

August, 2016

Dear Families,

Today your child brought home a Meramec Valley R-III Elementary Student Handbook. It was reviewed in class with his/her teacher. Please review with your child, sign the bottom portion and return to your child's teacher. We trust you'll find the information to be helpful. Please keep the handbook at home for your use. Please contact the school office with any questions or concerns you have. Working together, we can provide your child with a structured, safe learning environment.

Sincerely,
Elementary Principals
Meramec Valley R-III School District



Policy Acknowledgement Page

- Field Trip Procedures; Policy IICA & IICA-AP(1)
- Photo Release; Policy EHBB-AF(1)
- District Expectations; Policy AD
- School/Bus Safety Procedures; EEA, JFCC
- Student Attendance Policy; Policy JED, JED-AP(1)
- Student Technology Usage Agreement; Policy EHB, EHBA, EHBB
- Student Assessment; Policy IK, IL
- Directory Information, Policy JO

Student's name: _____

Grade level: _____

Date: _____

Parent(s)/Guardian(s) signature: _____

Your signature indicates you have read and understand the information contained within this student handbook.

Meramec Valley R-III
School District

Elementary Student Handbook
2016-2017



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Meramec Valley R-III School District

Dear Students and Parents,

Welcome to the 2016-2017 school year! By working together, we can ensure your child has a quality educational experience in a safe environment that enables him/her to acquire the knowledge, skills, and attitudes necessary to become a responsible, successful individual.

It is our desire to help make your child's elementary school experience as successful as possible. This handbook is a tool that can be used to assist both students and parents. It provides basic information about our school policies, general guidelines, and other information. Be sure to read the attached policies and procedures sections to become familiar with student discipline procedures, attendance requirements, dress code, bus policy, etc.

Please remember open communication is a vital part of your child's school experience. You have the ability to contact your child's teacher via e-mail or through our school offices. You are also encouraged to maintain a high level of involvement in your child's school experiences by visiting the school and talking with your child about what is happening. When young children know their parents are interested in and concerned about their education, their interest also increases.

We look forward to getting to know your child and to working with you during this upcoming school year. The school administration and staff are here to help, and we will do our best to accommodate your needs. Thank you for choosing the Meramec Valley R-III School District!

Your partners in education,

Lisa WeirichColeman Elementary Principal
Dawn Bristow.....Nike Elementary Principal
Greta Franklin.....Robertsville Elementary Principal
Marian Meinhardt.....Truman Elementary Principal
Ketina Armstrong.....Zitzman Elementary Principal
Keith Orris.....Coleman/Zitzman Assistant Principal

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gfranklin@mvr3.k12.mo.us
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WELCOME TO ELEMENTARY SCHOOL!

This elementary student handbook provides information concerning important policies and general guidelines that you may find helpful. Our goal is to help children become successful and enjoy their time in school. We provide a wide variety of learning experiences to enhance elementary students' development – intellectually, socially, emotionally, and physically. We encourage you to become involved in your child's school experiences. Teachers and administration need your support in order to promote a better learning atmosphere.

SCHOOL BOARD MEMBERS

Mr. Tim Richardson, President
Mr. Ed Groom, Vice President
Mr. Paul Marquardt, Treasurer
Mrs. Mary Clasby-Agee, Secretary

Mr. Mike Butler
Mr. Christopher Arnette
Mr. Mike Klenke

DISTRICT ADMINISTRATION

Dr. Ed Hillhouse, Superintendent
Dr. Terri Parks, Assistant Superintendent
Dr. Jeremy Way, Assistant Superintendent
Ms. Joël Cracchiolo, Business Manager
Mr. Chris Delmain, Director of Support Services
Mr. Scott Roper, Director of Transportation

Twitter:
@DistrictMVR3

Coleman Elementary
4536 Coleman Road
Villa Ridge, MO 63089
636-742-2133
636-742-2281 (fax)
636-742-4026 (SACC)

Lisa Weirich, Principal
Facebook: Coleman Elementary

Dorain Turley, Coordinator

Nike Elementary
2264 Highway AP
Catawissa, MO 63015
636-271-1444
636-271-1447 (fax)
636-271-1484 (SACC)

Dawn Bristow, Principal
Facebook: Nike Elementary

Cari Gebel, Coordinator

Robertsville Elementary
4000 Highway N
Robertsville, MO 63072
636-271-1448
636-271-1450 (fax)
636-271-1451 (SACC)

Greta Franklin, Principal
Facebook: Robertsville Elem
Twitter: @RE_Braves

Cari Gebel, Coordinator

Truman Elementary
101 Indian Warpath Drive
Pacific, MO 63069
636-271-1434
636-271-1490 (fax)
636-271-1461 (SACC)
636-271-1439 (Health)

Marian Meinhardt, Principal

Brenda Kennon, Coordinator
Barb Heger, RN
District Health Coordinator

Zitzman Elementary
255 S. Indian Pride Drive
Pacific, MO 63069
636-271-1440
636-271-1443 (fax)
636-271-1471 (SACC)

Ketina Armstrong, Principal
Facebook: Zitzman Elementary
Twitter: @zitzmanchiefs

Marilyn Parks, Coordinator

PHILOSOPHY

The Meramec Valley R-III Public School System believes that effective learning and teaching takes place in a climate of self-discipline. We believe all children can learn self-discipline by accepting responsibility for their own actions and developing habits of good citizenship. Children should feel safe, secure and happy at school; we will strive to provide opportunities for them to learn self-discipline and develop self-esteem.

In order for this to be accomplished, it is necessary that the school's environment be free from disruption which could interfere with the student's right to learn and the teacher's right to teach. Therefore, certain rules and regulations are established, promoted and enforced for the good of all.

Education must meet the needs of the whole child which includes building and nurturing self-respect and positive self-concept. Separation of the child's misbehavior from the child himself is essential. The student's needs are better served by recognizing and reinforcing positive behavior.

The effectiveness of our school plan for self-discipline is directly related to the extent that home and school are consistent. Close communication and a cooperative effort between school and home are vital to a positive school environment for all children.

DISTRICT GOALS AND OBJECTIVES

Board Policy AD

The following goals and objectives are identified for the Meramec Valley R-III School District. Additional specific strategies/action steps to support established goals and objectives will be outlined in the District Comprehensive School Improvement Plan and reviewed on a yearly basis.

1-STUDENT PERFORMANCE

Goal 1: All MVR-III students will graduate college and/or career ready.

Objective 1: By June 2020, student achievement will rank among the top districts in the state of Missouri.

Objective 2: By June 2020, students will qualify for entrance into post-secondary education/training.

2-HIGHLY QUALIFIED STAFF

Goal 2: MVR-III will recruit, attract, develop, and retain highly qualified staff yearly.

Objective 1: Develop and retain high quality staff by Implementing and maintaining a yearly professional development plan and district evaluation system for certified staff focused on growth and student achievement.

Objective 2: Develop staff recruitment and retention plans based on best practices and the impact on student achievement.

MERAMEC VALLEY R-III SCHOOL DISTRICT MISSION
"Together, we make a difference in doing what's best for kids!"

3- FACILITIES, SUPPORT AND INSTRUCTIONAL RESOURCES

Goal 3: All MVR-III students will learn in an environment that is supportive and conducive to learning.

Objective 1: Utilize technology to improve student learning.

Objective 2: Support services will operate efficiently and responsibly to ensure a supportive environment to maximize the opportunity to learn.

Objective 3: Maintain and ensure updated, safe facilities and school climates conducive to learning for the successful development of all students.

4-PARENT AND COMMUNITY INVOLVEMENT

Goal 4: MVR-III parents, students, and community members will actively participate in school events to support student learning.

Objective 1: By June 2020, student achievement will rank among the top districts in the state of Missouri.

