:15 A.M. and students are counted tardy after this time. Town students and students being dropped off at school by parents should not arrive at school before 7:45 A.M. Bus arrival time is approximately 7:55 A.M. To help insure the safety of students, the elementary doors will be locked each day at 9:15 A.M. for the remainder of the day. When entering the building in the morning, students are to go immediately to the cafeteria for breakfast or the gymnasium to the holding area. Students may place their belongings on the coat racks outside the classrooms or along the wall on the floor outside of their classroom. The students will be expected to follow these arrival procedures:

- 1. Adhere to the dress code;
- 2. Greet faculty and staff members;
- 3. Wear backpacks the way they are intended to be worn (example if the backpack has two straps, both straps should be worn on each shoulder.);
- 4. Place all backpacks, gym bags, and instruments in the designated areas;

5. Sit and stay seated in designated area;
6. Ask permission before they leave the gymnasium;
7. Do their part in keeping the noise level at a **2**;

The students will be released from the gymnasium in the following order: K, 1, 5, 2, 6, 3, 4). The expectations and procedures will be taught at the first day assembly and in the classroom.

### **TARDIES**

Students are considered tardy if they arrive to school between 8:15-8:30 A.M. Students must check in at the office to get a late/tardy pass to the classroom. A student will be required to stay after school for 30 minutes for every tardy after the sixth during a semester.

### **PERFECT ATTENDANCE**

Perfect attendance awards will be given to those students who achieve the following eligibility requirements.

1. A student must not be absent for more than six (6) hours per school year.
2. No more than three (3) of these (6) can be consecutive
3. Hours missed for IMMEDIATE family members funeral will be exempt from the above requirements.
4. Certificate and a special privilege will be awarded to those meeting the eligibility.

### **HONOR ROLL AND PRINCIPAL'S HONOR ROLL**

Honor Roll is for grades 3, 4, 5, and 6. See grading page for information on requirements.

### **DEPARTURE**

School is dismissed at 3:20 P.M. for elementary children to board busses. School is officially out at 3:26 P.M. Students are expected to walk to the bus with their back packs being worn as they are intended to be worn. Students who are being picked up or walking west of the buses need to line up with the parent pick-up supervisor. The parent pick-up supervisor will be located on the sidewalk west of the elementary doors.

### **USE OF THE TELEPHONE**

Students must receive written permission from a teacher to use the telephone. The telephone in the office is for **EMERGENCY USE ONLY**. Students will not be allowed to call home for forgotten homework or lunch. Plan with your child before leaving home what he or she is to do at the close of the day. Emergency calls and important messages will be delivered at once. Please call by 2:00 P.M. if you want an important message delivered to your child before we dismiss school.

**PLEASE NOTE** it is important that the office be notified immediately when a family changes an address or telephone number. In case of an emergency, this is extremely important.

### **CHANGES IN STUDENT PROCEDURE**

Please give your child specific instructions and send a **detailed** note to the child's teacher if there is to be a change in the usual procedure at dismissal time. (Example: walking to a relative or friend's house in town, person other than parent picking up the child.) We are concerned with your child's safety.

## **BUS CONDUCT**

**The driver is in charge of students and the bus. Students riding the bus are expected to act with appropriate courtesy toward the driver and others. Each student riding the bus is expected to obey the rules. Any student not obeying the rules will be subject to discipline and may lose bus-riding privileges. The following rules must be obeyed on regular routes and on all field trips:**

1. Be on time to get on the bus. The bus cannot wait beyond its regular schedule for those who are tardy.
2. Stand back and away from moving traffic while waiting.
3. Never accept rides with friendly strangers who offer rides to school
4. Wait until the bus comes to a complete stop before trying to get on.
5. Go directly to a seat and stay seated until student arrives at school or home.
6. Fighting, scuffling, being discourteous or annoying to other students or driver is prohibited.
7. Never extend your head, arms, or hands out the open bus window.
8. Throwing items of any kind in the bus or out of the window is prohibited. Students shall keep the bus clean and free of waste paper, etc.
9. Never do anything to distract the bus driver. The driver needs to devote time and attention to safe driving. Unnecessary conversation with the driver is prohibited.
10. Always stay in the seat while the bus is moving. Wait for the bus to come to a complete stop before getting out of the bus seat to get off the bus.
11. Never cross the road until the driver tells you it is safe to do so.
12. Never cross the road until you are sure the bus driver can see you. Always cross in front of the bus safety arm.
13. If you drop something near the bus, don't pick it up. The driver may not see you. Tell the driver and follow his/her instructions.
14. Remember that motorists don't always stop for a school bus. Observe instructions from the driver before crossing a street, highway, or road.
15. The driver will not discharge young children unless he/she is sure someone is home. Please make yourself visible.
16. The driver will not discharge students at places other than the regular bus stop unless by proper authorization from parent, superintendent, principal, or teacher.
17. Students must not tamper with the bus or any of its equipment. **THE INDIVIDUAL RESPONSIBLE FOR CAUSING DAMAGE TO THE BUS MUST BE RESPONSIBLE FOR THE COST OF REPAIR.**
18. In case of a road emergency, children are to remain in the bus until otherwise instructed by the driver.

## **BICYCLES**

Children who ride bicycles to school are expected to ride them in a safe manner and park them in a designated area. Students will walk their bicycles on the sidewalk when busses are loading. Students who live east of the school will park their bicycles at the rack by the front offices. Students who live west of the school will park their bicycles using the park bicycle rack. **DO NOT PARK YOUR BIKE AGAINST THE SCHOOL SIGN.** Any student who does not follow the safety rules will be asked to leave his/her bicycle at home for a period of time.

## **VISITING SCHOOL**

Parents are welcome to visit the classroom, however, the visit must be prearranged with the teacher or principal. Preschool age children will not be brought on such a visit. Parents visiting must report to the office before going to the classroom.

When picking up a child for a dental, medical, appointment, etc. **ALWAYS REPORT TO THE OFFICE FIRST** and the secretary or other adult will call the classroom or go to the class and get the child for you.

Children from other schools may not visit the classroom EXCEPT when pre-arranged with the classroom teacher and principal.

### **HALLWAYS**

The students are expected to remain silent at all times in the hallways. They are expected to keep their hands and feet to themselves and walk/stand in a straight line.

### **NOISE LEVELS**

The elementary school will use the following noise level number indicators so that the students may know what levels are appropriate for different parts of the building.

#### **5 level voice**

0- nothing...1- whisper...2- normal...3- little louder...4- shouting...5- I need your attention now!

