

***HOUSTON***

***ELEMENTARY SCHOOL***

***HANDBOOK***

***2011-2012***

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## WELCOME TO HOUSTON ELEMENTARY SCHOOL

Dear Parents and Students,

I would like to welcome you to Houston R-1 School District. Our entire staff is excited about a new school year and an opportunity to meet the educational needs of students.

The Parent/Student Handbook has been prepared to provide parents and students with a clear understanding of regulations, policies, and rules which are necessary to maintain a positive learning climate and protect individual student's rights.

Please read and discuss this handbook in its entirety. The teachers, administrators, and bus drivers will be reviewing it with students, let's make it a team effort to provide the best learning environment possible for Houston R-1 students.

Every student is required to **return page 23** of this handbook to their classroom teacher during **the first week of school**. This acknowledges that you have reviewed and understand the policies set forth in the handbook. It also gives your child permission to attend field trips in the Houston area as well as supplying us with critical emergency information. Parents, students, and faculty members are responsible for reading and understanding the rules and regulations set forth in this handbook, which were taken from school policy and state law.

We are looking forward to a great year and welcome your input. We pledge to give our maximum effort toward providing your child the best education possible. If you have questions or concerns, contact:

Amy Dill  
PreK-5 Administration 967-3024, 202

### **No Child Left Behind**

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 or not the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- If your child is provided services by para-professionals and, if so, their qualifications.
- The type of 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 is given that the parent's child has been assigned, or has taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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 the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

**HOUSTON R-1 SCHOOL  
ADMINISTRATIVE SERVICES**

**Elementary Building**

Amy Dill, PreK-5 Principal  
Wanda Ichord, Secretary

**District Level**

Dr. Dan Vandiver, Superintendent  
Janice Maxwell, Executive Secretary

**Board of Education**

President Tom Dunn,  
Sharon Horbyk, Vice-President  
Kathy Hutcheson, Secretary/Treasurer  
Doug Castleman, Member  
Sam Kelley, Member  
Steve Pounds, Member  
Jo Holland, Member

**INSTRUCTIONAL STAFF**

**Kindergarten**

Carol Bryson  
Melissa Carpenter  
Chris Curry  
Alicia Thomas

**1st Grade**

Barbara Gaither  
Andi Scheets  
Ruth Ann Wallace  
Linda Buchanan  
Amy Gailey

**2<sup>nd</sup> grade**

Sheryl Turner  
Madelyn Vendt  
Dana Hohlt  
Rebecca Korte

**3<sup>rd</sup> grade**

Jodie Tottingham  
Andrea Morgan  
Tamara Buse'

**4<sup>th</sup> grade**

Renae Hinkle  
Jode Huffman  
Carolyn Plowman

**5<sup>th</sup> grade**

Bill Coulter  
Shelly Sigman  
Carla Walker

Julie Allen, Art  
Brent Hall, Physical Education  
Jodie Forbes, Vocal Music  
Janet Hall, Librarian  
Delinda Dixon, Computer Lab  
Debbie James, Speech/Implementer  
Jody Jarrett Counselor  
Michele Moseley, Nurse  
Nancy Koch, Counselor/Spec.Needs Secretary

Julia Johnson, Special Education  
Shannon Smart, Special Education  
Deedra Campbell, Special Education  
Shannon Nunnery, PAT educator  
Renee Purvis, Title I Reading  
Amanda Bartlett, Title I Math  
Karen Parker, Reading Recovery  
Jan Postlewait, Title I preschool  
Terisa Ward, Reading Recovery  
Evelyn Donaway, Speech

Paraprofessionals  
Jerri Foxworthy  
Brenda Cooperman  
Delinda Dzurick  
Jessica Meier  
Karen Eden, Library Aide  
Laurie Hausman  
Roxanne Bilderback  
Christina Hamm  
Delmer Hicks  
Ryan Munson

Custodians: Jerry Postlewait, Kenny Gaston, Kelly Brim, George Snelling

**SCHOOL CALENDAR**

**Houston R-1 School District**

**2011-2012 School Year**

August 9-10.....Coop Workshop  
August 10.....New Staff Orientation  
August 11-15.....Workshops and Orientation (required)  
August 16.....**FIRST DAY OF PUPIL ATTENDANCE**  
September 5 .....No School - Labor Day  
October 3 .....No School--Professional Development Day (SCA)  
October 18 .....End of First Quarter (45 days)  
October 27 .....Early Dismissal—12:34 p.m.  
(Parent-Teacher Conference 12:45—7:30 p.m.)  
October 28.....No School  
November 23 .....Early Dismissal – 12:34p.m. (No PD)  
November 24-25.....No School Thanksgiving Vacation  
December 21 .....Early Dismissal 2:00 (No PD)  
End of 2<sup>nd</sup> qtr./1<sup>st</sup> Semester  
December 22-January 2 ....No School - Christmas Break  
January 3 .....Classes Resume  
January 16.....No School—Martin Luther King Day  
February 20.....No School – Presidents’ Day  
March 6 .....End of Third Quarter (43 days)  
March 16-19.....No School – Spring Break  
April 6-9.....No School – Easter Break (protected)  
May 10 .....**LAST DAY OF PUPIL ATTENDANCE**  
Early Dismissal—12:34 p.m.; End of 4<sup>th</sup> qtr./2<sup>nd</sup> Semester

**MAKE-UP DAYS (IN ORDER):  
Jan. 16, Feb. 20, Mar. 16, Mar. 19, May  
11, and May 14**

## HOUSTON R-1 PHILOSOPHY

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. All people can learn. Through education, it is possible for the individual to discover and endeavor to achieve the limits of his or her capacities. Life-long learning is essential for a quality life.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Each individual has inherent worth. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

Educational opportunity is a community responsibility. People are successful when schools, families, and communities share educational commitment.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral, and written communication and mathematics. High expectations lead to high performance.

