

2016-2017

Craig R-3 Elementary Handbook

Read Carefully the Latest Updates:

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Everything's a "Buzz" at Craig R-3

Mr. Leach, Superintendent
660-683-5351

Mrs. Dyer, Principal
660-683-5431

SCHOOL LOCATION AND INFORMATION

Location: 402 North Ward
Craig, Missouri 64437

School Colors: Blue and Gold/Purple and Gold
School Emblem: Hornet and Panther

Phone: (660) 683-5431
(660) 683-5351
(660) 683-5769

Elementary and High School Office
Office of Superintendent
Fax

School Hours: 8:20 a.m. – 3:25 p.m.

School Closings: Any time school is canceled due to **adverse weather**, an announcement of such action will be made on the following radio stations:

KFEQ 68 AM Q Country 92.7 FM
KMA 960 AM KJO 105 FM

KQ2 television station will also be notified. Also, a text message service from Northwest Missouri Cellular will be available with this information for individuals who sign up for the program.

Before and After School: Non-bus students should not arrive at school **before 7:55 a.m.**

Circumstances that result in regular early arrival of a non-bus student will need to be explained to the principal. Parents will be contacted and assistance requested if a student chronically arrives early. Meal service begins at 8:00 a.m. Students arriving by bus may enter the building to deposit books, etc. in their classroom/hallway outside their classroom, but should then proceed immediately to the supervised area. **After school all students who are not supervised by a staff member should leave the school premises.**

CRAIG R-III STUDENT CITIZENSHIP CODE

- *A good student is punctual. He/she reports to class and all other school activities on time.
- *A good student is tolerant of other students regardless of race or religion.
- *A good student is industrious. He/she realizes that few students are perfect, but he/she does his/her best on all assignments.
- *A good student displays good sportsmanship in all school activities.
- *A good student is courteous at all times.
- *A good student is reliable. He/she brings adequate materials and supplies to class each day.
- *A good student shows respect for authority.
- *A good student is honest.
- *A good student is clean in mind and body.
- *A good student is neat in his/her appearance.
- *A good student has an open mind for new ideas.
- *A good student displays proper conduct at all times.
- *A good student participates in class discussion and other school activities.
- *A good student respects school property and the property of others.
- *A good student is consistent. He/she does not change his/her standards to satisfy the crowd.
- *A good student realizes that his /her right stop where another person's right begins.
- *A good student is loyal to self, his/her fellow student, his/her school, and his/her country.

Vision Statement: Paving the Path to Success

Mission Statement: The mission of the Craig R-III School District is to offer a wide range of educational opportunities in a safe environment which will allow students to master academic skills and become life-long learners and responsible, respectful citizens.

BOARD OF EDUCATION

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Kathy Leach.....	Parents as Teachers
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Betsy McQueen	3 rd Grade/4 th Grade
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Ralph Ball	Agricultural Science
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Eric Dyer.....	Business
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Debbie Kent	Principal's Secretary
Kay Smith	Food Service Manager
Pam Haer	Food Service

CHAIN OF COMMAND

As in any system, it is important that all parts function together to make the system run efficiently. As a school system, we need to be sure that we communicate with all parts of the system and that we are aware of how each of the sub-systems work together to make up the entire system. One of the most important parts of a system is to know where to go to get your questions answered or your complaint heard. In any situation, always go to the source first. That might be a teacher. If you are not satisfied with the response at this level, or if you do not receive a response, you need to go to the principal of that person. If you have communicated with the principal and you are still not satisfied, it is time to move up the communication chain. The next person you would contact would be the superintendent. If you are still not satisfied with the answer you receive from the superintendent or if your complaint has not been resolved, you would then request to meet with the board of education. We have a process in place that allows all community members to have access to the board, either in a public session or an executive session.

The following sections are entered in alphabetical order.

ACCIDENTS

Every accident that occurs in relation to the school must be reported immediately to the person in charge.