### **CLASSROOM DISCIPLINE**

The main objective of discipline is to help each child become self-directed and self-disciplined. At Meadville R-IV we believe that our students achieve more in a safe and orderly learning environment. It is the responsibility of students, teachers, parents, and staff to insure that this orderly learning environment exists. Each classroom has its own rules/consequences. The rules listed below are an attempt to further simplify the basic rules for children's understanding. They do not add or detract from the classroom rule or the school discipline policy. We have therefore developed four school rules.

1. Keep hands, feet, and objects to yourself.
2. Respect the rights, property, and feelings of others.
3. Always do your best.
4. Listen and follow directions the first time.

### **B.I.S.T. BEHAVIOR INTERVENTION SUPPORT TEAM**

The Meadville Elementary School is implementing B.I.S.T. a unique program to create positive change toward a safe and productive learning environment for all students. The B.I.S.T. program is based upon grace and accountability. Grace is comprised of accepting the child, his/her problems, the pain that he/she is experiencing, and being the adult in that child's life that will be supportive and consistent. Accountability is allowing students to take responsibility for who they are and the behavior they demonstrate. Following is information to help explain the B.I.S.T. program to parents and how it will work in the school. If there are any questions please contact the teacher or principal for an explanation.

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#### **Goals for my life**

**I can** take good care of myself even if I'm mad

**I can** be productive and follow directions even though I don't want to

**I can** be okay, even when others are not okay

The purpose of BIST model is to partner with students when they are struggling and help them be accountable for their actions. BIST is designed to teach and protect students, via **GRACE** and **ACCOUNTABILITY** so that students can demonstrate the goals for life and stay out of trouble.

#### GRACE

We accept:

- You
- Your problems
- Your pain
- Your needs

#### ACCOUNTABILITY

Guiding students to look at what problems the behavior create in the student's life. There are five levels to accountability.

- I did it
- I'm sorry
- It's part of a problem in my life
- I accept consequences
- I accept and need help

#### **The BIST Model**

Providing what students need:

Early Intervention (When)

It's never okay to be disruptive.

It's never okay to be hurtful.

A commitment by adults to this standard. A student will be asked one time per activity to stop a behavior that is disruptive or hurtful and adults will intervene quickly if a student cannot meet this standard.

#### **BIST Concepts**

**Safe seat-** a seat in the classroom away from other students

**Buddy room-** a seat in another teacher's classroom to help a student regroup so they may return to the safe seat.

**Recovery/Focus room-** a place where students can go to stop acting out, calm down, prepare an apology and./or stay out of trouble.

**Think sheet-** a tool that the student completes to help him/her take ownership of the problem.

**Processing-** questions that the adult asks the student so he/she may take ownership, practice skills and make a plan to stay out of trouble.

**Target Behavior Sheet-** a daily visual of goals the student is working on

**Triage-**Daily "check in" with an adult to assess emotions, establish focus about what it means to have a good day and formulates solutions if problems occur.

**Class meeting-** weekly meeting facilitated by the adult to help students solve problems, plan events and maintain a positive classroom community

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### **BULLY FREE CLASSROOMS**

The Meadville R-IV School District is committed to maintaining a learning and working environment free of any form of bullying/cyber bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context.

#### **Bullying/cyber bullying definition**

- Bullying and cyber bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.
- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

#### **Interventions for Bullying / Cyber Bulling**

- Student who have been bullied or cyber bullied shall properly report such incidents to any staff member.

- Complaints of bullying or cyber bullying will be investigated promptly and corrective action shall be taken when a complaint of verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- Students who are found to have violated this policy will be subject to the Meadville R-IV High School Discipline Policy. The Superintendent may reduce the length of suspension for students based upon the facts in each case.
- The School District will annually inform students that bullying or cyber bullying of students will not be tolerated.
- All forms of bullying are unacceptable and, to the extent that such actions are disruptive to the of the educational process of the School District, offenders shall be subject to appropriate staff interventions, which may result in administrative discipline.

### RECESS POLICY

1. Students should exit the building behind the teacher in a straight line and wait on the sidewalk before crossing road.
  2. Students are expected to cross the road in a straight line following the teacher until they reach the entrance to the park.
  3. Students are not allowed to leave the perimeter of the park without teacher permission.
  4. Students will line up in a straight line when instructed by the teacher.
  5. Students will exit the park in a straight line behind the teacher, stopping at the intersection of Crandall & Linn.
  6. Students will cross the road in a straight line, behind the teacher.
  7. Students will wipe their feet and enter the building quietly.
- \*\*\* Open-toed and open-heeled shoes (flip flops, crocs, sandals) are not allowed at recess for child safety reasons. If your child wears any of the above to school, please send tennis shoes or boots for them to wear during recess. PE shoes are not allowed outdoors. Students without suitable shoes will not be able to participate at recess.**

### RESTROOM POLICY

1. Students are expected to use the restroom, flush, wash hands with soap and water, deposit paper towel in the trashcan and exit the restroom.
2. Noise level in the restroom should remain at a 1 or below.
3. Students will take care of his/her restroom uses at the class designated time.
4. In emergencies, students may request and additional break (If the emergencies become to frequent the parent will be notified)
5. Students will not loiter in the restrooms. Restrooms are for a specific purpose and that purpose alone.
6. **Horseplay will not be permitted.**

### ACADEMIC INTEGRITY

The integrity of the academic program and the graded evaluation of each student's achievement are of primary concern to all education institutions. Cheating on any graded educational exercise reflects dishonesty and will not be tolerated. Examples of cheating are: talking during testing periods, exchanging of answers or question by any method before, after, or during a test, using prewritten answer sheets or notes without teacher permission, plagiarizing or copying someone else's work to turn in for a grade without teacher permission to work together.

**FIRST OFFENSE**-Zero on test or assignment. Referral to the counselor. Notify parents.

**SECOND OFFENSE**- Zero on test or assignment. Notify parents. Alternative seating arrangement during tests. One hour after school detention.

**THIRD OFFENSE**-Zero on test or assignment, Referral to principal and notify parent of the conference that will be taking place. Alternative seating arrangement during tests and one day of ISS.

### **HOMEWORK REPOSIBILITIES**

The purpose of homework is for practice, review, preparation, extension, integration and accommodation of individual differences, communication between parent and child, and/or informing parents of what is going on during school. A summary of the districts position on homework is summarized as follows:

1. Student achievement rises significantly when regular homework is assigned and students conscientiously do it.
2. Homework assignments also teach students to be independent learners. Homework gives students experience in following directions, making judgments and comparisons, raising additional questions for study and developing responsibility and self-discipline.
3. Well-designed homework assignments relate directly to class work and extend students' learning beyond the classroom.
4. The teachers carefully prepare the assignments, thoroughly explain it and give prompt comments and criticism when work is completed.