## GENERAL INFORMATION

**Absences...** When students return to school after a long absence, they are required to present their teacher with a written note signed by a parent or guardian describing their reason for the absence. Students, arriving late, need to be accompanied by a parent when they check into the office. A student is tardy when arriving within the first nine minutes of the hour. Excessive tardies will require consequences explained under **TARDIES**. (Please look under TARDY) Attendance letter will be sent after 7 absences.

**Arrival and Dismissal Times...** Students' classrooms will be opened at 7:40 a.m. Classes will begin **promptly** at 8:05 a.m. Students will be dismissed at 3:10 p.m.

**Attendance...** Students develop good or poor attendance habits early in their school careers. **Regular and punctual** attendance is expected of every student. Students will receive a letter of concern after 7 absences, a second letter will follow after 14 absences. If absences become excessive, Family Services and/or Juvenile Office may be contacted. Perfect attendance will be based on students being present during all attendance hours every school day.

**Breakfast and Lunch...** Full price breakfast is 1.05 and lunch is \$1.60. Reduced price breakfast is .30 and reduced lunch is .40. Adult breakfast is 1.15 and lunch will be 1.75. Those students who qualify for free or reduced price meals **must pay for any snacks and/or extra meals or milk**. Money should be paid weekly, preferably on **Monday**. It must be placed in an envelope with the child's name and the teacher's name. Children who bring a lunch from home may purchase milk in the lunchroom. **Students may not bring sodas**. Students may charge up to \$3.00. Weekly bills are sent home with students owing money. All questions about lunch bills should be addressed to the cafeteria at 967-3024. The principal's office does not have this information. **Free and Reduced** lunch forms will be sent home the first week of school and will be available upon request from the office during the school year.

**Bus Riders...** Please review bus rules with your child so that they can ride safely to and from school. Please refer to the Bus Discipline Code in the back of the handbook. Students are required to bring a note from a parent when riding a different bus. A note will also be required if a student plans not to ride his bus home in the evening. In the absence of written note, direct contact or phone call from the parent may be acceptable.

**Bullying...**defined as deliberate and repeated intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Car Riders...**Preschoolers thru 5th graders being dropped off or leaving in a car at the elementary building should be dropped off or picked up in the south parking lot. During drop off and pick up, each student will line up at appropriate grade level placement and be walked to car by school personnel.

**Cell Phones...**If a cell phone is necessary for safety reasons before/after school, it is to be kept in backpack, turned off until after school is dismissed. If class is interrupted by cell phone ringing, the phone will be sent to office for parent/guardian to pick up.

**Check Students Out Early...** We encourage students to remain in school all day. When it becomes necessary to check a student out early, the parent must check out through the office, the secretary will call classroom teacher for the child. The student will be counted absent if checked out before 3:05.

**Classroom Parties...** Parties include a Fall Festival, Christmas, Valentine's Day and end of the year picnic. Notes with guidelines are sent out prior to each party.

**Conferences...** Parent/Teacher conferences will be held at the end of the first quarter. Teachers will make every effort to schedule conferences so that all parents can attend. Special teachers also use this time to communicate with parents. You may request a conference any time during the year.

**Corporal Punishment...** See Discipline Code for possible uses of corporal punishment. All corporal punishment will be administered according to school policy and Missouri Law 171.11.

**Discipline...** Teachers are responsible for discipline within their classrooms. The principal shall assist as needed. **Read Discipline Code in back of handbook.**

Discipline for non-school misconduct notice... Read Discipline Code in back of handbook.

**Dress Code...** Clothing, lack of clothing or hair color, which causes disruptive or undue attention to an individual, shall not be allowed. Attire, which displays drug, alcohol, or tobacco advertisements or sexually suggestive or explicit phrases, is strictly forbidden. Extra-curricular activities may require particular dress regulations. Students should dress neatly and with good taste. Tank tops must be an inch wide across the shoulders. If clothing is considered distracting to the learning environment, students will be expected to wear alternative clothing.

**Early Dismissal...** Inclement weather conditions, such as heat or ice, could constitute dismissing early. Please listen to one of the following:

KUKU (100.3), KZNN (105.3), KELE (92.5), KUNQ (99.3) and Springfield TV stations 3,10,27 for dismissal times. You may also call **Tiger Hotline - 967-3024.**

**Emergency Information...** Please notify the school **immediately** if there is any change in phone number, address, or employment. We must have a phone number in case of an emergency.

**Enrollment...**Any resident student who is five by August 1 may enter kindergarten and those who are six years old by the same date may enter first grade.

**Field trips...** **Please sign and return the form on page 23, so that your child can attend Houston area field trips.** In order for students to attend other field trips, a signed permission form must be received from the parents prior to the

trip. Forms will be sent home prior to each trip. Students who receive disciplinary consequences through the principal's office on more than three (3) separate occasions may not attend field trips. Disciplinary consequences for tardiness will not normally count toward the three unless they are excessive.

**Flowers...**

### **Gift Distribution Policy**

It is the overall mission of the Houston R-I Schools to provide the maximum optimal educational learning environment possible to enhance student time on task, quality instruction, student learning activities, and achievement to prepare students for the next grade level, courses and post-secondary opportunities. Office and student placement and storage of many of the gifts have become a huge problem in the buildings. Also, it is the responsibility of the Houston R-1 School the opportunity to satisfactorily meet the above mission, it is imperative to minimize the number of interruptions that occur in the learning climate/environment and maintain the students on task to the highest degree possible. Thus, the following procedures shall be implemented concerning the distribution of gifts to students.