ATTENDANCE / ABSENCES

Regular attendance is one of the most important ways in which students show interest in their school work and is essential to proper achievement in school. While students should not come to school when genuinely ill, parents should be able to judge when illness is serious enough to warrant absence or is a risk to other students.

PLEASE MAKE USE OF THE INCLUDED SCHOOL CALENDAR WHEN SCHEDULING APPOINTMENTS. EARLY DISMISSALS, LATE STARTS, AND VACATION DAYS SHOULD BE CONSIDERED FIRST WHEN SETTING APPOINTMENTS FOR YOUR CHILD.

THE FOLLOWING STEPS SHOULD BE FOLLOWED WHEN A STUDENT IS ABSENT.

1. Parents or guardians are to call the school the morning of the absence (call before 8:30 a.m.) or prior to the absence. Parents can send a note to school with a related student giving name, date, and days of absence, and reason for absence on the morning of the absence or the school day immediately following the absence.
2. Parents or guardians need to notify the office by 8:30 a.m. if they would like the student's makeup work collected. **IT CAN BE PICKED UP AT THE CONCLUSION OF THE SCHOOL DAY AT 3:25 p.m. ON THE DAY OF THE ABSENCE.**
3. The office will inform the staff if the student's absence is excused or unexcused.

Absences: Students will be given one day to make up work for each day they are absent. Example: if a student is excused on Monday, the student's work is due on Wednesday, unless other arrangements

were made with the teacher. When an assignment was given prior to an absence, it is due when the teacher has assigned it on the original due date. Example: if a teacher assigned homework that was due the next day, and the student was absent, it is due upon return. An extra day will NOT be given. If this procedure is not followed, a zero will be given for all class work due the day of the absence.

Preplanned Absences: Out of town trips (family or school) should be **APPROVED IN ADVANCE** to eliminate any misunderstandings. A student will have ALL academic work completed on the day he/she returns from the absence (unless prior arrangements have been made in advance with classroom teacher or by teacher discretion).

Excessive absences - Excessive absences may be one factor considered in promotion/retention decisions for elementary students. Excessive absences may have a detrimental effect on the academic progress and grades of all students. **The district will contact the Juvenile office or the local prosecutor after the 8th absence.**

Guidelines are as followed:

- A letter will be sent home to parents after 5 absences have been accrued.
- After the 8th absence deemed either: excused, excused verified or unexcused during a semester the juvenile office will be contacted.

Leaving during school day WITH permission - Students will not be excused during the school day without prior notification (NOTE) by a parent or guardian. Students must check out at the administrative offices.

Leaving during school day WITHOUT permission - This act will be considered truancy. Parental contact with the principal must take place prior to the student being re-admitted to classes. Disciplinary action is likely.

BUS REGULATIONS

If students are not riding the bus in the morning or in the evening they must contact Richard Corbin and the Apple Bus Barn. The phone number is 660-442-5111 or Richard's cell number is 660-924-1483.

The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Students should remain seated in a forward position while the bus is moving. Students must not at any time extend arms or head out of the bus window. The noise level should be maintained at ordinary conversation levels. Students should maintain good conduct. No tobacco products are allowed on the bus. Profanity and vulgar language will not be tolerated. Glass containers are not permitted on the bus. Pets and animals may not be transported on the bus. Eating and drinking is not allowed on the bus.

The driver will not discharge riders at places other than the regular bus stop near the home or at school, unless by proper authorization from the parent, principal, or the superintendent of the school. Any damage to a bus by a student must be paid for by the student responsible for the damage. Riding the bus is a **PRIVILEGE** that may be removed.

Drivers will take responsibility for the discipline on their bus. Ongoing or serious incidents will result in the student being referred to the principal or superintendent and the issuance of BUS CONDUCT REPORT.