### **GRADING**

100		95		89		86
99		94		88		85
98	A	93	A-	87	B+	84
97		92				83
96		91				
		90				

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82		79		76		72
81		78		75		71
80	B-	77	C+	74	C	70
				73		C-

---

69		66		62		59
68		65		61		
67	D+	64	D	60	D-	F
		63				

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## HONOR ROLL TABULATION

(For grades 3, 4, 5, 6)

The following method is used for Honor Roll Tabulation. (All courses receive equal consideration.) The 4.00 scale is used.

A	Honor Roll	3.80	-	4.00
A-	Honor Roll	3.50	-	3.79
B+	Honor Roll	3.20	-	3.49
B	Honor Roll	2.80	-	3.19

Any grade below C- disqualifies a student for Honor Roll consideration. More than one grade in the C category disqualifies a student from the Honor Roll.

There will be a special reward for students who are on the Honor Roll three quarters out of four. The time period to be considered for this reward will be as follows:

4<sup>th</sup> quarter of previous school year  
1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters of current academic year

## PRINCIPAL'S HONOR ROLL

To be eligible for the Principal's Honor Roll, students must have an average of 3.95 on a 4.0 scale 3 out of 4 quarters of the school year. Counting period begins 4<sup>th</sup> quarter of the previous year.

Special recognition is given to the student who achieves this status.

### **GRADE & VALUE USED IN COMPLING THE HONOR ROLL**

	GRADE	VALUE
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D+		1.33
D		1.00
D-		.67

### POLICY ON LATE ASSIGNMENTS

Elementary students in grades 1-6 will be allowed to turn in two late assignments per quarter without penalty. Late grades cannot be used for tests, long-term projects, or specified assignments by the teacher. The third missing or late assignment, the student will be assigned a detention. (Final decisions concerning assignments is left to the discretion of the teachers)

Students who miss a test need to arrange with the teacher to make up that test within two class periods.

PLEASE NOTE: Individual teachers may have additions to this policy as part of their classroom management system; students are responsible for meeting those requirements.

### GRADE REPORTS TO PARENTS

At the end of 4 ½ weeks of each quarter, a report will be sent to the parents of those students who are performing unsatisfactorily.

At the end of each quarter a grade report of the progress of each student will be made to the parents.

A note of “concern” (concern for lack of progress) may be sent to parents any time faculty/administration finds it necessary to inform parents.

Grades will be retained until all monetary obligations to the school are met.

### PARENT TEACHER CONFERENCES

Parent-teacher conferences are held in the fall. They are scheduled at the end of first quarter. They are held from 2:00 P.M. to 7:00 P.M. Schedules are provided to the parents. Please try to keep your scheduled appointment or call the school and change the conference if you have a conflict with the schedule. Each teacher will communicate information and expectations for students on a regular basis at all grade levels. Mid-term reports will be sent out mid way through each quarter in grades 3, 4, 5, and 6. If special problems arise, notices of concern will be sent home anytime there is a need. Communication between school and home will be needed to facilitate each student’s progress

### MAKE-UP WORK

If a child is to remain home for several days, but feels like doing homework, parents may call the office and the secretary/principal will contact the teacher. **PLEASE CALL BY 1:00 OF THE DAY YOU WANT HOMEWORK.** The homework will be brought to the office for someone to pick up. This procedure will avoid taking the teacher away from classroom duties. Please **DO NOT** go in the back door and ask for homework. Teachers are busy teaching and **CANNOT** take care of your request. They have been instructed to ask you to report in at the office.

### APPEARANCE AND ATTIRE

The main concern in regard to student dress at the junior high and high school level is to encourage cleanliness and neatness in personal appearance. It is the school’s goal to create an environment that is free from the distraction of inappropriately clothed students. It is not the school’s intention to infringe on the individual student’s right to freedom of expression, but rather to encourage students to “dress for success” and to come to school properly prepared to participate in the learning process. The list given below, lists items that are not appropriate for the school setting. However, the teachers and administrators reserve the

right to determine that other items not listed here are causing interference to the educational process and therefore will not be allowed.

- Students will not be allowed to wear items that endorse or promote vulgar language, alcohol or sexual themes.
- Appropriate shorts will be allowed. They will not be allowed if they are too tight or too short. (Mid-thigh is an appropriate length...AKA fingertip rule) To be worn to school, dresses and skirts with a slit in the side must meet the same standard as shorts.
- No spaghetti strap tops, halter-tops, low cut tops or midriff tops. Any conspicuous attire will not be allowed. (We are using the “two finger rule” as a general rule for appropriate width.) Boys’ shirts must have sleeves that cover the armpits.
- Students **will not** wear hats, sunglasses, handkerchief headscarves in the Meadville R-IV School Building or to other schools when attending student activities/competitions during school hours.
- “Sagging” is not allowed. Boys’ pants/jeans must cover the underwear or boxer shorts at all times. Girls’ pants/jeans must cover the underwear at all times.
- Jewelry and chains that are distracting or dangerous will not be allowed.

**NOTE:** Students not appropriately dressed will be loaned clothing from the principal to wear for the day.

**THANK YOU FOR SEEING THAT YOUR CHILDREN ARE DRESSED APPROPRIATELY.**

### **SCHOOL PROPERTY AND PERSONAL PROPERTY**

Students are expected to respect school property whether it is in the classrooms, restrooms, on school busses, playground, and etc. If property is damaged or destroyed by a student, the student is financially responsible for the replacement of the property. Students are expected to respect personal property of their friends and replace such property if it is damaged or destroyed caused by misuse. The school WILL NOT be responsible for personal property brought to school that is lost or damaged.

### **ELECTRONIC EQUIPMENT**

Cellular phones, tablets, MP3 players, IPOD’S, Gameboys, Nintendo DS, infrared lasers and etc. are not allowed during school hours. The use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty.

As a result, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in the following disciplinary actions being imposed.

- 1<sup>st</sup> offense- phone confiscated and turned in to the principal. Result will be 1 day ISS
- 2<sup>nd</sup> offense- phone confiscated and turned in to the principal. Result will be 2 days ISS
- 3<sup>rd</sup> offense- phone confiscated and turned in to the principal. Result will be 1 day OSS
- Multiple offense will result in the same disciplinary actions with multiple days of OSS
- Parents are responsible for obtaining the confiscated cell phone from the principal.