Objective 2: By June 2020, parent and community involvement in educational programs will increase yearly.

5-GOVERNANCE

Goal 5: MVR-III will be governed to provide fiscal resources and leadership that benefit students, staff, and parents.

Objective 1: Develop and maintain a fiscally responsible operating budget.

Objective 2: Maintain customized policies and develop improved communication with stakeholders.

DISTRICT EXPECTATIONS

The Meramec Valley R-III School District recognizes the need for a concerted effort from students, parents, and school personnel in order to provide the best educational experience for the children of our district. The responsibility for school discipline cannot be vested in one segment of the community alone. Each group performs a necessary role in providing resources important to establishing a positive school climate, and each should be aware of the responsibilities and rights that are part of establishing and maintaining a fair and consistent discipline code.

SCHOOL PERSONNEL

Schools are responsible for using the resources available to them to establish and maintain student control. Each member of the school staff is part of the team performing his or her role in the disciplinary process, fully utilizing the training and capabilities which are inherent to his or her position with commitment, firmness and fairness.

SCHOOL PERSONNEL RESPONSIBILITIES

- Be guided by professional ethics in relationships with others.
- Inform parents about academic progress and student conduct order.
- Show concern and respect for each student.
- Implement classroom routines that contribute to instruction, a well-ordered classroom and the development of civic responsibility.

- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
- Know and enforce rules courteously, consistently and fairly.
- Handle behavior problems according to the rules and regulations set forth by the school.
- Strive to use a variety of informal discipline and disciplinary action including conferences and/or contacts among administrators, parents or guardians, teachers, staff and students.

SCHOOL PERSONNEL RIGHTS

- Require a reasonable standard of orderly behavior.
- Have the respect of students, parents and fellow staff members.
- Have conferences with all parties involved when a student behavioral problem has not been satisfactorily resolved.
- Protect themselves, another staff member or student(s) from physical assault or injury.

PARENTS

Parents have the responsibility to provide the most important early training that all children need in preparation for their formal schooling. Parents should provide children with basic education in good conduct and respect for other persons and property. Parents share the responsibility to keep the lines of communication open between home and school and to encourage students' positive attitudes about learning.

PARENTS' RESPONSIBILITIES

- Be considerate of school personnel.
- Ensure their child's prompt and regular school attendance.
- Maintain regular communication with school personnel concerning their child's progress and conduct.
- Provide their child with the resources needed to complete class work.
- Discuss work assignments and report cards with their child.
- Bring to the attention of proper school personnel any problem, concern, complaint, or condition which affects their child or other children of the school.
- Assist their child in developing good health habits.
- Maintain up-to-date emergency health care forms, including home address and phone numbers for home and work.
- Discuss with their child appropriate conduct at the bus stop, on the bus, and walking to and from school.

PARENTS' RIGHTS/PUBLIC COMPLAINTS

Refer to BOE Policy KL

- Know that the disruptive action of a few will not be allowed to interfere with the opportunity of the majority for academic and social growth.
- Be granted reasonable access to all school records pertaining to their child.
- Be notified of their child's violation of school rules and regulations when necessary.
- Appeal decisions regarding their child and school.
- The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Please refer to BOE Policy KL for further guidance.

STUDENTS

Each child should have every possible opportunity to take advantage of the instructional programs. This behavior code is to make students aware of the actions which violate school rules and the consequences of such behavior. Students who violate rules take away from themselves and others the learning opportunity which students have the right to expect.

STUDENTS' RESPONSIBILITIES

- Learn.
- Respect the person, property, intellect and creative products of others.
- Attend classes regularly and be punctual in attendance.
- Be prepared for each class with appropriate materials.
- Conduct themselves in a safe, healthy and responsible manner.
- Take responsibility for their own learning and behavior.
- Abide by the rules of the school and each classroom teacher.
- Seek or accept changes in an orderly and recognized manner.

STUDENTS' RIGHTS/COMPLAINTS & GRIEVANCES

BOE Policy KL

- Learn and be treated in a respectful manner by other students and school personnel.
- Be safe in school buildings, on school grounds, and on school trips.
- Have study time and instruction time free from disruption.
- Be recognized, speak and have the full attention of others.
- Be treated fairly and consistently throughout the school district.
- Please refer to BOE Policy KL

ABSENCES

Board Policy JED & JED-AP(1)

Regular attendance is critical to the learning process. When a student is absent from class, it is impossible to recreate the situation that existed during the student's absence. Makeup work cannot take the place of classroom instruction. It is essential that each student be in the classroom every day possible.

When a student misses school, a parent/guardian should call the school office before 10:00 a.m. each day the student is absent. Please refer to the HOMEWORK section for information regarding makeup work.

If parents do not call, the school will call home. The purpose of this is not only to verify the absence, but to verify the whereabouts and safety of the child. When no phone is available, a note is requested from parent/guardian explaining the reason for absence and day(s) missed.

An excused absence requires communication to the school office by a parent/guardian verifying a student absence for medical, family emergencies, etc.

An unexcused absence will be given if no parent/guardian contact is made or reasonable purpose is not given. An unexcused absence is issued at the discretion of the building principal.

Tardy Slips

All students arriving late for school (except on late buses) must receive a tardy slip from the office before entering the classroom. Students (arriving late) need to be signed-in at the office by an adult. If a student leaves the building early (with less than 30 minutes remaining), this will also be counted as a tardy.

Students Leaving School

For a child to be excused during the school day, an individual authorized on the emergency contact list must sign out the student in the office. Identification may be requested at this time. Each building will have a plan for signing out children at the end of the day.

ACADEMICS AND ASSESSMENTS

Board Policy IK, IK-AP(1), IL & IL-AP(1)

Communication between home and school is a vital component for a student's academic success. Throughout the school year, parents/guardians and students will be kept informed of a student's academic/behavioral performance and attitude, both formally and informally. Near the middle of each quarter, parents/guardians will receive notices of the academic/behavioral progress of all students with the exception of the first quarter of the kindergarten year. Grade reports will be sent home at the end of each quarter. Parent/teacher conferences will be held district-wide during the first and second semesters. **Parents have access to student progress through SIS Parent Portal.**

Students will participate in standardized achievement tests during the elementary school years, such as state-wide MAP testing. Parents will be notified of standardized testing dates and the results will be made available to parents.

SENATE BILL 319

Board Policy IGC

Since the 2001-2002 school year, all school districts are required to assess and determine the grade-level reading ability of students in Grades 3-6 who transfer in during the year. This determination must be made within 45 days of the end of the school year. This assessment is NOT required for students who have already been determined to be reading at or above grade level.

NUISANCE ITEMS NOT ALLOWED AT SCHOOL

- Toys of any kind (unless designated by teacher).
- Water pistols or any type of shooting toy.
- Paintballs or other related equipment.
- Knives, lasers, or other dangerous objects.
- Sports equipment (baseballs, footballs, skateboards, bats, etc.).
- Articles or items for the purpose of selling or trading with friends or teachers.
- Chewing gum.
- Valuable items (headphones, CD players, radios, electronic games, sports cards, MP3 players, etc.)

See BOE Policy EHBA for students in grades 3, 4 & 5. Students are responsible for items they choose to bring which have not been requested by the school. These items may be taken and returned only to the parent. Live animals and sports equipment may be brought to school only when pre-approved by the teacher and school administrator. Live animals may not be transported on the bus.

ASSEMBLY (unauthorized)

Small groups, clubs and teams which limit the participation of all children and are not sanctioned by the school are not permitted. Gangs of any type are not allowed and will be handled in a disciplinary manner.