1st Report - Principal/Student Conference

2nd Report - Principal/Student/Parent Conference

3rd Report - Administrative conference which may result in suspension of riding privileges up to 5 days

4th Report - Administrative conference which may result in suspension of riding privileges up to 10 days

5th Report - Administrative conference which may result in suspension of riding privileges up to 30 days

6th Report - Administrative conference which may result in loss of transportation privileges for the remainder of the school year

Parents, please stress to your children the importance of following ALL bus rules. Rules are made solely for the safety and protection of the students.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or other damage to school property or equipment, will be required to pay for the damage done or replace the item. Damage of a malicious nature will be considered and treated as a very serious offense. Suspensions and/or expulsions will be considered in all cases of damage to grounds or facilities.

CELL PHONES AND ELECTRONICS

Students' cell phones **are to be turned off, left in backpacks, and not to be taken out** during school hours for personal use. Teachers may request to have students put phones in a designated area during class time.

ALL PERSONAL DEVICES AND ELECTRONICS ARE DISCOURAGED AT SCHOOL, IF BROUGHT TO SCHOOL THEY ARE TO STAY IN BACKPACKS (NO RECESS), UNLESS ALLOWED BY TEACHER FOR ACADEMIC REASONS.

THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR LOST PERSONAL ITEMS OR VALUABLES.

COMPUTER USAGE

Each year all students of Craig R-III are required to have their parent/guardian read and sign a user agreement before they are permitted to log on the computer network. Students and parents must agree to accept the liability of any intentional damage of hardware/software or unacceptable accessing

of unauthorized materials on the Internet before the students may use the network system. This is to protect the students in school from unlawful usage that might result in the loss of our on-line internet service through MORENET and to protect the system from deliberate sabotage. A complete copy of Craig R-III's Internet acceptable use policy is available in the administration office for review.

CONFERENCES WITH TEACHERS

Conferences will be held at the end of the 1st quarter. Elementary conferences are by **APPOINTMENT**.

Parents are encouraged to contact their child's teacher at any time to arrange an appointment for any additional conferences throughout the year. This may be done by note or by calling the school office.

APPOINTMENTS ARE NECESSARY AS TEACHERS ARE NOT PERMITTED TO CONFER WITH PARENTS DURING TIMES THEY ARE RESPONSIBLE FOR WORKING WITH STUDENTS.

DISCIPLINE

There are standards of conduct that all students are expected to support as guidelines for school behavior. They are:

- Be respectful
- Treat others as you wish to be treated
- Be courteous
- Try your best at all times
- Be prepared

The classrooms develop specific rules that are based on these standards of conduct. The teacher is expected to maintain classroom discipline. The assistance of the principal may be requested by the teacher at which time a student/principal conference will be held. The principal will determine appropriate discipline measures.

Disrespectful conduct, fighting, profanity, talking back to staff members, vandalism, and violence may result in an after school detention period or I.S.S. (in-school suspension).

Discipline of students with disabilities - the obligation and the responsibility to attend school regularly and to comply with the district's discipline policies applies to all students. When appropriate, the district may discipline a student with a disability who has not complied with the district's discipline policies in a manner that is consistent with the district's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed for more than 10 school days. If a student with a disability is removed for less than 10 cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

School Detention - A detention will be held when necessary. Prior to a student's detention the parents will be notified so that the parent can make transportation arrangements. The following rules govern the period:

1. Student is to report to the assigned detention area as designated.
2. NO sleeping.
3. Students will be supervised by an assigned faculty member.
4. Any student who is assigned detention will have two opportunities to fulfill the obligation after which a suspension will be enforced.
5. Student involvement with extra-curricular activities will not be given special consideration.

In School Suspension - Students may lose the privilege of the regular school day. Students serving time will be assigned to a specific location within the building. Leaving this area without permission will result in an out of school suspension. Behavior while serving I.S.S. will be the same as expected for class time. Students will receive a grade worth up to 75% for work completed during the day.

Out Of School Suspension - Students receiving an O.S.S. will receive NO credit on ALL academic work resulting with 0%.