### **DISPARAGING OR DEMEANING LANGUAGE**

Use of words or actions, verbal, written or symbolic meant to harass or injure another person (example: threats of violence or defamation of a person’s race, religion, gender or ethnic origin) will not be allowed. Students will not be allowed to use profanity, or in any other way show disrespect to a fellow student or teacher. Students will not be allowed to disrupt classroom work, school activities or school functions with inappropriate speech or conduct. Constitutionally protected speech will not be punished.

## **PUBLIC DISPLAYS OF AFFECTION**

No physical contact of an affectionate nature will be allowed. Male and female students are to conduct themselves toward each other in a manner acceptable in a public building. The principal/superintendent/teacher will deal with any problems in this area as he/she sees fit. A conference with parents will be held.

## **CAFETERIA CONDUCT AND PROCEDURES**

Students must follow these procedures to make the cafeteria experience enjoyable.

1. Students shall enter the cafeteria through the northwest door of the cafeteria.
2. Students shall enter the cafeteria in alphabetical order in a straight line.
3. The students are expected to greet the cafeteria staff in an appropriate manner.
4. Students should make sure they have everything they need (fork, napkin, etc) before they sit down.
5. Once seated, a student should not get up without first asking permission from a teacher or other adult or until dismissed by a teacher.
6. Students should empty their trays as a class.
7. Students should use keep the noise level at a 2 or below.
8. Students should clean up after themselves by picking up, throwing away their trash, and stacking their tray in the tray window.
9. Students are expected to use good table manners while in the cafeteria.
10. Students should line up and exit the cafeteria in a straight line.

## **SCHOOL MEALS**

Hot breakfast and lunch is served each school day. A menu can be found in the week ahead. Students may pre-pay for meals on a monthly basis or may pay for meals weekly or daily and families may pay theirs together, just write how much for each student. Checks should be made to the Meadville R-IV School. Elementary students may purchase breakfast for \$1.20 and lunch at a cost of \$1.75 per day. Students who bring their lunches may purchase a carton of milk for \$.40. Other drinks should be brought in the proper containers. **NO BOTTLES PLEASE! NO SODA POP ALLOWED WITH LUNCHES!**

**PLEASE NOTE: STUDENTS BRINGING LUNCHES FROM HOME SHOULD TRY TO FOLLOW "WELLNESS POLICY GUIDLELINES" AND FOLLOW THE SCHOOL FOOD ALLERGY POLICY.**

**MEADVILLE R-IV MEAL CHARGES:** The school has set a \$50.00 limit per child on meal charges. This policy is the result of too many unpaid lunch bills.

Elementary students have lunch between 11:00 and 12:00.

## **FREE OR REDUCED LUNCH**

Meadville R-IV operates under the Federal Law that provides free lunches for those whose income meets the appropriate guidelines. Families must complete a new application, even if you qualified for free or reduced meals last year. If approved according to the guidelines, then the lunch procedure is taken care of in the school office. Applications are sent home at the beginning of each year. If the need arises, applications can be obtained anytime during the school year by contacting the office. Remember if you apply and qualify for free or reduced lunches you will be helping the school receive more funds for our federal programs. Reduced lunch prices are \$.40 per day. **If your child wants extra milk in addition to the one provide with the meal, parents must pay \$.30 per carton. Only one milk is provided free with free or reduced lunches.**

### **USE OF SODA MACHINE AND SNACK MACHINE**

The soda machine and the snack machine are off limits to students during the regular school day.

### **MONEY**

Please don't send large amounts of cash to school with students. Money should not be left in the children's desk or bags. Student cash for lunch, etc., should be given immediately to the teacher upon arrival in classroom. The school will not be responsible for cash left in a child's desk or bag.

### **DAILY BULLETIN**

Teachers will read announcements each day during the first period. Students will be responsible for anything covered by the bulletin. A copy of each day's bulletin is posted on the bulletin board in the front office area for any student who misses the first period reading.

All announcements to be placed in the daily bulletin must be signed by the faculty sponsor and approved by the principal. Information for the announcements must be turned in by 8:30 A.M. the day of the bulletin.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America will be recited each morning at 8:15 A.M. The Pledge of Allegiance is lead by student and recited over the intercom system. No teacher or student will be required to recite the Pledge of Allegiance.

### **SCHOOL SUPPLIES**

Students are to provide the necessary pens, pencils and other supplies requested by the teacher, coach, or an activity sponsor. However, if the student is unable to provide the requested items, please check with the principal, teacher or superintendent for information on how to obtain these items.

### **CLASSROOM PARTIES**

Birthday treats are permitted for all classes preschool-sixth grade. Such treats should not require more than 10 to 15 minutes of school time. Treats may be sent with the child or brought by parents. Please notify the teacher in advance especially if the parent plans to bring the treats in person. Please be sure that all treats follow the food allergy policy guidelines.

There are two classroom parties per year Halloween and Valentines Day. Please follow these guidelines for parties:

- Parents are responsible for planning the games and prizes
- Parents are responsible for bringing treats
- Parents are responsible for helping with the discipline during parties
- Parents are responsible for helping to clean up after the party.
- Parents PLEASE DO NOT bring children who are not of school age to preschool through 6<sup>th</sup> grade classroom parties.

If room mothers/students desire to recognize the classroom teacher's birthday, arrangements may be made by contacting the office.

## **SCHOOL ASSEMBLIES**

School assemblies are considered an important part of the school program. Assemblies may be motivational, to disseminate information or Pep Assemblies. All assemblies will be held in the gymnasium. Students are expected to pass to the assembly quietly and orderly, be seated and speak in low conversational tones until the assembly begins. Students will be attentive, treat presenters as guests, applaud appropriately and at the end of the assembly leave quietly and orderly.

## **LIBRARY**

The school library is for the use of the students for reference materials and to check out books. Reference books, (example: Dictionaries, almanacs, etc) may be checked out for research purposes. Library books will be checked out for two weeks at a time. They may be renewed, unless the item is on reserve. Students in grades 7-12 will be charged a fine of \$.05 per day that a book is overdue. Lost books must be paid for before any other items may be checked out.

## **PARENT-TEACHER-ORGANIZATION (P.T.O)**

Meadville R-IV School P.T.O. is an active group. The P.T.O. sponsors some activities and provides funds toward special need areas in the school. All parents are urged and encouraged to take an active part in P.T.O.

## **PICTURES AND PUBLICATIONS**

Individual student pictures are taken in the fall (pre-pay program). Group classroom pictures are taken in the spring (order and pre-pay program). Special individual pictures option may be offered at the time the group classroom pictures are taken in the spring. A yearbook is available for purchase early in the year and is distributed at the beginning of school the following fall. Meadville R-IV also publishes "The Gabber", a monthly school newspaper. It is mailed free to all families who have children in school. Subscriptions to "The Gabber" may be sent to the school office. Subscription price is \$3.00 per school year. A Week Ahead bulletin is sent home weekly with students.