BREAKFAST & LUNCH

Board Policy EF, EF-AP(1) & EFB

The school district provides nutritious breakfasts and hot lunches for students at minimal cost. Meals may be secured by paying weekly or monthly through the school office or on-line via PayPal. All lunch balances must be brought current by the end of each month. Money (preferably by check) should be sent at the beginning of each week. Free and reduced lunch applications are available in any school office.

Parents may choose to complete a Meal Restriction form to prevent or limit a student's purchase of additional items, including a la carte.

Students will have their transactions calculated through a computerized lunch program. Money brought will be deposited through the school office, and the balance will reflect each time a student eats. The purpose of this system is to provide an accurate accounting of the student's financial records pertaining to money balances and charges. To assist with this process, please do the following:

1. All money should be placed in an envelope with the student's name, grade, teacher's name, and the amount enclosed.
2. Payment may be made weekly, monthly, or quarterly. We strongly recommend that you pay as far in advance as possible, since a negative meal balance can result in your child receiving an "alternate" meal.
3. Periodic notices will be sent home with students reflecting their meal account balance and can also be accessed through the *SIS Parent Portal*. Parents are encouraged to contact the school office at any time a discrepancy is noticed.
4. **If a student accumulates charges totaling -\$10, the students will be served an "Alternate Meal" – until the debt is reduced per BOE Policy EF.** No meal charges will be allowed 3 weeks prior to the end of school.

Prices for School Meals (Grades K-5):

Lunch:	\$2.55 per day/\$12.75 per week
Breakfast:	\$1.50 per day/\$7.50 per week
Extra Milk:	\$.55 per carton



BULLYING/HARASSMENT

Board Policy AC & JFCF

The Meramec Valley R-III School District is committed to providing an environment free from harassing behavior. Harassment shall be defined as "engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose." Such conduct might be verbal (threats, insults, whistles or rude noises, comments about a person's body, sexual remarks/requests); nonverbal (following another person, gestures or suggestive body movements, sexual pictures, or

drawings); or physical (uncomfortable proximity, grabbing/touching someone sexually). Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group. Allegations of harassment and/or bullying shall be investigated and if substantiated, corrective or disciplinary action will be taken and local authorities may be contacted.

Meramec Valley R-III School District prohibits any and all forms of unlawful harassment and discrimination on the basis of age, race, color, sex, religion, national origin, or disability in the admission, access to, treatment, and employment in its programs and activities. Meramec Valley R-III School District also prohibits retaliation against any individual because that individual has opposed any act or practice of discrimination and/or harassment based on age, race, color, sex, religion, national origin, or disability in the admission, access to, treatment, and employment in the District's programs and activities, or because that individual has made a charge of discrimination or harassment, or otherwise testified, assisted, or participated in any manner in any investigation, proceeding, or hearing related to a charge of discrimination or harassment.

Meramec Valley R-III School District is an equal opportunity employer and it is the policy of Meramec Valley R-III School District to provide equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion, and to maintain a work environment for its employees that is free from unlawful discrimination, harassment and retaliation.

It is the policy of Meramec Valley R-III School District to provide and maintain a learning environment that is free from discrimination and harassment based on an individual's age, race, color, sex, religion, national origin, or disability.

It shall be a violation of District policy for any student, teacher, administrator or other school personnel of this District to unlawfully harass, discriminate or retaliate against any other student, teacher, administrator or other school personnel of this District on the basis of age, race, color, sex, religion, national origin, or disability. For purposes of this policy, "school personnel" includes school board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the Meramec Valley R-III School District.

Definitions

For purposes of this policy, "harassment" includes both person to person and electronic communication. Harassment may consist of:

Verbal Conduct – threats, taunts, name-calling and put-downs, insults, whistles or rude noises, comments about a person's body, sexual remarks/requests, extortion

Written Communications - notes, letters, etc. or sexual pictures or drawings

Nonverbal Conduct- stalking, gestures or suggestive body movements, display of sexual pictures or drawings, exclusion from a peer group.

Electronic transmissions – threats or insults transmitted via a written format (internet, text message, email, personal digital assistant (pda), or wireless handheld device) or a graphic format (video, camera, cell phone).

Physical Conduct – uncomfortable proximity, grabbing/touching another person’s intimate parts, physical violence, theft or damaging property

Such conduct that interferes with the educational process is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

NOTICE OF NON-DISCRIMINATION

BOE Policy AC

Meramec Valley R-III School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission, access to, treatment, and employment in its programs and activities.

As per Board of Education policy adopted on June 18, 2008, applicants for admission and employment, students, parents of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Meramec Valley R-III School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, treatment, and employment in its programs and activities.

Any person having inquiries concerning Meramec Valley R-III School District’s compliance with nondiscrimination laws is directed to contact The Assistant Superintendent of Personnel, Mr. Jeremy Way, 126 North Payne, Pacific, MO 63069, (636-271-1400). These non-discrimination laws include Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act. The Assistant Superintendent is the person who has been designated to coordinate the District’s efforts to comply with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the District’s compliance with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act. Refer to Meramec Valley School District Board Policy. Any student who believes he/she has been discriminated against, denied a benefit or excluded from participation in any district education program or activity on the basis of sex, race, color, national origin, age or handicap in violation of Title VI, Title IX or Section 504, may file a written complaint with the Assistant Superintendent of Schools at 636-271-1400.

BUS INFORMATION

BOE Policy EEA, EEA-AP(1), JFCC & JFCC-AP(1)

Meramec Valley R-III School District offers transportation services to pupils in the district. It is not only the transportation department’s responsibility to make each trip a safe and trouble-free trip, but it is also the student’s responsibility, with help from parents, to learn the riding rules and obey them in order to continue to use this service.



Students should observe the following regulations:

1. Follow bus rules and the district discipline policy.
2. Be courteous and follow appropriate bus behavior guidelines. Avoid distracting the bus driver.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Respect and cooperate with the driver.
6. Stay in your assigned seat.
7. Keep head, hands, feet and objects inside the bus.
8. Large items may not be allowed on the bus.
9. Be on time.
10. Never stand on the road while waiting for a bus. Never touch any part of the outside of the bus while idle or in motion.
11. Profane language, fighting, or throwing objects, smoking/use of tobacco is prohibited.
12. Immediately report any damages to the bus driver. Compensation for damages will be made by individuals responsible.
13. Students suspended from their regular route shall not ride any other bus. Note: Students must be in attendance to fulfill a suspension.

Riding the bus is a privilege. When student conduct violates bus rules and poses a safety hazard, the privilege to district transportation may be denied. Meramec Valley R-III School District buses will transport students to and from their assigned stop only. Prior approval for any bus changes must be obtained from the building principal. For safety purposes food, drinks, glass, large items, balloons, live animals and floral arrangements are not allowed on the bus.

Any student who does not abide by the bus rules shall be reported to the building principal for disciplinary action, in accordance with the Bus Driver’s Discipline Plan. Removal from the bus as disciplinary action is subject to appeal to the Assistant Superintendent and to the Board of Education. Questions that arise concerning bus problems are to be directed to the MVR-III Transportation Department at **636-271-1470**.

CHARACTER EDUCATION

The Meramec Valley School District recognizes the importance of providing opportunities for students to have an awareness of individual character traits which help to promote the development of a positive and productive individual. Character traits are introduced and integrated within the classroom learning activities and/or implementation of the Positive Behavior Support System: Examples of these traits are:

Be Respectful – Be Responsible – Be Safe

Character Groups

In each district elementary school, a student character leadership organization will be supported. This character leadership group will be composed of students who have completed an application, shown a history of being a leader with his/her peers, and who consistently makes good choices. Parent support of the student application must be received.

Expectations for character leaders include:

- Students will be expected to attend meetings as designated and perform duties as needed.
- Students will be expected to set a good example for peers.
- Students may be asked to represent the school organization at a community meeting or local business contact.
- Students will be expected to be dependable and reliable in performing duties for which they volunteer or are assigned.