Comprehensive Discipline Policy - As a result of the Safe Schools Act each school district in the state of Missouri has a board adopted comprehensive discipline policy. These procedures are in place for discipline problems that exceed typical classroom discipline issues. It is the purpose of this code to list certain offenses that will result in the imposition of a specific penalty. **See "SAFE SCHOOL ACT".

DESKS

School desks are the property of the school and are provided for use/convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. **The school cannot accept responsibility for lost clothing or valuables.**

DRESS

It will be up to the discretion of the principal or superintendent to determine if the student is appropriately dressed.

1. Clothing, hair, and cleanliness are important factors in personal appearance. School dress should not be extreme, create distractions, or cause bad publicity for the school.
2. The wearing of apparel that is backless and/or exposes the midriff is prohibited. This includes, but is not limited to: halter tops, crop tops, and other such related clothing.
 - Kindergarten through 2nd grade (Spaghetti straps are accepted).
 - 3rd grade through 6th grade (Tank tops with 1 inch or greater straps are accepted; **NO SPAGHETTI STRAPS - NO BRA STRAPS ARE TO BE SEEN WITH ANY ATTIRE.**)
3. All shirts MUST have manufactured hemmed sleeves. NO cut off sleeves. This goes for boys and girls.
4. Shorts should have an inseam of 4 inches or longer.

5. No distressed or ripped jeans/pants with exposed skin above the knee will be allowed.
6. No metal or other adornments on clothing that could possibly damage equipment or furniture will be allowed. This includes wallet chains, pliers, and any other objects that could cause damage to school property.
7. No see through clothing that will expose undergarments or any other type of apparel already listed above.
8. Head coverings like hats, sunglasses, and bandanas cannot be worn in the building except on special occasions or with prior teacher approval.
9. In addition, clothing that refers to alcohol, tobacco, drugs, has improper design, vulgarity, abusive or suggestive wording is prohibited.
10. Students wearing any clothing that is considered inappropriate will have parents called. At this time the parents must bring appropriate garments to school so that the student is able to change.
11. Sponsors may set specific dress codes of apparel for their activities.

ELEMENTARY HONOR ROLL

Students in 3rd – 6th grades are eligible for honor roll. The requirements are as follows:

Regular Honor Roll – Students receiving an overall “B” average with NO grade below a C each quarter are rewarded this recognition.

High Honor Roll – Students receiving an overall “A” average with NO grade below a C each quarter are rewarded this recognition.

These achievements will be on display for public viewing. The display will begin in 3rd grade and continue through 6th grade. Students who receive the honor 3 out of 4 quarters (per school year) will be rewarded with a trip at the end of the year.

ELEMENTARY STUDENT COUNCIL

Elementary Student Council will be composed of 6 students from 3rd grade – 6th grade. Elementary Student Council will provide elementary students a voice in planning elementary related activities. Meetings will be held during lunch. Mrs. Wooten will serve as the advisor and meetings will take place in Mrs. Wooten's room.

3rd grade and 4th grade - Each class member will choose one name from a ballot. The student receiving the most votes will serve as a council member.

5th grade and 6th grade - Each class member will choose two names from a ballot. The two students receiving the most votes will serve as council members.

Each class will vote on members that meet the following criteria.

1. Must be a school citizen in good standing.
2. Must have attended Craig R-III for a minimum of one semester prior to selection with NO semester grades below a C.
3. Must have leadership abilities.
4. Must be cooperative.

EMERGENCY DRILLS AND PLANS

The school has pre-determined procedures for evacuating the building in the event of a fire or getting children to the safest areas in the building in the event of a tornado warning. The school also has earthquake drills and lockdown procedures in place. Drills to practice these procedures are held at specified intervals. A board adopted crisis plan is in place that will allow the staff to take charge during a crisis situation.

FAMILY ACTIVITY PASSES (MOUND CITY SPORTING EVENTS)

The costs for athletic passes at Mound City for the 2016-2017 school year are as follows:

- | | |
|----------------------------------|----------|
| 1. Athletic pass for STUDENTS | \$30.00 |
| 2. Athletic pass for ADULTS | \$40.00 |
| 3. Athletic pass for FAMILY (4+) | \$100.00 |

Contact the Mound City School to purchase the above passes at (660) 442-5429.