## **STUDENT INSURANCE**

Student accident insurance coverage is available to all students at a nominal cost and is optional. Letters and applications are sent home the first week of school in the fall. If coverage is desired, application should be filled in properly and returned to the school with the correct amount of money enclosed. When a student under this plan is injured he/she will be given a claim form from the office. This form must be completed by the parent and presented to the doctor or hospital. The school acts as a medium in supplying the insurance and assumes no negotiations with the company.

## **HEAD LICE**

The Meadville R-IV School requires that head lice be treated as a communicable disease. The school nurse does head lice screening. Students are not allowed to attend school with any evidence of head lice, e.g. live lice or nits (eggs). The school will provide parents with written information for treatment of head lice. Students must report to the school nurse or office for a head check after treatment and before going back to the classroom. Repeat episodes of head lice may result in the notification of the Division of Family Services.

### **ACCIDENTS AND ILLNESS**

The school is equipped to render minor first aid ONLY. In case of a more serious accident, you will be telephoned. If you cannot be reached, the emergency number provided on the emergency procedure form will be utilized. A nurse is available three days per week- Monday, Wednesday and Thursday. Students who are ill are to report to the nurse on those days. A room is available for students who are ill and wish to lay down. A check will be kept on students who run a temperature and parents will be notified if the nurse/principal feels the child should not remain at school. See other health information on nurse's policy in the handbook.

### **SPEECH-LANGUAGE-HEARING**

The hearing of specific grades and any new students is screened annually by the Speech pathologist. If referrals are made by teachers or parents during the year, these screenings are done also. Parents are informed if other attention is needed as a result of the screenings. The school district provides services for children with deficits in articulation, rhythm, voice, language and hearing. Children are identified through annual screenings and by referrals from school personnel and parents. Children are seen during the regular school day.

### **VISION SCREENING**

The school nurse screens the vision of specific grades and any new students annually. Teacher or parents may make referrals during the year. These screenings are taken care of also. Parents are informed if further attention is needed as a result of the screenings.

### **SPECIAL SERVICES**

Special services are provided for any student who has need of accommodations to be successful. An annual notice outlining special education services will be posted in the building for anyone to review at any time. Questions regarding the notice may be directed to the principal or director of special services.

### **POLICY FOR MEDICATION ADMINISTRATION**

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. While you as parents carry the primary responsibility for your child's health, sometimes it is necessary to delegate some of this responsibility to the school nurse or other trained school personnel.

With the exception of students in special education programs, the school district is not obligated to supply, dispense, or administer medication to children. The district will provide for the administration of medication for any student if the parent/guardian is willing to comply with requests for documentation of need, provision of medication and physician orders outlined.

Medication will not be administered unless supplied in an original and properly labeled container with the appropriate dosage and time with your child's name and doctor's name. Your pharmacy will be glad to fill your prescription in two bottles, one for home and one with school time instructions. **NO MEDICATION WILL BE GIVEN THAT COMES TO SCHOOL IN AN UNLABELED CONTAINER.**

Those students who take medication at school on a daily basis must have an Authorization of Medication form filled out by the parent/physician authorization. The parent/guardian of the student must assume

responsibility for informing school personnel of any change in the student's health or change in medication dose or schedule.

For those medications that are given short-term, such as an antibiotic, parents may authorize the dispensing of this medication in the form of a note to the school acknowledging the parent's approval, dosage, times and medicine, and the termination date for administering the medication. It is suggested that there be only enough medication sent to school for that day or week, not the entire prescription. The school **WILL NOT** give the first dose of any medication. Authorization forms or notes will be filed in the students permanent health record.

Other guidelines for medication administration are outlined in the school Health and Wellness Manual found in the Health Room.

### **FALSE ALARMS**

Students tampering with emergency equipment, setting off false alarms or making false reports will be punished.

### **WEAPONS AT SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. NOTE: Any item that fits the above description that may be brought to school by a parent to be used in a class project WILL be kept in the office of the superintendent or principal until used in a presentation and returned immediately until picked up by a parent.

### **CONTROLLED SUBSTANCES POLICY**

The Meadville R-IV School in order to be in compliance with state and federal regulations of the Department of Health PROHIBITS the use; distribution, advertising (this includes clothing that advertise tobacco) and sponsorship of tobacco precuts in the district's school buildings and in school leased or owned vehicles. The Meadville R-IV School District strictly PROHIBITS the possession of, use of, sale of, or attendance under the influence of alcohol, unauthorized prescription drugs, narcotic substances, counterfeit drugs or possession of drug paraphernalia at any time on school property during any school sponsored practice or events.

### **CARD PLAYING**

Students will not play cards for the purpose of gambling while under the supervision of the school district.

### **CUSTODY ISSUES**

Unless we have a current court order to the contrary, we will assume that divorced parents have equal rights to information about their children. Court order agreements must be signed by a judge for school officials to consider them valid.

### **CHILD ABUSE & NEGLECT**

It is the policy of the Board of Education that Meadville R-IV School System complies with the Child Protection Act and with the mandatory reporting requirements of that Act. To that end, any school official or



employee who has reasonable cause to know or suspect that a child has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute shall immediately report or cause a report to be made to the ABUSE HOTLINE 1-800-392-3738

### **PETS**

No pets of any kind are allowed at school or on the bus. Teachers may give special permission for pets to be brought to school as a part of a special activity. Parents should request a time in advance with the teacher if pets are brought to share.

## **ENROLLMENT REQUIREMENTS**

### **PARENTS AS TEACHERS (PAT)**

The Parents as Teachers program is a voluntary program for parents who have children birth to age 5. Families who participate in the program will receive the following free services: personal visits, information and guidance, periodic checkups, and parent meetings. For further information, please check with your school office.

### **PRESCHOOL for Three-Year-Old Children**

Preschool classes are held for children who will be three years old before August 1<sup>st</sup> on Tuesday and Thursday each week from 9:00-11:30. Classes begin on Thursday, August 23<sup>rd</sup>.

### **PRESCHOOL for Four-Year-Old Children**

Preschool classes are held for children who will be four years old before August 1<sup>st</sup> on Monday, Wednesday and Friday each week from 9:00-11:30. Classes begin on Wednesday, August 22<sup>nd</sup>.

### **KINDERGARTEN**

Children who are five years old before August 1<sup>st</sup> are eligible for Kindergarten. A copy of immunization record, birth certificate and social security card are requested for entrance. Those who have attended preschool at Meadville R-IV will probably have these items on file in the office. There is **no** window for early entry.