A. Gifts would include flowers, balloons stuffed animals, candy, etc.

B. No one person shall be allowed to send more than one item to any one student.

C. The Houston R-1 school system will attempt to deliver the gifts as a courtesy. However, the Houston R-1 School system or employees shall not assume any responsibility for any products that are broken, misplaced, stolen, damaged, not received by the student, not delivered, etc.

D. Gifts will NOT be accepted at school from individuals or businesses for delivery to students on the following days or on the school day preceding and following those days listed below in items #1 through #4.

1. Homecoming

2. Hoop Queen

3. Valentine's Day

4. The two days preceding the dismissal of school for Christmas vacation and the summer vacation.

E. Procedures for all gifts (items) on all days:

1. Balloon

a. One balloon not to exceed eighteen (18) inches in height and fourteen (14) inches in width with a maximum of a ten (10) inch length of string.

b. Not to be attached to any item where the overall height of both or all items would exceed thirty-two (32) inches in height.

2. Stuffed Animal

a. One stuffed animal not exceed twenty-seven (27) inches height and fourteen (14) inches in width.

b. Any balloon attached to the flower arrangement shall not exceed an overall height for both or all items of thirty two (32) inches in height.

3. Flowers

a. One flower arrangement not to exceed twenty-seven (27) inches in height and fourteen (14) inches in width.

b. Any balloon attached to the flower arrangement shall not exceed an overall height for both or all items of thirty two (32) inches in height.

4. Other Items – One not to exceed twenty-seven (27) inches in height an fourteen (14) inches in width

5. The shops and individuals shall be requested to pick up any gifts/items in violation of the above since the school shall not deliver the items to its students or staff.

F. The school system does not desire to be put in the position of replacing this policy with a strict policy if this policy is not successfully adhered to and implemented. This policy has been formulated as a compromise measure. It is our wish that everyone involved will work together in the true spirit of cooperation in preserving the educational mission of our school in the implementation of this policy.

G. Approved on September 8, 1997, by the Houston R-1 Board of Education with an implementation date of September 15, 1997

**Grade Reports...** Report cards which reflect achievement grades, effort grades and social adjustment are sent home quarterly. Mid-quarter reports are sent for students having academic difficulties or, at the teacher's discretion, for all students.

**Head-lice, Scabies, and Communicable Diseases...** Children will be screened throughout the year for head-lice and scabies. Parents should also help in the screening process at home and notify the school if their child has become infested. If a child is found to have head-lice/eggs, the child will be required to stay out of school at least 24 hours after treatment has been administered (school board policy). Parents should remember that all members of the family should take the treatment at the exact same time to prevent it spreading to others. Proof of treatment is required before the child can be allowed to return to class. A written note and a box top label from the medication is required upon your child's return to school. Children will not be allowed to ride the bus until cleared by district's school nurse. If a child is found to have scabies, the student will be required to take necessary treatment and remain out of school until a physician indicates in writing the condition is no longer infectious to others. The school has various brochures on head-lice and scabies for parents. Please ask and we will send one home with your child. Other communicable diseases such as measles, mumps, chicken pox, etc., will require the student to be excluded from school attendance until a physician indicates in writing the condition is no longer infectious to others.

**Homecoming notes...**

1. **Nobody** is dismissed to ride or participate in the parade unless:

A. There is a **signed written permission statement** from the parents and on file in the office  
OR

B. The parents or their designated adult checks the student out from the office.

2. After the parade, students will report to their classrooms for dismissal by their teachers.

3. Parents may check their children out of school and then #2 does not apply.

4. All permission slips must be in the day before the parade. (No last minute phone calls will be made on the day of the parade).

5. No face paints/body paints or unusual hair dyes are allowed in K-5.

**Injuries...** Bumps and bruises are treated and recorded, normally with no parent contact. Parents are always contacted whenever there is a medical judgment to be made and for any potentially serious injury.

**Library Media Center...** The library is open from 7:40 a.m.-3:20 p.m. Students have a regular library time weekly in which they can check out books. Overdue notices are sent home as needed. Students are responsible for the care of materials checked out to them and will be asked to pay replacement cost for lost/damaged book.

**Lost and Found...** Lost and found articles are turned in to the office. Students should check immediately in the office if they are missing articles. At the end of the year, unclaimed items are given to charity.

**Make-Up Work/Late Work...** Assignments that are not completed in class should be finished at home and returned ready to be checked. After a period of time, at the discretion of the teacher, additional intervention can be given and/or incomplete work will be marked as a zero in the grade book. As a general rule, two days for each absent day will be allowed to turn in make-up work. Consistent missed assignments may result in Saturday School, required after-school academic assistance, or time in the focus room.

**Medications...** Students will not be permitted to take medication while at school unless the medication is administered by an adult acting under specific written request of the parent or guardian and under the written instructions of the student's physician. When such a request is made by a parent/guardian a full release from

the responsibilities pertaining to the administration and consequences of such medication must be presented to the principal by the student's parent or guardian. This policy covers all prescription or other drugs that might be purchased over the counter. Prescription medication, which contains no narcotics or controlled substances, will be administered by R.N. or trained personnel to the student if:

- A. Medicine is in original container
- B. Written permission from the Parent/Guardian is on file and is accompanied by physician written authorization to administer the prescription.
- C. Directions for medication, including strength and dosage administration is on the bottle.

**PPP (Practical Parent Partnerships)...** Each grade level has informative, casual parent meetings per year. We urge you to attend meetings to interact and share with other parents. Notices/or School-reach phone calls will be sent/or made to home prior to each meeting.

**Parking...** Parking at our school is limited. Street parking may be used for short school visits. On party days, it would be beneficial for all to use parking area south of building. Please obey parking sign on right side of street, heading north.