FIELD TRIPS

Parents may attend elementary field trips as a guest if they choose. The following procedures will be followed:

1. Parents that are planning on attending need to send a note with their child in his/her folder **PRIOR** to the event. This will give the classroom teacher(s) an idea of who to expect.
2. Parents will drive to the destination; parents will not be permitted to ride the bus.
3. Parents will be responsible for paying their own way into the event upon arrival (*at no group discount*) and will be responsible for bringing/buying their own lunch.
4. The school will have a sack lunch for each child, but parents will be expected to meet his/her class at a designated place and time in order for their child to eat the lunch that has been provided. If the child is not present at the designated lunch time, he/she will not be provided with the sack lunch.
5. Parents are free to separate from the group with their child, or parents may join their child with his/her class as it makes its way around the event. However, the classroom and school rules will still apply to all children within the group and will be enforced by the classroom teacher(s).

6. Parents will need to report to the classroom teacher(s) within the first 15 minutes of arriving at event location and let him/her know of their intentions of staying with the group, going their separate ways, and whether or not the child will be riding the bus home with the group. Sign out sheets will be with the classroom teacher(s).
7. Parents will be obligated to sign out their child from the classroom teacher(s) if they choose to go their separate ways and not to stay in the group. If one signs out his/her child, one will assume full responsibility of that child and the school is released from any liabilities. A phone number must be provided on the sign out sheet in the event that a teacher would need to communicate with the parents during the event.
8. The bus will be scheduled to leave at a specific time. It is the parents' responsibility to have their child back to a designated spot at that time in order to maintain the schedule.

GATORADE / WATER

Gatorade and water may be purchased AFTER school. During the year approval may be given for special purchases during school hours.

GRADE REPORTS

Quarterly reports will be provided at the end of the nine-week reporting period. Parent/teacher conferences will be held at the conclusion of the first quarter. Requested conferences can be scheduled at other times.

Mid-quarter progress reports are sent home at the midway point of each quarter. Students in 3rd grade - 6th grade are issued a mid-quarter progress report.

GRADING SYSTEM

Grades are earned by the student and calculated by the teacher. Each classroom teacher develops his/her own grading plan. Most teachers calculate grades based on some combination of daily assignment scores and quiz/test scores, and sometimes class participation, attitude, effort, or other factors. Consistent late work and/or excessive absenteeism will cause grades and learning to suffer. The grading scale for 2nd grade - 6th grade is as follows:

A	96% - 100%	A-	90% - 95%
B+	87% - 89%	B	84% - 86%
B-	80% - 83%	C+	77% - 79%
C	74% - 76%	C-	70% - 73%
D+	67% - 69%	D	64% - 66%
D-	60% - 63%	F	59% and lower

The students in Kindergarten and 1st grade are assessed by a checklist progress report that will be distributed at the same time as all other grade cards. These progress reports will be completed by the teacher.

HARASSMENT AND BULLYING

The Craig R-III School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated. Students who feel they have been subjected to discrimination on the basis of sex are encouraged to meet with their Title IX coordinator (Superintendent).

Bullying occurs when a student repeatedly hurts or scares another person on purpose and consists of:

- Punching, shoving, and other acts that hurt people physically
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

Bullying can also take place on-line and is known as cyber-bullying, which consists of:

- Sending mean texts, emails, or instant messages
- Posting nasty pictures or messages about other in blogs or on Web sites
- Using someone else's user name to spread rumors or lies about someone

HEALTH SERVICES

A nurse is in our building one day each week, usually on Thursdays this year. Parents will be notified if it is necessary for a sick or injured child to go home.

Vision, hearing, growth, scoliosis, and dental screenings are conducted throughout the school year. Various health-related topics are incorporated into the curriculum throughout the year. If you have any health related concerns regarding your child, please make an appointment to discuss them with the school nurse. It is the responsibility of the parent to keep the school district informed as to any changes in the health status of your child.