In addition to the elementary character leaders, students will have opportunities to be involved school-wide events and service projects.

CLASS ASSIGNMENTS

In making class assignments, we attempt to assign each child to a particular group that will be best for him/her. Children learn at different rates and in different ways. Students are provided a variety of learning experiences, materials and environments that will help each child become successful in school.

Class rosters are established to meet the needs of all children. Principals will not approve a move simply because a child or parent prefers a particular teacher.

COUNSELING


Each elementary school has the services of a certified school counselor based on student enrollment within the building. Counseling services are available to all students. There are four areas of responsibility that are covered by the counselor: classroom presentations, responsive services, system support and individual student planning.

Parent Resources:

Crisis Hotline 1-888-644-5886
Violence Hotline 1-866-748-7047
Family Services 1-800-392-3738

CURRICULUM

BOE Policy IA

 The district specifies which subjects are to be studied at all elementary schools. Teachers select supplementary materials and appropriate teaching methods for challenging students to attain their own learning potential. Reading, writing, mathematics, social studies and science form the core of the elementary curriculum. Art, physical education, music and library skills are incorporated into the curriculum.

Most courses are offered in self-contained classrooms under the guidance of one teacher. Music, art and physical education are taught by specialists in those subjects. Students with special

needs are placed in individualized programs designed to meet their identified needs. These programs include gifted education, Title I reading and special education.

DAILY SCHEDULE

8:45 a.m.-3:40 p.m.

School begins promptly at 8:45 a.m. **Students should be dropped off no earlier than 8:15 a.m.** If morning childcare is needed prior to 8:15 a.m., contact the school office for information about SACC registration.

School dismisses at 3:40 p.m. Classroom instructional time will be protected by calling students from class only for emergencies. When it is necessary for a child to deviate from his normal routine, a note from the parent should be sent to the office to explain specific instructions.



The last part of the day is a very busy time, and we want to limit confusion and miscommunication. To pick your child up early, you must sign your child out at the front office. **Please help us to preserve instructional time by waiting until 3:40 to pick up your child.**

DISCIPLINE

Including, but not limited to BOE Policies JG-R1, JGA, JGA-2, JGB, JGD, JGE and JGF

District discipline guidelines are designed to create a safe atmosphere, foster student responsibilities, instill respect for the rights of others, and to ensure the orderly operation of the district's schools. Administration reserves the right to search student cubicles and school property used by students. Drug dogs may be used to search cubicles, backpacks, purses and cars parked on the school lot.

Elementary In-School Suspension Program:

The ISS program was established as a means of discipline. Its purpose is:

- To reduce the number of students suspended or expelled from the district.
- To help students learn to accept responsibility for their own behavior in order to return to their regular classroom.

Students in ISS are given the opportunity to do all school work and receive full credit for all work completed to teacher expectations. The student will remain in the ISS room or principal's office for the entire day(s) assigned.

Referrals

Referrals to ISS may be made by the elementary principals, based upon teachers' written referrals or administrator's own judgments about the student's behavior. The number of days assigned for ISS is at the discretion of the principal. Students will be sent to ISS the next day it is available in their building. The procedure for sending students to ISS will be as follows:

- Misconduct forms will be written and sent to parent/guardian.
- Phone calls to parents will be made.
- Assignments will be submitted by the student's classroom teacher.

Assignments

Upon arrival at ISS, students will be handed the following:

- Assignment forms from their teacher.
- Sheet listing the regulations and time schedules of ISS.

Rules and Procedures in ISS

- Students report to their classrooms when they arrive at school.
- Students will take supplies of paper, pencils, erasers, etc. which will be necessary for the completion of their assignments.
- Students will be assigned seats by the ISS instructor and will remain in those seats for the entire day.
- Students must ask permission to leave their assigned seats.
- Students will not speak to the ISS instructor or any other student without permission from the ISS instructor.
- Students will not be allowed to participate in or attend after-school activities on days they are assigned to ISS.

Excused absences will delay rather than eliminate ISS. Upon returning to school, a student will be assigned a new date for ISS. Medical excuses from a physician may be required. Tardiness and unexcused absences will be handled by the principal.

Removal from ISS

When a student is removed from ISS, the parent will be required to come to school to pick up the student. Students will be required to serve a full day of ISS to make up any day they are ejected. Incidents which may result in ejection from ISS:

- Sleeping
- Refusal to work
- Disruptive behavior (talking, noises, profanity, etc.)
- Defiance of authority
- Other behavioral problems as judged by the ISS instructor

DISMISSAL PRECAUTIONS BOE Policy JEDB

It is the goal of the Meramec Valley R-III School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

DISTRICT DRESS CODE

BOE Policy JFCA & JFCA-AP(1)

The administration is authorized by the Board of Education to establish appropriate dress standards. Violators will be asked to seek appropriate attire immediately. Repeated violations may result in disciplinary action. The following guidelines should be observed:

1. Clothing with obscene, vulgar, racially inflammatory, or profane slogans/pictures shall not be worn to school.
2. Halter tops, tube tops, tops that allow bare midriffs, backless tops, fish-net mesh style tops, and strapless tops shall not be worn. Underwear shall not be worn as outerwear.
3. Shoes shall be worn. Tennis shoes must be worn for P.E. and are strongly suggested for daily wear.
4. Hats, other headgear, or sunglasses shall not be worn in the building.
5. Clothing which contains advertisements for and/or promotes alcohol, tobacco, and/or drug-related products shall not be worn to school.

Additions or modification regarding the student dress code may be made at the discretion of the principal. Dress codes may be modified for special activities or occasions.

ELECTRONIC DEVICES BOE Policy EHBA

Students are not allowed to use any electronic sending or receiving device while school is in session with the exception of students in Grades 3, 4 & 5 that have completed all necessary forms regarding the District's BYOD policy EHBA. These devices include pagers, beepers, cellular telephones and any other devices, which disrupt school or promote an unsafe environment for learning. Handheld video games are strongly discouraged at school.

EMERGENCY INFORMATION

The school office should be notified of any change of address or phone numbers during the school year. It is also important to have up-to-date emergency phone numbers on file in case of an emergency with a student or in the event of early school dismissal. Please keep this information accurate!

EMERGENCY PROCEDURES

It is mandated that disaster drills be conducted periodically during the school year. In compliance with these regulations, the Meramec Valley R-III School District has established procedures to be carried out in evacuating and protecting the students. Instructions for such emergencies are explained by teachers and posted in all classrooms.

FIELD TRIPS

BOE Policy IICA & IICA-AP(1)

Field trips are intended to expand/enhance classroom learning and bring real-life experience and meaning to the curriculum. These trips are a privilege, and all school rules apply. Students must ride the school bus to and from all field trip destinations. Field trips require all screened volunteers to complete a background check. Visit the Meramec Valley R-III website to locate the Volunteer Handbook and Chaperone Policy ICC-AP.

Preschoolers/siblings are not allowed to attend field trips nor may they be transported by district transportation. Tobacco products are not allowed on any field trip.



GRADE REPORTING

BOE Policy IK & IK AP(1)



The purpose of the SBGR system is to provide parents, teachers and students with more accurate information about students' progress toward meeting curriculum content standards during the critical first years of foundational learning. K-2 Standards-Based Grading & Reporting (SGBR) uses four different levels to indicate a child's progress toward meeting the end-of-year MVR-III curriculum standards. For more information please visit the Parent Resources tab on the District's website and refer to the Standards Based Grade Reporting Guide for K-2 Parents.