**Personal Items...** Please mark and identify clothing, lunch boxes, supplies, etc. Students may not bring toys, electronic equipment, bats, balls or any item that draws attention from educational process. This includes trading cards and cell phones (please review Cell Phone policy).

**Pets/Animals...** Requests to bring animals should be cleared with the teacher and principal. Parents need to accompany the animals to and from school. They may NOT be transported on the buses.

**Picture Day...** Student pictures will be taken in the fall. All students need to have a picture taken, but purchase of pictures is optional. Prices and details will be sent in advance so parents can prepay for pictures. Check should be made payable to the photography studio NOT the school. If cash is sent, please send the exact change in an envelope labeled with the student's name, teacher's name, and your address and phone number. Spring pictures will also be an option.

**Promotion and Retention Policy...** The general policy of the district is to encourage each child to achieve and be successful according to his/her best potential. Students that are six months behind or more in grade level reading, on multiple reading assessments, will be considered a retention candidate by third quarter. Also taken into consideration are classroom observations, attendance, maturity, grades, writing samples, teacher recommendation, and counselor recommendation. Parents will be notified during the third quarter if a student is being considered for retention. Conference discussions and recommendations shall be documented and signed by parent, teacher, and the principal or counselor. Every effort will be made to communicate concerns to parents throughout the school year so that retention can be avoided if at all possible. Desires and concerns of parents will be given proper consideration. The best interest of the child will be the guiding principle for promoting or retaining a child, and the **final decision is a professional one.**

**Recess...** All students are expected to go outside for recess. Please send children to school appropriately dressed for the weather. If a child cannot go outside due to illness, a note will be required from a parent and/or a doctor.

**Safety...** We are **unable to provide supervision** outside the building **before 7:40 a.m. or after 3:10 p.m.** Please help students plan to arrive and leave near those times.

**School Insurance...** Letters in reference to insurance will be sent home the first week of school. Parents may purchase accident insurance. Claims will be handled by direct mail with assistance from the school as needed.

**Supplies...** Supplies needed to begin the year were listed with your teacher assignment letter and may also be available on the school's web page (<http://www.houston.k12.mo.us>). Students will need to replace some supplies often. Pencils are available from machines in the offices (1 for 25 cents).

**Student Records...** In order to provide appropriate instruction for each student, the school district develops and

maintains extensive and sometimes personal information. The records are guarded as confidential and are accessible to appropriate school personnel with the “need to know” and parents and guardians (according to state law).

**Tardy Students...** Tardy students need to be accompanied by a parent or bring a note when they check into the office. Consequences for tardies per quarter; 4 tardies=parent contact; 5 & 6 tardies=3 days lunch detention; 7, 8 & 9 tardies= 1 week of lunch detention; 10 tardies & beyond=3 or more days of after-school academic assistance or 1 day of ISS.

**Telephone...** Phones are to be used only with the permission of office personnel. Students may not use phones to make arrangements for out of school social activities such as, to spend the night with a friend. During school hours all incoming calls go through office.

**Testing...** Each spring a readiness test is given to all students who are eligible to attend kindergarten. An achievement test in reading and math is administered to all grade levels in each quarter. Please feel welcome to set up a conference time to discuss the test results with the counselor or your child’s teacher.

**Textbooks...** Textbooks are provided with no fee charged to the student. Students are responsible for returning the books in good repair. If books are lost or damaged, the student is responsible for paying for them prior to release of the final report card. Textbooks range in price from \$52.00 to \$80.00.

**Transfers...** Parents should notify the office as soon as possible if students are leaving the district. All books must be returned to the school and lunch bills must be paid.

**Truancy...** Students are **NEVER** to leave the classroom or playground without permission! See Discipline Code.

**Tuition...** Non-resident pupils will be admitted on a tuition basis if the Board of Education feels that the said enrollment will not cause undue overcrowding in the school. The tuition will be equal to the amount of money spent per pupil in average daily attendance for current operation of the preceding year or as approved by the Board. The Board of Education reserves the right to deny a non-resident pupil enrollment privilege at their discretion. Tuition fees for the current school year may be obtained from the superintendent’s office (967-3024). Tuition fees shall be paid one-fourth in September, one-fourth in December, and one-fourth in March, with the remaining due in May according to the average daily attendance.

**Visitors...** All visitors, including parents, must sign in at the office. Parents must check students out through the office. Please do not go directly to classrooms.

## **PEOPLE WHO ARE HERE TO HELP STUDENTS**

### **THE TEACHER**

Your teacher is the first person you should approach to help you with a problem or concern. In most cases your teacher is the best source for solving a problem quickly. This is especially true when you have questions in regard to assignments or if you need extra help in understanding particular subjects of study. Parents who have questions/concerns about their student’s work should speak with the teacher before talking with the principal.

### **THE GUIDANCE COUNSELOR**

The Guidance Counselor is here to help students with academic problems and personal problems dealing with home or school. If a student wishes to visit the counselor, he/she should arrange with his/her teacher a good time to be out of class and have the teacher contact the Counselor.

## **FOCUS ROOM COACH**

It has become possible for Houston R-1 Schools to employ “Focus room coach” to assist students in dealing with social and academic problems that interfere with their personal learning and the climate needed for all students to learn. This coach will be available in the Focus Room program.

## **SCHOOL SECRETARIES**

The secretaries are available to assist students with concerns which should be limited to the following:

1. Making emergency phone calls.
2. Helping students locate lost and found articles.
3. Setting up times for students to visit with the principal.
4. Giving students minor first aid treatment.