Allergies

Students in Kindergarten – 2nd grade are not to share food at any time during breakfast or lunch. Students in 3rd grade – 6th grade may trade food with students at their class tables during breakfast or lunch. All students need to be aware that other students in school may have a LIFE THREATENING food allergy (usually NUTS/PEANUTS). Always check with the classroom teacher in regards to any food allergies that may exist in the classroom before bringing foods for parties/classroom events.

Communicable Diseases

You **MUST** notify the school if your child has a communicable disease (head lice, strep throat, pink eye, ringworm, hand/foot/mouth disease, etc.). If you have questions about a communicable disease, please call the school to discuss with the school nurse.

Hygiene

Proper hand-washing techniques (before eating, after using the restroom, etc.) will be practiced within each classroom. At school the students are reminded to either count to 20 or sing the "Happy Birthday" song while washing their hands.

Illness - Medical Problems

If your child has been absent with a contagious disease and you are in doubt about when he or she should return to school, call the nurse. We must comply with state health regulations.

- Children with a temperature of 100.4° or higher will be sent home from school. As well, a child with a temperature of 100.4° or higher should not be sent to school. Children are to be without a fever for **24 hours** (without the aid of Tylenol or Ibuprofen keeping it normal) before returning to school. Do not send your child to school if they have been vomiting or have diarrhea. School attendance is very important. However, please use good common sense when deciding if your child should attend school or not.

Please be sure the school is advised of any medical problems which may affect your child's participation in school activities or which would require special treatment should the child become ill at school.

- Please keep the school informed of any changes and/or concerns, allergies, medications, etc. in regard to your child's health.

If your child must avoid fresh air because of a recent illness, we ask that you send a note requesting the teacher to restrict his or her activity on the playground.

Exempting a student from participation in physical education due to medical problems requires a parental note to the teacher. A physician's note will be requested if there is a long-term exemption from physical activity.

Immunizations

Written proof of **COMPLETED** immunizations must be received on or before the first day of school.

Medications

We **STRONGLY DISCOURAGE** sending medication to school. Any medication, including inhalers, is dispensed through the principal's office. **When medication must be given at school, the following guidelines must be adhered to for prescription drugs and/or over the counter medications (with proper doctor documentation):**

1. Written orders from licensed health care provider must be obtained, and should include the name of the drug, dosage, the route of administration, and the time interval in which the medication is to be taken. **The prescription label will be considered an equivalent of the physician's order for short-term medication.**

2. The parent/guardian of the student must complete a form provided by the school district before medication can be administered. The district will not administer the first dose of any medication. The medication will be delivered to the school by the parent/guardian or other responsible adult, in original prescription and/or over the counter packaging.
3. Medications other than prescribed asthma medication/inhaler will not be allowed to stay with the student (backpacks, desks, and/or on self). These medications will be kept with school personnel in front office.
4. Unused medication cannot be sent home with students. Medication will be destroyed one week beyond the close of the school year if it is not picked up by a parent/guardian.

HOMework

As a parent, it's important for you to know that homework really does make a difference in your child's performance at school. Research tells us that the time spent doing homework directly affects a child's achievement. This is important information. It tells us that by doing assigned homework; children will increase skills and do better in school. Some recent findings:

1. Students who consistently do homework perform better academically than those who do not do homework.
2. By doing homework, students can improve academic achievement in all subjects.
3. Homework improves academic achievement at all grade levels.
4. Doing homework improves academic achievement of both high and low achievers.
5. When you help your children do their homework appropriately, you are helping them improve academically. Through homework, you have the daily opportunity to make your child more successful.

INVITATIONS (PERSONAL PARTIES)

If invitations are sent to the school to be handed out or delivered in class, every child or all members of the same sex in the class should be included to avoid hurt feelings. Otherwise, they will not be handed out and delivery is to be done through other means outside of the school.