STANDARDS BASED GRADE REPORTING, Grades K-2:

- 4 Surpassing Standard
- 3 Meeting Standard**
- 2 Approaching Standard
- 1 Beginning Level
- X Standard Not Assessed

Student learning will be assessed in grades 3-5 by using the standards-referenced grading model. All assignments and assessments are centered on the district curriculum and stated accordingly on student report cards.

GRADING SCALE Grades 3-5

97-100%	A+	93-96%	A	90-92%	A-
87-89%	B+	83-86%	B	80-82%	B-
77-79%	C+	73-76%	C	70-72%	C-
67-69%	D+	63-66%	D	60-62%	D-
59 and below F (Failing/No Credit)					
P (Pass)					

HEALTH SERVICES BOE Policy JHC

Communicable disease (refer to Board Policy EBB, EBB-AP(1), EBB-AP(2)): To prevent the spread of illness, students are not to share food or drinks at school. Students are expected to maintain good hygiene habits, regular bathing and frequent hand washing to help prevent disease. Persons with communicable diseases will be excluded from school according to state guidelines.

Going home "sick": Students who become sick, or are injured during the school day, should report to the school nurse. The nurse will assess the student's problem and contact a parent/guardian if the student requires further medical assistance or needs to go home. Providing transportation and adult supervision is the responsibility of the parent/guardian.

Food Allergies (refer to Board Policy JHCF & JHCF-AP(1)) some schools have students attending who have severe and even life-threatening food allergies. Eating these foods, even in trace amounts, may cause a severe reaction that can lead to death. School staff have been trained to recognize such a reaction and to administer medication in an emergency. Certain parts of our school building may be designated as "allergy aware" areas, and certain foods may be restricted in those areas. Please know that those restrictions are for the safety of students, and you are expected to comply with those food restrictions. Specific questions regarding allergies in each building may be directed to your building principal or building nurse.

Head Lice (refer to Board Policy JHC-AP(2)): Head lice infestations can be a problem in the school population. Head lice are not life threatening, do not carry disease, and are simply considered a nuisance issue. Transmission occurs by direct contact with the head of another infested individual. Head lice are often diagnosed in schools, but transmission usually occurs at home or in the community. A number of head lice cases in a school can take a significant amount of time away from the educational program. In order to protect our classroom time, we are adopting the following policy: Students with head lice infestation will be excluded from school only to the minimum extent necessary for treatment.

Immunizations (refer to Board Policy JHCB & JHCB-AP(1)):

The school district maintains an immunization record on each student in our school. All students must be in compliance with state immunization guidelines to attend classes. Students whose immunizations are not up-to-date will not be allowed to come to school.

Special Health Conditions: If a child has a special problem concerning his/her health (e.g. frequent urination, hearing problems, allergies, asthma conditions, etc.), a parent or guardian should provide a note from a physician defining diagnosis and care instructions. School personnel must know about these problems if they are to take the best possible care of children while they are under their supervision.

Parents can apply for Medicaid and/or other related services at the Community School at (636) 271-1459.

Students and Medication (refer to Board Policy JHCD & JHCD-AP(1)): Our school does not furnish medicine of any kind. If a student needs medicine at school, a parent/guardian must bring it to the school nurse in the original container. The parent/guardian must sign a permission form for the nurse to give the medicine. Students are not allowed to carry or self-administer medicine of any kind. Students are not to carry medicine outside of these guidelines. School staff will not administer the first dose of any medication. School personnel will not dispense non-prescription medication of any kind to a student in school without the written permission of the parent or guardian. The medication must be in its original container. Ideally, all medication should be given at home. Parents/guardians or other responsible adults may be able to change the time schedules so that medication can be given before and after school hours. Some students are able to attend school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses.



HOMEWORK

The Meramec Valley R-III School District believes that certain amounts of homework are beneficial to the education of young students. Homework assignments need to be distinguished from work not finished on school time. Homework is a purposefully planned activity which supports students at his/her individual learning level and presented on the appropriate grade level.

Work brought home from school is often identified as homework when, in fact, it is work that was assigned for completion at school. Assignments for children to complete and turn in during class time are carefully planned and tailored to the time available to complete them. If your child seems to be bringing home large amounts of homework or more than one homework assignment a day, check with your child's teacher. Students will be allowed one school day for each day of absence to receive credit for missed work.

A guideline for the average amount of homework to be given a child at the elementary level on Monday through Thursday evenings will be as follows:



K-2	20 minutes
3 rd	30 minutes
4 th	40 minutes
5 th	50 minutes

In order for teachers to successfully provide feedback, document progress, and inform instructional decisions regarding your student(s), LATE WORK must be completed and will be graded.

INTRAMURAL SPORTS

Intramural sports for Grades 3, 4 and 5 may be held before or after school. This is a special opportunity for students to participate in their favorite sports (e.g. floor hockey, soccer, basketball). These activities provide excellent practice in good sportsmanship and cooperation. Schedules and registration slips for each sport will be provided for the activity. Students are expected to maintain passing grades and have good school citizenship in order to participate. Behavioral issues and/or non-motivation toward academics may preclude participation. Students who have been absent or sent home due to illness or head lice may not return after school to participate in these activities. Transportation to intramural sports must be provided by parents.

LIBRARY USAGE



Children develop a love for reading early. Our elementary libraries offer a wide range of materials for study, research, pleasure, and parental use. Students may use the library independently during the day if arrangements are made in advance with the teacher and librarian. Please feel free to contact your child's Library Media Specialist to find out what resources are for use at home, too! All books must be returned before checking out additional materials. Students or parents are financially responsible for lost or damaged library books.

LOST OR STOLEN PROPERTY

Meramec Valley R-III staff members are not responsible for students' lost or stolen property. Students are to leave toys and small personal items at home to protect against loss or destruction. Lost and found collection centers are located in each school building. The use of name labels or some form of

identification on items of clothing and other belongings assists in their recognition and return to the owner. Please check when your child loses something. Many articles are not claimed. Items unclaimed after 30 days are donated to local charities.

PARENT - TEACHER CONFERENCES

Parent/teacher conferences are encouraged at any time. Elementary schools have regularly scheduled conferences in October and March. A detailed plan for conferences will be announced approximately two weeks before they occur. Parent/teacher conferences may be offered before/after school and via phone or email.

PARENT TEACHER ORGANIZATION

Meramec Valley R-III School District promotes the educational programs of our school. Parents are encouraged to join and participate in PTO as they continue their outstanding tradition of providing additional opportunities for our students.

PHOTO RELEASE (Directory Information)

BOE Policy EHBB & JO

Elementary students, their parents, or other patrons of the Meramec Valley R-III School District may be photographed and/or digitally recorded while participating in school district-sponsored events and published in the local news media. All images, student names, grade level, school attended, sports participation, honors and awards received may be published for the purpose of district publicity or information sharing. Parents may notify the office in writing within the first ten days of a student's enrollment for the current school year if they do not want directory information about a student(s) released in any manner during the school year.

P.E. CLASSES

Due to safety factors, all children should wear tennis shoes or soft-soled shoes during PE class. Hard-soled dress shoes, sandals, and boots are not appropriate for the type of activities performed in class. Additionally, girls should wear shorts under dresses to participate in PE.

Participation in the program by every student will be required unless excused by a doctor for health reasons. If your child is temporarily disabled, please send a note with the date and reason for the excuse.

RECESS/PLAYGROUND SAFETY

All children are expected to go outside for recess, weather permitting, unless they have a doctor's excuse. It is the student's responsibility to dress appropriately to the weather conditions. Our elementary schools have well-equipped playgrounds. The following general rules are designed to make the playground safer and more enjoyable for all:

1. Wood or metal bats are not to be used.
2. Jump ropes are to be used only for that purpose.
3. Students are not to stand on slides, swings, or use any equipment for any other purpose besides that for which they have been intended.
4. Items of a questionable nature will not be permitted.
5. No throwing or kicking objects (rocks, sticks, etc.).
6. Fighting will not be tolerated.
7. Students should immediately report all problems or accidents to a supervisor on duty.