## **SCHOOL NURSE**

The elementary school nurse is here to administer medications and provide medical assistance for injured students. Students should receive permission from their home room or recess teacher before visiting the nurse. The nurse also teaches short units dealing with health issues.

## **ELEMENTARY PRINCIPAL**

The Pre K-5 Principal is available to discuss academic or personal problems a student may have. The classroom teacher will arrange for the student to see the principal. Parents, who have not been able to resolve a problem or concern with their child’s teacher, should discuss the matter with the principal.

## **HOUSTON ELEMENTARY SCHOOL STUDENT DISCIPLINE CODE**

This student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly. Section 5, which pertains to the code, is quoted below:

Section 5.:

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection..
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

Administrative staff members shall be allowed to exercise their own judgment in the administration of disciplinary

options set forth under this student discipline code policy. Any student, who has been suspended from school on two (2) previous occasions, shall have his record reviewed by the administrative staff for a recommendation to the Superintendent and the Board of Education for a long-term suspension from school upon the student's third (3rd) suspension.

Some violations of school rules and regulations may fall under two (2) or more categories of the disciplinary code. The administrative staff shall decide under which category it will be placed. Ex: Water balloons would usually fall under possession or use of harmful devices. However, if the situation warrants, it may be placed in categories such as assault, vandalism, etc.

Students who repeatedly violate school rules and regulations shall be moved beyond the offense category where the offense would normally fall. For example, a student who has been to the office for three (3) prior offense violations will not again be placed in the first offense category. Any violation of the above behaviors, which also violates state statutes or city ordinances, will be referred to the appropriate law enforcement agency.

The administrative staff may refer students to other agencies to include but not limited to: Juvenile Division, Division of Family Services, and Counseling. The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Parents shall be contacted by written notice, letter, or telephone, if the student is involved in any disciplinary situation in which disciplinary action results.

Referrals of a student to the office of the principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extra-curricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

It is the belief of our school that the majority of discipline problems is of a minor nature and can be handled by the classroom teacher. All office visits shall occur after the teacher has tried to work with a student and has, in some fashion, sought the help and support of the child's parents in resolving a particular problem, unless the discipline offense is severe enough to warrant an immediate visit to the principal.

## **DISCIPLINE MEASURES AND ACTIONS DEFINED**

In situations in which students display disruptive or undesirable behavior and violate the rules and regulations of the elementary school, it is necessary for the school to impose penalties upon them. Administrative staff members shall be allowed to exercise their own judgment in the administration of disciplinary options set forth under this student discipline code policy. Some disciplinary measures to be utilized by this administration are as follows:

1. Student/Teacher conferences.
2. Teacher sends home a "Report of Misconduct" to inform parents of a potential behavior problem.
3. The counselor, building administrator and/or Focus Room coach confers with student concerning the problem at hand in an attempt to arrive at a solution and prevent it from happening again.
4. Parent Contact: The parent or guardian is contacted by telephone or in writing concerning the disciplinary action taken by the administrator.

## **POSSIBLE DISCIPLINARY ACTIONS**

Students who become involved in areas of problem behavior will be subjected to certain Disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials.

1. Withdrawal of Privileges: Extra-curricular activities including but not limited to playing at recess, field trips, after-

school activities, and special classes excluding Physical Education can be withdrawn.

2. In-School Suspension: The student is placed on in-school suspension which meets Monday through Friday in the elementary building.
3. Corporal Punishment: A paddling is administered to the student. **See Corporal Punishment Policy, page 14.**
4. Suspension: The student is forbidden to attend school for 1 to 90 days after receiving due process by a principal or superintendent.
5. Expulsion: The student is excluded from school by the Board of Education.
6. After-school Academic Assistance: After school academic assistance is a structured study time that begins at 3:15 and continues until 4:15. Students will be notified at least the day prior and must make the necessary arrangements for transportation. Any student who fails to attend a required after school academic assistance session will be required to make up the session or may be scheduled for a day of In-School Suspension.
7. Focus Room: Students will be sent to the focus room when experiencing social and/or academic problems that interfere with their personal learning or affecting the climate needed for all students to learn.

## SUSPENSION

The Principal is charged with the basic responsibility for the development of rules and regulations for students under his/her supervision regarding student conduct and dress and appearances as may be needed to maintain proper decorum in school. He/She shall have the authority to suspend students from school who fail to comply with school policies and regulations for a period of up to 90 days. Some of the reasons for a short term or long term suspension are:

1. Persistent opposition to school authority.
2. General misconduct which contributes to the decline of necessary school discipline, morals, and effective learning environment.
3. Mental or physical condition of the student which makes his attendance a personal or school hazard or produces a persistent classroom situation in which instruction of other pupils is adversely affected.
4. Fighting or provoking a fight, use or possession of drugs or alcohol, cursing, or disrespectful conduct.
5. The Houston R-1 School District has a zero tolerance for threats of violence directed at students or staff members, all threats of violence will be taken seriously.

During the time the student is suspended from school, the student cannot make up any of his school work or tests (shall be recorded as zero in the teachers' grade book), is not permitted on school property, cannot attend or participate in any school activity during or after school hours. The suspension will be effective the school day following an administrative disposition of the incident or the present day if the student's misconduct affects the educational process.

### Suspension (Third)

It may be necessary for the building principal to refer to the superintendent any student who has been suspended from school for disciplinary reasons when said student is suspended for the **third time in any one school year**. The superintendent may hold a meeting with the parents of the student and the principal to determine if it is in the best interest of the school system and child to exclude the child from school. It is the feeling of the school board that any student who is a repeat offender would also appear to be uninterested in school and a detriment to other students who by their attention to regulation and responsibility have exhibited their interest in obtaining an education.