### **ENROLLEMENT GRADES 1<sup>ST</sup> thru 6<sup>th</sup>**

Parents or guardians of students new to the district need to provide the child's current immunization record, a copy of the birth certificate and the social security number. Student must be a resident of the district.

## **STUDENT PROGRAMS**

### **BAND**

Band is offered to students in 6<sup>th</sup> grade and is a part of the regular schedule. If there are 5<sup>th</sup> graders interested in band this can be discussed with the music department, classroom teacher and the principal.

### **FINE ARTS**

Students in grades K-6<sup>th</sup> receive at least fifty minutes of music and art each per week.

### **PHYSICAL EDUCATION**

Physical Education at the elementary level is an instructional period with definite outcomes and objectives. The curriculum includes: physical fitness, rhythms, softball, track and field, volleyball, soccer, basketball and organized games. Students have at least fifty minutes per week.

All students, K-6 are expected to wear sneakers with good tread. Girls K-4 should wear either shorts, sweats, or jeans (If a dress/skirt is worn by female students, she must wear shorts or sweats under the dress/skirt to participate.) Students in grades 5-6 are expected to dress out for P.E. (shorts or sweat pants, shirts and shoes)

If a student is to be excused from P.E. he/she should bring a written note. If he/she is excused for five days for medical reasons, a signed note from the physician is required.

### **GUIDANCE**

Guidance activities are conducted on a regular and planned basis for all students throughout the year. The curriculum includes study skills, social skills, conflict resolution, decision-making, personal responsibility, coping abilities, and drug prevention education. The counselor teaches guidance classes on a regular scheduled basis. Guidance services are available to all students. The district’s counselor uses the Missouri Comprehensive Guidance Program. Parents should feel free to call the school counselor to discuss any concerns they may have about their children.

### **DISTRICT TESTING**

Students will take the state MAP test at state specified grade and subject levels in the spring of each year. The district will also test students with AIMS Web Testing and Fountas and Pinnell.

### **READING CIRCLE CERTIFICATES**

Reading Circle Certificates are awarded to those students in each grade level for reading and reporting on books. Qualifications for their award for each grade level are as follows:

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Fiction</b>				11	11	11	11
<b>Non Fiction</b>				5	5	5	5
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

### **GRANDPARENT’S DAY**

Preschool through 6<sup>th</sup> grade students may invite their grandparents to school for a half day during the weeks of September 29<sup>th</sup> through October 2<sup>nd</sup>. The following schedule will be followed: NOTE: Teachers will notify families of times.

<b>Date</b>	<b>Morning</b>	<b>Afternoon</b>
September 28 <sup>th</sup>	Pre K-4 year old	K
September 29 <sup>th</sup>	Pre K-3 year old	1
September 30 <sup>th</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
October 1 <sup>st</sup>	4 <sup>th</sup>	5 <sup>th</sup>
October 2 <sup>nd</sup>		6 <sup>th</sup>

### **FIELD TRIPS**

Elementary students K-6 will be allowed one field trip in the spring if funding is available. Room parents are allowed to go on these field trips. **Room parents will not bring preschool age children on field trips** only children for which the trip is planned will be allowed to attend.

## THE NO CHILD LEFT BEHIND ACT

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-

- 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.

## EMERGENCY PROCEDURES

### **TORNADO**

Tornado drills are conducted at least two times each year to prepare students in the event there is a tornado. The signal will be identified through the bell system as short broken blasts and direct notification from the office. In the event of a tornado students are to follow the Emergency Procedures Handbook. The students are to kneel down and put their arms over their head in their designated areas until "all clear" is given.

### **FIRE**

Fire drills are conducted two times each year to prepare students in the event of a fire. The signal will be identified as a continuous sounding of the fire horn. The principal will give the "all clear." The **Emergency Procedures Handbook** contains specific information for classrooms.

### **EARTHQUAKE**

Earthquake drills are conducted at least once per year. Each individual classroom has a plan for their area. Basic components of this plan include demonstrations and exercises designed to help students learn and practice where to seek shelter and how to protect bodies from falling objects.

### **NUCLEAR**

Students will be sent home on busses if time permits. Otherwise they will follow the same procedure as designated for a tornado.

### **BOMB THREAT**

Fire siren will sound until building has been evacuated using the fire evacuation plan. The superintendent and principal will give students and staff instructions.

## STORMS

In case of storms at the time of dismissal, the school day will be extended until conditions are deemed safe for the children to depart. Parents may call for their children during this time or even have their children dismissed early in view of an approaching storm. Emergency fire/storm drills are held periodically during the school year to prepare students to respond safely in an emergency.

## EMERGENCY SCHOOL CLOSING PROCEDURE

We will make the decision as to school closing no later than 6:30 A.M.

The following radio stations will be notified in the following order:

- |     |          |    |                     |               |
|-----|----------|----|---------------------|---------------|
| (1) | K.C.H.I. | FM | 98.5 on your radio  | (Chillicothe) |
| (2) | K.T.T.N. | FM | 92.3 on your radio  | (Trenton)     |
| (3) | K.G.O.Z. | FM | 101.7 on your radio | (Trenton)     |
| (4) | K.Z.B.K. | FM | 96.9 on your radio  | (Brookfield)  |
| (5) | K.M.Z.U. | FM | 100.7 on your radio | (Carrollton)  |
| (6) | K.R.E.S. | FM | 104.7 on your radio | (Moberly)     |

The following Television stations will also carry our information:

- |                   |                  |
|-------------------|------------------|
| KTVO - Channel 3  | KCTV - Channel 5 |
| Fox 4 - Channel 4 | KMBC - Channel 9 |

**IMPORTANT** – PLEASE **DO NOT** CALL THE SCHOOL TO ASK IF WE ARE HAVING SCHOOL. LISTEN TO ONE OF THE ABOVE RADIO STATIONS. WE NEED THE PHONE LINES OPEN FOR OTHER SCHOOL BUSINESS.

If school is cancelled on the date of a basketball game, we will not be playing ball that night. The only exception to this rule will be in case of tournaments, and then only if roads and weather permit.

If it is necessary to cancel school after school takes up for the day, the above radio stations will be notified. It is important that parents be aware of the weather conditions and be prepared for your youngsters arriving home early.

Early school closing and school closings are inconveniences to parents who work during the school day, however, please remember that our first consideration (and only consideration) is the welfare and safety of the students who ride the busses to and from school.

All school busses are equipped with FM radios. The school office has the ability to contact each school bus route.