RETURN CHECK COLLECTION PROCEDURES

Without further notice, all checks returned NSF will be electronically debited for redeposit for the face value of the check plus a returned processing fee as allowed by state law. When payment is made by check, you enter into a contractual agreement that obligates and holds you responsible for any and all penalties, costs and incidental damages allowable under law, but not limited to, return check charges, state surcharges, interest, collection costs, legal expenses and attorney fees. Expenses may also be debited by way of paper draft from your checking account. Should you opt to not accept this agreement, you may do so by calling 866-524-3339. As a result of refusal, your checks will no longer be accepted. The district will then accept only cash, cashier checks or money orders.

SCHOOL AGED CHILD CARE (SACC) PROGRAM

School-Aged Child Care (SACC) is available for all elementary students at their school buildings. The program begins at 6:00 a.m. and following school until 6:00 p.m. The SACC program is available to meet child care needs either in the morning before school, in the afternoon after school, or both. Tuition for the program is based on the enrollment schedule of the student attending. Current tuition rates are as follows and subject to change:

	<u>First Child</u>	<u>Each Additional Child</u>
<i>Morning Session</i>	<i>\$7.00 per day</i>	<i>\$6.00 per day</i>
<i>Afternoon Session</i>	<i>\$7.00 per day</i>	<i>\$6.00 per day</i>
<i>Both Sessions</i>	<i>\$14.00 per day</i>	<i>\$12.00 per day</i>
<i>Early Dismissal</i>	<i>\$10.00 fee per day</i>	

Weekly tuition must be paid the first day of the week your child is in attendance. A non-refundable support fee of \$30.00 is required for each child enrolled, not to exceed \$60.00 per family. A minimum of two (2) sessions per week is required and is subject to change.

If there are any changes in a student's SACC schedule, it is the parents' responsibility to notify the SACC program of any changes personally and in advance. Charges are based on enrollment, not attendance.

SACC program handbooks will be provided to all participating families outlining the procedures for the building SACC program. SACC is an extension of the school day and the catalog of offenses from this handbook will be followed.

The SACC program is also available during the summer at the elementary buildings. Enrollment information for the summer program is available through the individual building SACC programs in the spring of each year. Tuition rates for the full-day summer program differ from the school year program.

SCHOOL CANCELLATION

RADIO/TV STATIONS FOR SCHOOL CANCELLATIONS

In the event bad weather forces school cancellations, notice will be given on radio stations KLPW 1220 AM or 101.7 FM, KSLQ 1350 AM or 104.5 FM, and WIL 1490 AM or 92.3 FM. Channel 2, Channel 4 and Channel 5 will also have the information and by telephone through School Reach. **Please notify the office of contact information changes as necessary.** Also check the

school district's website for information, www.mvr3.k12.mo.us. **Please do not call the administration office for school closing information. Officials will be trying to get the information out to the news media and other administrators. Incoming calls will delay this process.**

SCHOOL DISTRICT INFORMATION BOE Policy EHBB

Stay informed! Check out the on-line resources for school related information: <http://www.mvr3.k12.mo.us> Meramec Valley R-III School District website will give you access to the Parent Portal, school calendars, school menus and other information of interest.

SCHOOL SUPPLIES

School supply lists are available on the district web site. Your student will need to bring a backpack or a book bag to school each day. Check young children's backpacks daily for important items such as notes from teachers, school events, etc.

SPECIAL TREATS



All treats for birthdays or class parties must be of the prepackaged variety and must contain a manufacturer's list of ingredients. Please refrain from delivering presents, flowers, or other items to school. Informing your child's teacher before bringing items for the class is appreciated.

STUDENT REGISTRATION BOE Policy IGBA-1,

IGBA-1-AP(1), IGBA-1-AP(2), IGBA-1-AP(3), IGBA-1-AP(4), IGBA-1-AP(5), IGBA-1-AP(6) & JEC

Students registering to attend school in the Meramec Valley R-III School District will need birth certificate (original state document), Social Security card, immunization records and proof of residency. A request for current IEP (if applicable) and previous grades or transcripts should be completed during the application process. These documents may be sent from a school previously attended when a request is completed. Updated information sheets are required.

BOE Policy IGBH, IGBCA & IGBCB The MVR-III District is obligated to identify and provide education and assistance to students who are homeless, migrant and/or are learning English as a second language.

STUDENT TRANSFER WITHIN THE DISTRICT

BOE Policy JCB & JCB-AP(1) & JCB-AP(2)

The Meramec Valley R-III Board of Education will attempt to accommodate a parent request to transfer a student from one school to another within the district. However, any decision must be made in an organized manner and with the welfare of the students as a whole as its major requirement. Any request to transfer a student from one attendance area to another must meet the following criteria:

1. At the start of each school year, every child should be enrolled in their attendance area.
2. A request form to attend a different attendance area should be filed with the Meramec Valley R-III Board of Education Office. The application process begins the first working day in August of the upcoming school year. The request form will be pre-numbered and given out sequentially.

3. The sending principal and the receiving principal will consider the request and make their recommendations in writing.
4. Every effort will be made to make the decision on or before the first day of school. However, it may be necessary to delay the decision for up to two (2) weeks after the start of the school year in some cases. Transfers will remain in effect for the duration of one school year.
5. Only class sizes of fewer than 22 in grades K-2, fewer than 24 in grades 3 and 4, and fewer than 27 in grade 5 will be considered for admission.
6. Parents will be required to provide their own transportation to and from school.
7. Parents must re-apply each school year to be considered.
8. Prior to approval, a conference with the sending and receiving principal may be required.
9. Transfer decisions will be made on a first-come basis.
10. After a student has been approved at an elementary school site for a transfer for four or more consecutive years prior to current transfer request, that student will be allowed to transfer to the same elementary site for the remaining year(s), if requested yearly by parents.

TECHNOLOGY

BOE Policies EHB, EHB-AP(1), EHBA, & EHBB

The World Wide Web provides an opportunity for Meramec Valley R-III School District to share information about its schools, programs, and resources with visitors to the district's web site. In addition, the web site can serve as a source of reference for students, parents, employees and community members.

The district's site, thus, becomes a powerful communication and education tool. As such, information published on it should:

1. Reflect the board policy of Meramec Valley R-III School District including Technology Acceptable Use Policy and copyright policies.
2. Comply with state, federal and international laws regarding telecommunications, intellectual property rights, and copyright.
3. Relate to educational programs and information, school-sponsored sports and activities, and educational resources.
4. Provide accurate details about the District and its programs.
5. Protect the privacy of students and staff.
6. Exhibit correct grammar, spelling, and mechanics.

Technology-Acceptable Usage Policy

Computer Networks and Internet Access

Meramec Valley R-III School District provides students and staff the access to computers for educational purposes. The computers may be stand-alones or part of an instructional or administrative computer network which may include Internet access. All users must share the responsibility for assuring that our computers and networks are used in effective, efficient, ethical, and lawful manners. The use of such equipment is a privilege and users must agree to comply with the guidelines contained herein.