### In-School Suspension

Houston Elementary School will utilize a program of In-School Suspension (I.S.S.) consisting of: isolation, discipline,

work on classroom assignment and I.S.S. assignments. A student attending In-School Suspension shall receive credit for all work successfully completed in I.S.S. The student, when reporting to the In-School Suspension room, is required to bring all his/her books, supplies, and materials needed for the entire day unless authorized by the I.S.S. monitor or building principal. The student will eat lunch at a separate time from the rest of the school and will not have recesses with other students. If a student placed on I.S.S. violates the rules of the I.S.S. program, he/she shall receive additional disciplinary penalties.

### **Truancy**

Unauthorized absence from school, including the playground or classroom, is considered truancy and will be treated as such. An unauthorized absence is one in which neither the school nor parent has knowledge or has given permission for the absence prior to its occurrence.

### **DRUGS/ALCOHOL**

The supplying, selling, possession, use, transmission, and/or sharing of alcohol or other drugs and drug paraphernalia and/or being under the influence of drugs or alcohol (legal or illegal) during the school day, on school premises, or at a school related function, is prohibited. Students are expected to report to school in a drug-free condition except when under a duly licensed physician's care (see medication policy). All forms of beverage alcohol are included in this policy as are narcotics, depressants, stimulants, hallucinogens, cocaine, marijuana and any other drug (prescriptions or otherwise) which may impair the students ability to perform in the academic setting.

### **FIGHTING**

No student shall engage in fighting (or provoke a fight) during the school day, on school property (including buses), going to or returning from school, or at extra-curricular activities. The party starting the fight, if determinable, will be subject to more severe discipline. If the guilty one is not reasonably determined, both will receive equal discipline. **See Discipline Code, pg. 16.**

### **THREATS**

The Houston R-I School Districts has zero tolerance for threats of violence directed at students or staff members. All threats of violence will be taken seriously. It is the responsibility of the building principal to determine, after giving notice of the allegations and basis of the allegations, along with a chance to explain, to the pupil alleged to have made a threat covered by this policy, when and if a threat of violence has occurred. **See Discipline Code, pg. 16**

### **PUBLIC DISPLAY OF AFFECTION**

Students shall conduct themselves in a proper manner at all times on school property and during school hours. Any physical contact that exceeds holding hands is defined as excessive public display of affection.

### **TOBACCO/SMOKING**

No type of tobacco will be used or possessed by students in the school building, in any class, on buses, or at any school activity during the school day, nor by students participating in or traveling to an activity in transportation provided by the school. This includes smoking, chewing, and use of snuff.

## **CORPORAL PUNISHMENT POLICY**

Corporal punishment, as a measure of correction or of maintaining discipline and order in the Houston Schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the building principal.

Houston R-I administrators are to adhere to the following procedures in regard to the use of corporal punishment:

- I. Students will be informed in advance of what type of misbehavior could lead to corporal punishment.
- II. Corporal punishment will be used only when all other alternative means of discipline have failed, and then only in reasonable form.
- III. Alternative means to correct inappropriate behavior that will be tried first include, but are not limited to: conference/warning, parent contact, disciplinary assignments, and removal from class, lunch detention, and in-school suspension.
- IV. The parents/legal guardians will be present to give corporal punishment to their child. The principal will work with parents who request corporal punishment before all other alternative means have been exhausted.
- V. The following guidelines will be followed by the administrator issuing corporal punishment:
  - A. The swats shall not be cruel or excessive and will be administered by swatting the buttocks with a paddle.
  - B. Corporal punishment shall be administered by parents/legal guardians.
  - C. Corporal punishment will not be issued in the presence of other students or without a witness.
  - D. A record of the corporal punishment incident shall be kept on file in the superintendent's office stating the following items:
    1. Name of person administering the punishment
    2. Name of referring teacher
    3. Name of student
    4. Name of witness
    5. Reason for punishment
- VI. The parent/legal guardian will receive written documentation stating reason for the punishment.