LIBRARY

Parents may help us by making certain that checked-out books are properly cared for and protected from damage by younger brothers, sisters, visitors, or pets. If damage should occur to a library book, please do not attempt to repair it. Return the book to the library where it will be professionally mended. Ensuring that your child's books are returned on time will help us make maximal use of our library for each child.

WEEKLY CHECKOUT OF LIBRARY BOOKS

Students will be permitted to check out two books each week provided that the previous week's books have been returned.

OVERDUE LIBRARY BOOKS

Overdue library books must be returned before further checkout of other books will be permitted.

MEALS

Breakfast will be served from 8:00 a.m. - 8:15 a.m. on a daily basis and the cost is \$1.50 for adults and Kindergarten - 6th grade students. School lunches will be \$2.85 for adults and \$1.85 for elementary students. Milk and juice may be purchased for \$0.30. It is a privilege to eat in the cafeteria, not necessarily a right of the individual student. If an individual abuses this privilege, he/she may be restricted in this usage. **The school will allow a \$20.00 charge limit per student for meal charges, and then the student will be fed a peanut butter sandwich and a carton of milk at a cost of \$0.30 until the charges are paid.** Application for free/reduced meals can be made.

The lunch schedule is as follows:

Kindergarten - 6th grade.....11:00 a.m. - 11:20 a.m.
7th grade - 12th grade11:29 a.m. - 11:51 a.m.

The lunch period is a closed period. Students are not permitted to leave the school grounds. Students are to remain in the cafeteria unless dismissed to another area by the cafeteria supervisor.

MORNING PROCEDURE

Students NOT riding a bus should NOT arrive before 7:55 a.m. **STUDENTS ARRIVING PRIOR TO 7:55 a.m. WILL NOT BE SUPERVISED.** Once an elementary student arrives at school, he/she is to go straight to the old gym and sit in their class's designated area and wait to be dismissed by the supervising teacher(s) for breakfast or morning recess.

Breakfast begins at 8:00 a.m. When students are dismissed from the gym to breakfast/recess they are to then take bags and coats to their rooms.

Kindergarten – 2nd gradeBags and coats into the classrooms.
3rd grade– 6th grade.....Bags and coats to hallways outside the classrooms –
DO NOT GO INSIDE THE CLASSROOMS.

Breakfast is served from 8:00 a.m. - 8:15 a.m. The bell (8:15 a.m.) signals the end of the serving of breakfast. Students are to empty trays and head to their classrooms at this time.

PARTIES

Three elementary holiday parties will be held (Halloween, Christmas, and Valentine's Day). Each classroom teacher will seek assistance from parents to organize each party. Birthdays may be observed with treats if the teacher is notified prior to the day.

PETS

"Special visits" may be made if arrangements have been made in advance with the classroom teacher. Pets may not be transported by bus.

PHOTO AND NAME RELEASE

Students will be photographed throughout the school year in order to document school history, events, projects, and trips experienced by the classes. The photographs taken by the school may be used for media purposes (PowerPoint presentations, school's web site page, blogs, monthly newsletters, or news articles for local news media). If students' pictures are used, their first names may be printed, but last names will be kept confidential. If pictures are used by the local news media and school yearbook, first and last names will be given. **PARENT PERMISSION IS ASSUMED REGARDING THIS ACTION UNLESS NOTIFICATION IS GIVEN TO THE SCHOOL DISTRICT IN WRITING.**

PLEASE NOTE: Parents are welcome to take pictures and videos of special events in their child's classroom or at school functions; however, we ask that you respect the privacy of our students and staff. If you choose to make your pictures and/or videos public via social networking sites, e-mail, websites, etc. we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in maintaining the confidentiality of our student population.