Use of computer networks and Internet access may be revoked for abusive conduct. Such conduct would include, but not be limited to the following:

- Altering or damaging computers, computer peripherals, computer networks, software, or electronic resources.
- Gaining unauthorized access to electronic resources, software, or networks.
- Using or attempting to use an account and/or files owned by another user.
- Divulging any password to another individual.
- Academic dishonesty
- Violating software license agreements.
- Vandalizing the data of another user through deliberate use of computer viruses or other means.
- Using or accessing vulgar, obscene, or inappropriate language or images.
- Invading the privacy of others.
- Posting anonymous messages.
- Placing or receiving unlawful information on or through the computer network or stand-alone.
- Divulging personal information including address, phone number, etc.
- Harassing another individual.
- Using computer networks and/or Internet access for commercial purposes.
- Downloading files without prior approval of the technology office.
- Installing software without prior approval of the district technology office.
- Accessing and using e-mail software and/or web-based e-mail, chat rooms, and/or other forms of direct electronic communication to send, receive, or retrieve messages except as part of a project directly supervised by a teacher.
- Revocation of computer privileges and/or other consequences will be determined by the severity of the offense. The student code of conduct as listed in student handbooks will apply.

Technology-Internet Access

The Meramec Valley R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Because technology changes rapidly and employees and student need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy to regularly review those procedures to ensure they are current. All users must share responsibility for assuring that district computers and networks used are in effective, efficient, ethical and lawful manner. The use of such equipment is a privilege, and users must agree to comply with the guidelines contained herein.



Technology-Parent Portal

Parent/Guardian: Once you have received your User Name and Password at the email address you provided on the registration form, you may begin using the SIS Parent Portal.

To begin using the SIS Parent Portal, follow these steps:

1. Go to the SIS Parent Portal web page, (<https://sdm.sisk12.com/pa>).
2. Log in. Your User Name and Password were provided in the email you received.

If you have problems or questions about accessing the site, please contact the technology department at 636-271-1402.

- If your email address changes, be sure to contact the school and let them know so your contact info can be updated.
- As part of the security procedures, the ONLY way to receive your password is by email. The school office cannot give it to you because they do not have access to your password.

If you have more than one child enrolled, select which child's information you wish to view by clicking the Select Student button at the top of the page. To select the information to display, click the Select Data Area button at the top of the page. Each of these areas is explained below.

Attendance

This area displays all dates with attendance markings as well as the student's attendance percentage, and a key for the attendance codes used.

Course Schedule

Any bulletins from the school district will be available on the left side of the screen and the right side of the screen shows the student's course schedule.

Grade Book

Use the drop-down lists to change the order of the grades or to select a specific term. Click the Update Display button to re-display the page based on your selections.

Term Grades

Use the drop-down lists to view term grades, progress grades, credits, GPAs and transcript information. This page displays all courses that have been added or dropped.

Lunch

Use this page to view the student's lunch account history. Click Details to view a transaction date in more detail, showing what the student purchased, as well as amounts.

TEXTBOOKS BOE Policy IIA

Textbooks are provided to our students for their use during the school year. Texts should be handled with care and kept clean. The district policy is to review and replace texts on a rotating five-year cycle. Payment will be required for lost or damaged books.

Care

When a book has been issued to a pupil he/she is responsible for it. Students are expected to take care of books and turn them in at the teacher's request. Students are encouraged to place book covers on all books.

Damaged books

A normal amount of wear on a textbook or library book is expected to take place during the school year. However, fines will be assessed by the administrator or librarian for unnecessary damage to books.

Lost Books

If a student loses a book, he/she is expected to pay for it. The librarian or administrator will determine the amount, taking into consideration the cost and age of the book. When the student pays for the lost textbook, another book will be issued. Library checkout privileges will be suspended until fines for a lost or damaged library book are settled.

VISITOR POLICY

BOE Policy KK & KK AP(1)

Meramec Valley R-III School staff invites parents, grandparents, and those interested in education to visit our schools. We are proud of our educational system and are available to answer questions concerning any aspect of it. For the protection of the students, as well as security in the school, however, it is required that any person entering the building during the school day stop at the school office, sign in before going to another part of the building, and receive a visitor's pass. Any person found in the building without a visitors pass obtained at the school office and appropriately displayed will be considered in violation of city and/or state laws referring to loitering and trespassing.

Volunteers BOE Policy IICC & IICC-AP(1)

Meramec Valley R-III School District volunteers help in many ways: by working directly with children, reading with students, assisting with computers, performing clerical tasks for teachers, assisting in the library, as well as other tasks. Parent involvement is key to student success. All school volunteers that follow a regular schedule or work individually with students must complete a background and fingerprint check. These checks ensure safety and security of our students, which is our top priority. The volunteer will be responsible for obtaining and completing all necessary paperwork. Volunteers such as tutors, parent readers, office workers, library workers, classroom helpers, field trip chaperones, etc. are required to complete background/fingerprint checks. Infrequent volunteers such as classroom party helpers would not be required to complete the checks.



WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. Textbooks and library books must be returned and any monetary obligations must be taken care of before leaving. The school where your child will be attending will request the necessary school records once you've completed enrollment.

Meramec Valley R-III School District
2016-2017 School Calendar

August 17, 2016	First Day of School
September 5, 2016	Labor Day/NO SCHOOL
September 7, 2016	Early Dismissal/Professional Learning
October 5, 2016	Early Dismissal/Professional Learning
October 13, 2016	End of First Quarter
October 21, 2016	Conference Break/NO SCHOOL
November 2, 2016	Early Dismissal/Professional Learning
November 23-25, 2016	Thanksgiving Break/NO SCHOOL
December 7, 2016	Early Dismissal/Professional Learning
December 21, 2016	End of First Semester - Tentative
*At the close of the school day on December 21, 2016, until school resumes on January 4, 2017	*December 22, 2016 (possible make-up day) Winter Break/NO SCHOOL
January 3, 2017	Professional Learning/NO SCHOOL
January 16, 2017	Martin Luther King Jr. Birthday/NO SCHOOL
February 1, 2017	Early Dismissal/Professional Learning
February 20, 2017	Presidents' Day/NO SCHOOL
March 1, 2017	Early Dismissal/Professional Learning
March 9, 2017	End of 3 rd Quarter - Tentative
March 17, 2017	Conference Break/NO SCHOOL
April 5, 2017	Early Dismissal/Professional Learning
*At the close of the school day on April 12, 2017, until school resumes on April 18, 2017	*April 13, 2017 (possible make-up day) Spring Break/NO SCHOOL
May 3, 2017	Early Dismissal/Professional Learning
May 24, 2017	Last Day of School-HALF DAY (Secondary 12:00 p.m./Elementary 1:10 p.m.)

This calendar includes six (6) inclement weather days.

December 22nd and April 13th may be used as make-up days for school missed due to inclement weather.

Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent/Board of Education.

Student Code of Conduct

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1.0 Group A Controlled Substances				
1.1 Selling or giving and buying or receiving drugs.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.
1.2 Possession or use of any drug without medical authorization in school or at a school sponsored activity or showing evidence of such when appearing at school or on school property.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.
1.3 Possession of any drug paraphernalia without medical authorization. (The definition of drugs include prescription or nonprescription, over the counter and any controlled or illegal substance by Missouri State Law)	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS with a recommendation to the superintendent. Law officials will be notified.
1.4 Possession or use of alcoholic beverages in school or at a school sponsored event, or showing evidence of drinking when appearing at school or on school property.	Up to ten (10) days ISS/OSS or OSS with possible recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS or OSS with possible recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS or OSS with possible recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS or OSS with possible recommendation to the superintendent. Law officials will be notified.
1.5 Smoking or possession of smoking materials, or tobacco products during the time school is in session or when school activities are being held, before and after school or during the times when students are understood to be in the direct control of the school system.	Up to one (1) days ISS	Up to two (2) days ISS	Up to three (3) days OSS	Up to ten (10) days OSS
1.6 Possession of lighter/matches	Up to one (1) days ISS	Up to two (2) days ISS	Up to three (3) days OSS	Up to ten (10) days OSS
1.7 Alcohol or other drugs on the bus	Up to ten (10) days ISS/OSS or OSS with possible recommendation to the superintendent. Law officials will be notified.	Up to ten (10) days ISS/OSS or OSS with possible recommendation to the superintendent. Law officials will be notified.	Ten (10) days OSS. Recommend to the superintendent for up to forty-five (45) days suspension. Local law officials will be notified.	Ten (10) days OSS. Recommend to the superintendent for up to forty-five (45) days suspension. Local law officials will be notified.