## **Behavior at School Ball Games/Activities**

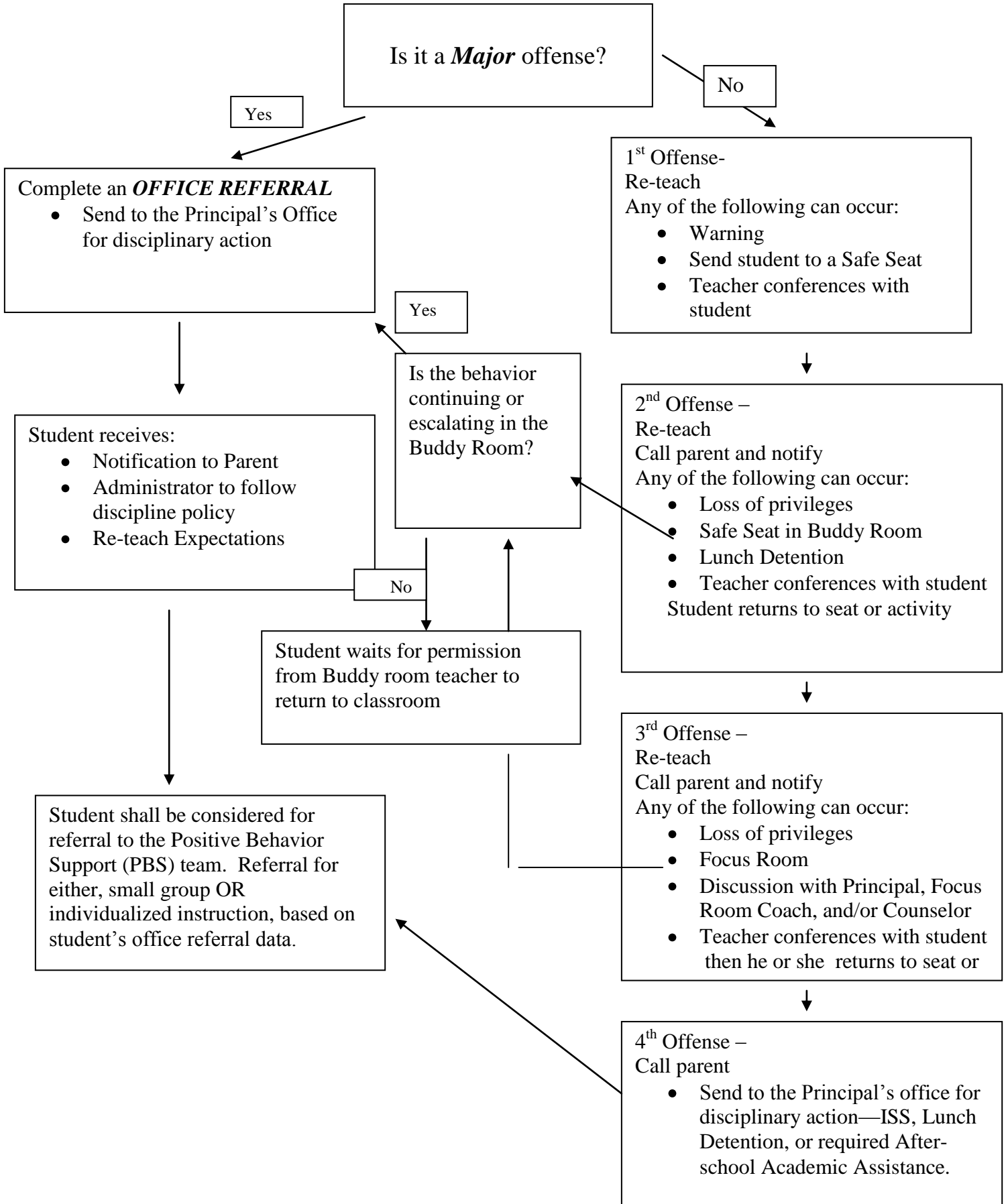
Students in K-5 or younger shall not attend school activities without a parent/guardian, or adult relative present to supervise their behavior. Misbehavior (horse-play, failure to stay seated in the appropriate bleachers/seats, and otherwise actions that annoy other spectators) will be subject to the Student Discipline Code. This may also include being removed from the game/activity or prohibited from attending any future games.

**SCHOOL BUS DISCIPLINE CODE – GRADES—K-5**

1. The administrative staff shall be allowed to exercise their own judgment in the administration of disciplinary options set forth under this student disciplinary code policy.
2. All offences which are not listed on this sheet (School Bus Discipline Code) may be referred to the Student Discipline Code.
3. If a student is suspended from riding a bus it is the responsibility of the parents, according to Missouri School Law 167.031, to see that the student is in attendance. Should a student fail to attend school the juvenile officer will be contacted.

	BUS DRIVER	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
<p>MISCONDUCT/ DISRUPTIVE BEHAVIOR, DEVICES, ITEMS, ETC.</p> <p>Student should face forward; remain seated (not on knees).</p> <p>Insubordination/ willful disobedience.</p> <p>Lewd/Obscene Materials</p> <p>Profanity, Degrading language/gestures</p> <p>Tobacco (smoking/non-smoking)</p>	<p>Parent notification by bus driver prior to referral to office</p>	<p>Conference with Principal.</p> <p>Lose privilege(s)</p> <p>Note sent Home to parents.</p>	<p>Conference with Principal.</p> <p>ISS 1-4 day(s).</p> <p>Note sent home to parents.</p>	<p>Conference with Principal.</p> <p>Suspended from all school buses <b>3-5 day(s)</b></p> <p>Note sent home to parents.</p>	<p>SUSPENDED FROM ALL SCHOOL BUSES</p> <p>10 DAYS</p>	<p>SUSPENDED FROM ALL SCHOOL BUSES</p> <p>20 DAYS</p>	<p>SUSPENDED FROM ALL SCHOOL BUSES</p> <p>30 DAYS</p>

## HOUSTON ELEMENTARY DISCIPLINE FLOW CHART



# Houston Elementary Discipline Definitions

## MAJOR:

Major and persistent Minor Infractions will result in a referral to a principal. The difference is that Major infractions affect the safety of students or others. The principal will investigate the incident and determine appropriate action to resolve the issue.

<p style="text-align: center;">Fight Free</p> <p style="text-align: center;">Major</p>	<p>Actions involving two parties that have contributed to a serious physical contact where injury may occur.</p> <ul style="list-style-type: none"> <li>• Hitting</li> <li>• Punching</li> <li>• Hitting with an object</li> <li>• Kicking</li> <li>• Hair pulling</li> <li>• Scratching</li> </ul>
<p style="text-align: center;">Leaving Class Without Permission</p> <p style="text-align: center;">Major</p>	<p>Leaving any class without asking a teacher/adult for permission in a manner that is unsafe and could cause harm to the student or other students</p>
<p style="text-align: center;">Disrespect Towards School Personnel</p> <p style="text-align: center;">Major</p>	<p>Any act of verbal or nonverbal behavior that is not situational appropriate in their interactions with teachers and personnel</p> <ul style="list-style-type: none"> <li>• Noncompliance (high intensity)</li> <li>• Talking back, lying, arguing, ,shouting, or any socially rude interaction</li> <li>• Profanity</li> <li>• Verbal or written words that are unacceptable to a reasonable person</li> </ul>
<p style="text-align: center;">Damage or Destruction of Property</p> <p style="text-align: center;">Major</p>	<p>Student participates in an activity that results in substantial destruction or disfigurement of property</p>
<p style="text-align: center;">Theft</p> <p style="text-align: center;">Major</p>	<p>Student is in possession of, having passed on, or being responsible for removing someone else's property.</p>
<p style="text-align: center;">Verbal Assault</p> <p style="text-align: center;">Major</p>	<p>Using words to threaten or harm another student or adult</p> <ul style="list-style-type: none"> <li>• Use of vulgar language toward others</li> </ul>