## **POLICY REGARDING STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES**

Meadville R-IV School is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Meadville R-IV School has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. In keeping with Meadville R-IV School's goal of

educating students in mind, body and spirit, the school's aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the students and their parents. The School's policy is as follows:

### **School's Procedures**

- No peanut products will knowingly be served or sold in the school.
- Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible.
- Based on information from the student's parents and doctor, the school nurse will develop a Food Allergy Health Plan which lists the student's food allergies, emergency treatment protocols and contact information. These health plans will be kept in the student's health file in the nurse's office. Copies will be distributed to food service personnel, classroom teachers of those students with food allergies, and other faculty/staff on a need to know basis. Plans will be updated yearly or as needed.
- Meadville R-IV School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.
- Meadville R-IV School will work with the food service director to provide food in the cafeteria that all students may enjoy. In the case of a student with multiple or unusual allergies, however, Meadville R-IV School may require the student/family to provide lunch and snacks to ensure the student's safety.
- Food service personnel, per the recommendation of the school nurse and administration, will not serve peanuts, tree nuts and shellfish in the cafeteria during normal operating hours.
- No peanut products will be allowed in the school during the school day. If unsafe foods are brought in sack lunches or found in the school during the school day, those foods will be removed and eaten in an area deemed as safe at the appropriate time.
- Foods that do not contain peanuts in the ingredients but posts an advisory such as (or similar to) "**may** contain trace amounts of peanuts" or "manufactured in a factory containing peanuts", will be allowed in the cafeteria.
- Meadville R-IV School will notify parents in advance of any major planned classroom activities that will include food, such as holiday parties, etc. Classroom teachers will monitor items brought into the classroom for special occasions. If foods containing peanuts/nuts are found they will be removed from the classroom.
- Meadville R-IV School will attempt to avoid serving food with peanuts, tree nuts, and shellfish but cannot guarantee that products with these ingredients or other food allergens will never be present on campus or at school events. Likewise, Meadville R-IV School cannot monitor products sold after the dismissal of regular classes for the school day, during athletic events, items brought for potlucks or celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.
- A warning sign will be posted at athletic events, potlucks or other school events that homemade items may contain peanut/nuts.

### **Parent/Student Responsibility:**

- Parents of students with food allergies/life-threatening allergies must provide Meadville R-IV School with emergency medications and a written medical treatment protocol for their students addressing allergy-related events. Physicians must also indicate the need for a special diet (i.e. no gluten, no food dye, ect.). The medical statement must include: an identification of the medical or other special dietary condition which restricts the child's diet, and the food or choice of foods to be substituted. Special diets

will not be accepted without being recommended by a physician. Please see the school nurse for an Authorization Form.

- The protocol and medication must be provided to the school nurse prior to the beginning of each school year. The school nurse will maintain the medication and information according to the current emergency medical treatment protocol. In elementary school, student medications will be kept in the nurses office and if necessary, in the student's classroom. In the Junior High and High School, a student may carry and administer their own Epi-Pen with written permission from their doctor and parents. In this case, it is the family's responsibility to be sure that the medication is accessible during school hours and within its expiration date. Parents may however, choose for the medication be housed in the nurse's office. Meadville R-IV School stocks an Epi-pen and an Epi-pen Jr. for emergency use.

Parents will be given the opportunity to meet with the food service director, teachers and school nurse at the beginning of each school year regarding food allergies.

# MEADVILLE R-IV SCHOOL DISTRICT 2014-2015 CALENDAR

18 Teacher Orientation Day  
19 Teacher Orientation Day

20 First Day of School

(8/8 Days)

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

05 Classes Resume

19 Martin Luther King Day  
No School

(19/101 Days)

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

01 Labor Day - No School

03 Teacher In-Service  
Dismiss School at 1:00 p.m.

12 Teacher Consortium  
No School

(20/28 Days)

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

04 Teacher In-Service  
Dismiss School at 1:00 p.m.

16 President's Day  
No School

(19/120 Days)

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

01 Teacher In-Service  
Dismiss School at 1:00 p.m.

17 End of First Quarter

23 Parent/Teacher  
Conferences 2 - 7 p.m.  
Dismiss School at 1:00 p.m.

24 No School

(22/50 Days)

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

04 Teacher In-Service  
Dismiss School at 1:00 p.m.

06 End of Third Quarter

(22/142 Days)

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

05 Teacher In-Service  
Dismiss School at 1:00 p.m.

26-28 Thanksgiving Vacation  
No School

(17/67 Days)

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

02 Spring Break  
Dismiss School at 1:00 p.m.

03-06 Spring Break  
No School

08 Teacher In-Service  
Dismiss School at 1:00 p.m.

(20/162 Days)

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

03 Teacher In-Service  
Dismiss at 1:00 p.m.

19 End of Second Quarter  
End of First Semester  
Dismiss at 1:00 p.m.

Dec. 19- Jan. 4  
Christmas Vacation

(15/82 Days)

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

06 Teacher In-Service  
Dismiss School at 1:00 p.m.

12 Last Day of School  
Dismiss at 1:00 p.m.

(8/170 Days)

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

Make Up Days: 1-19-2015  
2-16-2015  
4-06-2015

5-13-2015  
5-14-2015  
5-15-2015

## 2015-2016 ATHLETIC SCHEDULE

### GIRLS SOFTBALL/BOYSBASEBALL

Tue	8/25/15	Southwest	SB	Away	5:00 PM
Tue	8/25/15	Northwestern	BB	Away	6:30 PM
Thur	8/27/15	Hale & JV	SB	Home	5:00 PM
Mon	8/31/15	Brookfield	SB	Away	5:30 PM
Fri	9/04/15	Brashear	SB/BB	Away	5:00 PM
Sat	9/05/15	Northwestern Tourn	BB	Away	TBA
Tue	9/08/15	Atlanta	SB/BB	Home	5:00 PM
Thur	9/10/15	Bucklin/Macon Co	SB/BB	Home	5:00 PM
Fri	9/11/15	Green City	SB/BB	Home	5:00 PM
Sat	9/12/15	Milan Tournament	SB	Away	TBA
Mon	9/14/15	Linn County	SB/BB	Away	5:00 PM
Tue	9/15/15	Hamilton & JV	SB	Home	5:00 PM
Thur	9/17/15	Novinger	SB/BB	Away	5:00 PM
Fri	9/18/15	Tina-Avalon	SB/BB	Away	5:00 PM
Tue	9/22/15	Bevier	SB/BB	Home	5:00 PM
Thur	9/24/15	Brunswick	SB/BB	Home	5:00 PM
Sat	9/26/15	Norborne Tourn	SB	Away	TBA
Tue	9/29/15	LaPlata	SB/BB	Away	5:00 PM
Thur	10/1/15	Northwestern	SB/BB	Home	5:00 PM
	10/7 – 10/10/15	District Softball	SB	TBA	TBA