2.0 Group B Attitude/Actions Toward Staff	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
2.1 Assault on school personnel, including bus drivers	Up to ten (10) days OSS; Local law officials may be notified.	Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. Local law officials will be notified.	Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified.	Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified.
2.2 Threatening bodily harm to a staff member	Up to three (3) days ISS; Local law official may be notified	Up to three (3) days OSS; Local law official may be notified	Up to five (5) days OSS; Local law official may be notified	Ten (10) days OSS; Recommendation to Superintendent & Local law official may be notified
2.3 Insubordination/Open defiant attitude toward staff member. Defiant is defined as the act or instance to resist, willingness to contend, and/or fight.	Detention and/or up to three (3) days of ISS	Up to five (5) days ISS	Up to three (3) days of OSS	Up to ten (10) days OSS
2.4 Inappropriate/profane remarks towards a staff member	Up to three (3) days ISS	Up to three (3) days OSS	Up to five (5) days OSS	Up to ten (10) days OSS
2.5 Disrespect: Disobedient to authority (refusing or neglecting to obey)	Detention & any other action deemed necessary to the nature of the act	Up to one (1) day ISS & any other action deemed necessary to the nature of the act	Up to three (3) days ISS & any other action deemed necessary to the nature of the act	Up to five (5) days ISS & any other action deemed necessary to the nature of the act
3.0 Group C Fires and Weapons	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
3.1 Arson on school property	Up to ten (10) days OSS	Ten (10) days of OSS; Recommendation to Superintendent for up to Ninety (90) days OSS	Ten (10) days OSS with a recommendation to the superintendent for up to one hundred-eighty (180) days OSS	
3.2 Setting off a fire alarm, making a bomb threat or dialing 911	Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Three (3) days of OSS; possible volunteer service for PFPD/Police Department	Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Ten (10) days of OSS; possible volunteer service for PFPD/Police Department	Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Ten (10) days of OSS with recommendation to Superintendent for up to Ninety (90) days of OSS; possible volunteer service for PFPD/Police Department	Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Ten (10) days of OSS with recommendation to Board of Education for possible expulsion; possible volunteer service for PFPD/Police Department
3.3 Unauthorized setting off of a fire extinguisher, fireworks or stink bomb	Up to five (5) days ISS and financial restitution	Up to three (3) days OSS and financial restitution	Up to five (5) days OSS and financial restitution	Ten (10) days OSS; Recommendation to Superintendent for up to Forty-Five (45) days OSS

3.4 Setting off fireworks; possession of fireworks or stink bombs	Three (3) days ISS	Up to five (5) days ISS	Up to three (3) days OSS	Up to ten (10) days OSS
3.5 Weapons	Gun Free Schools Act requires suspension of one (1) calendar year (subject to modification by the Superintendent on a case-by-case basis.) Weapons will be confiscated and dealt with on an individual basis with a suspension and possible recommendation of expulsion. Local law officials will be notified in any of the cases. A weapon is defined as any object that has the potential to do severe bodily harm. (Including knives, BB guns, firearms, etc.)			
4.0 Group D Remarks/Actions Toward Students/Self	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
4.1 Profane remarks, indecent gestures, or dishonesty.	Up to one (1) day ISS & any other action deemed necessary to the nature of the act	Up to three (3) days ISS	Up to three (3) days OSS	Up to five (5) days OSS
4.2 Stealing or misappropriation of school or personal property without permission, (regardless of the intent to return).	Up to one (1) day ISS & any other action deemed necessary to the nature of the act	Up to three (3) days ISS	Up to three (3) days OSS	Up to five (5) days OSS
4.3 Throwing of any type of object.	Up to one (1) day ISS & any other action deemed necessary to the nature of the act	Up to three (3) days ISS	Up to three (3) days OSS	Up to five (5) days OSS
4.4 Fighting, biting, spitting, pushing, shoving, threatening bodily harm to fellow students or self and/or other acts of physical aggression on school property.	Up to three (3) days ISS & any other action deemed necessary to the nature of the act	Up to three (3) days OSS	Up to five (5) days OSS	Up to ten (10) days OSS
4.5 Assault, extortion, intimidation, harassment or hazing of a student.	Up to three (3) days ISS & any other action deemed necessary to the nature of the act	Up to three (3) days OSS	Up to five (5) days OSS	Ten (10) days OSS
4.6 Bullying	One (1) day ISS with referral to Counselor	Up to three (3) days ISS	Up to five (5) days ISS	Up to three (3) days OSS
4.7 Dress Code	Up to one (1) day ISS with referral to Counselor	Up to three (3) days ISS	Up to five (5) days ISS	Up to three (3) days OSS

5.0 Group E Inappropriate Behaviors	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
5.1 Verbal/non-verbal disturbance within the school building, on school grounds or at a school function.	Up to one (1) day ISS & any other action deemed necessary to the nature of the act	Up to two (2) days ISS	Up to three (3) days ISS	Up to five (5) days OSS
5.2 Academic Dishonesty	Warning; Up to one (1) day ISS & replacement assignment	Up to three (3) days ISS & replacement assignment	Up to five (5) days ISS & replacement assignment	Up to five (5) days ISS & replacement assignment
5.3 Failure to follow classroom behavior code.	Consultation with student	Conference with parent/guardian	One (1) day ISS	Up to three (3) days ISS
5.4 Public display of affection.	Warning	Up to one (1) day ISS	Up to two (2) days ISS	Up to three (3) days ISS
5.5 Display/possession of pornographic or objectionable material.	Up to three (3) days ISS	Up to five (5) days ISS	Up to five (5) days OSS	Up to ten (10) days OSS
5.6 Inappropriate item at school.	Parent contact & up to one (1) day ISS	Up to three (3) days ISS	Up to five (5) days ISS	Up to three (3) days OSS
6.0 Group F Unauthorized Activity	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
6.1 Truancy/leaving school grounds without permission.	Up to two (2) days ISS; Authorities Contacted	Up to three (3) days ISS; Authorities Contacted	Up to four (4) days ISS; Children's Division contacted	Up to five (5) days ISS; Children's Division contacted
6.2 Unauthorized absence from classes or skipping classes.	Discretion of Building Administrator	One (1) day ISS	Up to three (3) days ISS	One (1) day OSS
6.3 Being in an unauthorized area without permission.	Discretion of Building Administrator	One (1) day ISS	Up to three (3) days ISS	One (1) day OSS
6.4 Tampering with school records, forgery.	Parent Conference; Up to three (3) days ISS	Up to three (5) days OSS	Up to three (3) days OSS	Up to five (5) days OSS
6.5 Inappropriate item at school.	Up to one (1) day ISS	Up to three (3) days ISS	Up to five (5) days ISS	

7.0 Group G Improper Care/Defacing Property	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
7.1 Improper care or destruction of school property.	Repair/replace property & up to one (1) day ISS	Repair/replace property & up to five (5) days ISS	Repair/replace property & up to five (5) days OSS	Repair/replace property & up to ten (10) days OSS
7.2 Displaying, writing, painting, carving or etching pornography on any object.	Repair/replace property & up to three (3) days ISS	Repair/replace property & up to five (5) days OSS	Repair/replace property & up to ten (10) days OSS	
7.3 Violation of acceptable use of technology policy.	Up to three (3) days ISS; Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by administration	Up to three (3) days OSS; Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by administration	Up to ten (10) days OSS; Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by administration	