Physical Assault Major	Engages in conduct which creates grave risk of death or serious injury to another person.  • Safe Schools Act Violation
Insubordination Major	Refusal to follow adult directions, talking back, and/or socially rude interactions
Possession of Tobacco Products Major	• Cigarettes • Cigars • Chewing tobacco
Possession of Controlled Substance Major	• Illegal Drugs
Possession of Weapon Major	All weapons are prohibited within school environment • Handgun • Knife • Rifle • Other
Bullying	Deliberate and repeated intimidation or harassment by an individual or group
<b>Safe Schools Act Violations</b>	
Property Damage/Destruction 1 <sup>st</sup> degree	
Distribution Drugs to a Minor	
Distribution of Drugs	
Physical Assault 2 <sup>nd</sup> Degree	
Physical Assault	
Weapon: Handgun	
Weapon: Rifle	
Weapon: Knife/ Other	

# Houston Elementary Discipline Definition

## Minor:

An individual conference between a student and staff member will be held to make student aware of his/her poor judgment regarding a particular incident. This will provide the opportunity for discussing possible alternatives available for the student to correct the problem.

<p>Restroom Misconduct</p> <p>Minor</p>	<p>Any behavior that leads to the destruction of bathroom supplies and any unsafe conduct to another student</p> <ul style="list-style-type: none"> <li>• Overuse of bathroom privileges (avoidance of work)</li> <li>• Not following restroom/school wide expectations</li> <li>• Leaving bodily fluids/solids anywhere other than toilet</li> <li>• Being overly social in the restroom (talking)</li> <li>• Hanging on stall doors</li> </ul>
<p>Possession of Nuisance Items</p> <p>Minor</p>	<p>Bringing anything from home that can cause a distraction to student learning without teacher permission</p> <ul style="list-style-type: none"> <li>• Toys</li> <li>• Cell phones/Electronics</li> <li>• Trading cards</li> <li>• Toy weapons</li> <li>• Skate/Wheelie shoes</li> </ul>
<p>Horseplay</p> <p>Minor</p>	<p>Playing in a rowdy, unsafe manner by oneself or with others</p>
<p>Improper Social Behavior</p> <p>Minor</p>	<p>Anything that is offensive to the general public</p> <ul style="list-style-type: none"> <li>• Loudness in a quiet setting</li> <li>• Unwanted touching or gestures</li> <li>• Opening doors at restroom breaks</li> <li>• Kissing</li> <li>• Not using basic manners</li> <li>• Not treating others the way you want to be treated</li> <li>• Not respecting other's personal space</li> <li>• Inappropriate noises</li> </ul>
<p>Inappropriate verbal language</p> <p>Minor</p>	<p>Low intensity instance of inappropriate language</p>

<p style="text-align: center;">Disruption of Curricular Activities</p> <p style="text-align: center;">Minor</p>	<p>Low intensity behavior causing an interruption in a class or activity</p> <ul style="list-style-type: none"> <li>• Loud talking</li> <li>• Yelling or screaming</li> <li>• Noise with materials</li> <li>• Sustained out of seat behavior</li> </ul>
<p style="text-align: center;">Disrespect Towards School Personnel</p> <p style="text-align: center;">Minor</p>	<p>Any act of verbal or nonverbal behavior that is not appropriate in their interactions with teachers and personnel</p> <ul style="list-style-type: none"> <li>• Noncompliance (low intensity failure to respond to adult request)</li> <li>• Inappropriate gestures (eye rolling, sticking out tongue, etc.</li> <li>• Refusal to follow teacher’s directions (low intensity)</li> <li>• Talking back, lying, arguing , and shouting</li> <li>• Unkind words</li> </ul>
<p style="text-align: center;">Property Misuse</p> <p style="text-align: center;">Minor</p>	<p>Low intensity misuse of property</p>
<p style="text-align: center;">Leaving Class Without Permission</p> <p style="text-align: center;">Minor</p>	<p>Leaving any class without asking a teacher/adult for permission in a safe manner</p>

## Houston Elementary Behavior Matrix

	<b>Respectful</b>	<b>Responsible</b>	<b>Ready</b>
<b>Hallway</b>	Walk around people Follow directions given by adults Walk on right	Walk Safely One step at a time on the stairs Keep hands and feet to self	SSS: Short, Straight, and Silent
<b>Cafeteria</b>	Restaurant Voices Silent Dismissal Raise your hand for assistance Stay seated	Enter/Exit quietly Keep hands and feet to self Eat only your food	Use good table manners Walk
<b>Bathroom</b>	Wait your turn Respect privacy Conserve paper towels	Walk Flush Wash Hands Keep water in sink	Be quick Be quiet Be clean Return to class promptly
<b>Playground</b>	Include everyone Keep hands, feet, and other objects to self	Follow playground rules Use equipment properly Play safe Follow game rules Be considerate of others	Be a problem-solver Be a good sport Be kind
<b>Before School</b>	Quiet voices Follow directions Walk	Straight to classroom then breakfast No loitering in the hallways	Go to class promptly and quietly Use time wisely
<b>After School</b>	Quiet voices Follow directions Walk	Stay in line Sit in commons area while waiting for the bus Stand quietly in car rider line	Go to your dismissal area promptly and quietly