### JUNIOR HIGH BASKETBALL

Mon	10/12/15	Norborne	Home	6:00 PM
Wed	10/14/15	Tina-Avalon	Away	6:00 PM
Mon	10/19/15	Novinger	Away	6:00 PM
Tue	10/20/15	Bevier	Home	6:00 PM
Thur	10/22/15	Atlanta	Away	6:00 PM
Tue	10/27/15	LaPlata	Home	6:00 PM
Wed	10/28/15	Southwest	Away	6:00 PM
Mon	11/02/15	Brashear	Away	6:00 PM
Thur	11/05/15	Bucklin / Macon CO	Away	6:00 PM
Fri	11/06/15	Green City	Away	6:00 PM
Mon	11/09/15	Brunswick	Home	6:00 PM
Tue	11/10/15	Linn County	Away	6:00 PM
Thur	11/12/15	7&8 Northwestern	Away	6:00 PM
Tue	11/17/15	7&8 Hale	Away	6:00 PM

### HIGH SCHOOL BASKETBALL

Tue	11/24/15	Hardin-Central	Varsity	Away	6:00 PM
	11/30/15-12/5/15	Northwestern Tourn.	Varsity	Away	TBA
Tue	12/8/15	Atlanta	Varsity	Home	6:00PM
Mon	12/14/15	Tina-Avalon	Varsity	Away	6:00 PM
Tue	12/15/15	Linn County	Varsity	Home	6:00PM
Mon	12/21/15	Hale	Varsity	Away	6:00 PM
	12/28/15-12/31/15	Holiday Hoops	Varsity	NCMC	TBA
	1/4/16-1/9/16	Marceline Tournament	Varsity	Away	TBA
Mon	1/11/16	Brashear	Varsity	Home	6:00 PM
Tue	1/12/16	Bevier	Varsity	Away	6:00PM
Fri	1/15/16	LaPlata	Varsity	Away	6:00 PM
Tue	1/19/16	Green City	Varsity	Home	6:00 PM
Thur	1/21/16	Northwestern	Varsity	Home	6:00 PM
	1/25/16-1/30/16	Meadville Inv. Tourn.	Varsity	Away	TBA
Thur	2/4/16	Grundy County	Varsity	Away	6:00 PM
Fri	2/5/16	Novinger	Varsity	Away	6:00 PM
Fri	2/12/16	Bucklin/Macon County	Varsity	Away	6:00 PM
Tue	2/16/16	Glasgow	Varsity	Home	6:00 PM
Thur	2/18/16	Norborne	Varsity	Away	6:00 PM
	02/22—02/27/16	District Tourn.	Varsity		TBA



## MEADVILLE R-IV SCHOOL 2015-2016 FACULTY

RON HOLCER  
MISTY BURNETT  
RHONDA ACKLEY  
AMANDA BAGLEY  
QUINCY BEVELLE  
CHARLOTTE BIGLER  
CHARLY BREWER  
KEVIN CARR  
TONI COCHENOUR  
ALICIA COKERHAM  
CAITLIN CRAMER  
HEIDI EDWARDS  
TONY FAIRCHILD  
SARAH HAMMOND  
NATALIE HOLCER  
LAURIE KNOWLES  
JOSH MCCOY  
MARSHA MCLAIN  
PHILLIP MARTIN  
TERESA MUCK  
DREW NIER  
KELLY RICHARDS  
STEPHANY RUSSELL  
CHRISTY SEIFERT  
SHAWNA SHIFLETT  
BROOKE STANDLEY  
THERESA TRIPLETT  
REBECCA TRIVETTE

SUPERINTENDENT  
K-12 PRINCIPAL  
LIBRARIAN PRE K-12<sup>TH</sup> GRADE  
2<sup>ND</sup> GRADE  
1<sup>ST</sup> GRADE  
DE ALGEBRA, GEOMETRY, WEB DES, ACT, TRIG  
K-12 ART  
BUSINESS, PER. FINANCE, & COMPUTER CLASSES  
SPECIAL EDUCATION  
K-12 GUIDANCE COUNSELOR, 12<sup>TH</sup> CAREERS  
7-12 MATH  
FACS  
HISTORY(7-12) DE HISTORY, WEST. CIV., GOV, ECON.  
PRESCHOOL & ELEMENTARY COMPUTERS  
3<sup>RD</sup> GRADE  
SPEECH PATHOLOGIST  
K-12 MUSIC, JR & SR HIGH SCHOOL BAND  
6<sup>TH</sup> GRADE  
VOCATIONAL AGRICULTURE  
READING RECOVERY & TITLE I  
PHYSICAL EDUCATION (K-12) & WEIGHT LIFTING (9-12)  
SCIENCE (7-12)  
4<sup>TH</sup> GRADE  
KINDERGARTEN, PARENTS AS TEACHERS  
SCHOOL NURSE  
7<sup>TH</sup>,8<sup>TH</sup>, & 9<sup>TH</sup> ENG, 7<sup>TH</sup> MATH,LIT. ENRICH, VOCAB  
ENGLISH I, II, III, DE ENG, VOC CAREERS ENG  
5<sup>TH</sup> GRADE

## MEADVILLE R-IV 2014-2015 STAFF

KRISTA BEAN  
SHIRLEY CORDRAY  
CAROLYN DUDLEY  
DAVID DUDLEY  
KENNETH DUDLEY  
DEANNE FLICKINGER  
ERIC FRIESNER  
TERESA FRIESNER  
STEPHANIE FRIESNER  
TERESA GROVES  
KENNY HUNT  
RON KRAMMES  
REX LEPPIN  
MONTY MONTGOMERY  
AMY RYAN  
JOLEE SISNEY  
WANDA STROUSE  
KAREN SURBER

COOK  
SECRETARY  
PARAPROFESSIONAL  
BUS DRIVER  
BUS DRIVER  
REMEDIAL MATH, SPANISH I & II  
BUS DRIVER  
SECRETARY/BOOKKEEPER  
COOK  
PARAPROFESSIONAL  
CUSTODIAN  
CUSTODIAN  
BUS DRIVER  
BUS DRIVER  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
COOK  
PRINCIPAL'S SECRETARY

# Parent/Guardian and Student Acknowledgment of Elementary School Handbook

**I HEREBY ACKNOWLEDGE TO HAVE  
RECEIVED AND READ THE MEADVILLE R-IV  
Elementary SCHOOL STUDENT HANDBOOK**

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Student

\_\_\_\_\_

Date