PLAYGROUND AND PARK

Students will be going outside for recess daily, both in the mornings and afternoons, if the temperature outside is 32°F or warmer. It is recommended that students come to school daily with a coat. **IT IS NOT THE RESPONSIBILITY OF THE TEACHER(S) TO MONITOR YOUR CHILD'S OUTWEAR. PLEASE SEND YOUR CHILD(REN) IN APPROPRIATE OUTWEAR FOR THE TEMPERATURE AND BEING OUTSIDE FOR A LONG PERIOD OF TIME.**

The following rules govern playtime on the playground and park.

1. Follow directions of supervisor.
2. Use equipment properly.
3. Do not throw rocks or other harmful objects.
4. No foul language or teasing
5. Play in assigned areas only.
6. Stop playing when instructed to line up.

All playground activity will be supervised by an assigned teacher(s). **NO PERSONAL BELONGINGS ARE ALLOWED ON THE PLAYGROUND DURING SCHOOL HOURS. THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR THE LOSS OR DAMAGE OF PERSONAL PROPERTY BROUGHT ON THE PLAYGROUND/PARK BY INDIVIDUAL STUDENTS.**

PROMOTION AND RETENTION

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade.

If parents/guardians do not accept the decision made by the committee, an appeal may be made in writing to the district superintendent.

GENERAL PROMOTION AND RETENTION REQUIREMENTS

In recommending promotion or retention, these following factors will be considered:

1. Academic achievement in all subject areas, especially attainment of grade level objectives (as determined by assessments, assignments, and work samples)
2. Chronological age
3. Study habits
4. Attendance
5. Social/emotional maturity
6. State-mandated retention requirements for primary/middle school students

A list of students who are not meeting grade level objectives and/or are failing to meet any of the other requirements above will be presented to the school principal at the end of each academic quarter. With respect to any student who is not meeting the above requirements:

1. A committee consisting of the school principal, the school counselor, the classroom teacher, and a second classroom teacher (that has previous experience with the student, if applicable) will meet by February 15 to review the student's academic record, current test scores, and work samples.
2. The parents/guardians will be notified within one week after the review that retention is being considered. The parents/guardians will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
3. Written notification of retention consideration will be sent via U.S. Mail with a scheduled time for a conference. If the parents/guardians fail to present at that time and does not make an attempt to reschedule, he/she waives the right to the conference.
4. The decision for retention will be made by the committee and the parents/guardians in accordance with the requirements outlined above. However, if an agreement cannot be reached, the final decision will be made by a joint effort of the school principal and the district superintendent.

If parents/guardians do not accept the decision for retention, an appeal may be made in writing to the district superintendent. ***All appeals must be requested within two weeks after the close of the school year.***

READING CIRCLE CERTIFICATE

A Reading Circle Certificate is awarded to students who meet ANNUAL reading goals. To earn this certificate a student at each grade level must read and report on the following:

Kindergarten	10 books
1 st Grade.....	12 books
2 nd Grade.....	14 books
3 rd Grade	1600 pages (1500 fiction/100 nonfiction)
4 th Grade	1800 pages (1650 fiction/150 nonfiction)
5 th Grade	2000 pages (1800 fiction/200 nonfiction)
6 th Grade	2200 pages (1950 fiction/250 nonfiction)

Books counted toward the monthly reading incentive also count toward Reading Circle Certificate. A SPECIAL CERTIFICATE IS AWARDED TO STUDENTS WHO EARN THE READING CIRCLE CERTIFICATE FOR SIX CONSECUTIVE YEARS.

READING INCENTIVES (PAULA’S READING PERKS)

A monthly reading incentive will be rewarded to students during the months of September, October, November, January, February, March, and April. Support of this program will be in conjunction with the Accelerated Reader (AR) here at school and sponsored by Paula’s Café. Students who reach the monthly goal are given a certificate that entitles him/her to free food (Kindergarten – 2nd grade: FREE kid’s meal with 20 oz. fountain drink, 3rd grade – 6th grade: FREE side of choice with 32 oz. fountain drink) at Paula’s Café. Monthly goals for each grade level are:

Kindergarten	5 books
1 st Grade.....	2 books with passed AR test
2 nd Grade.....	3 books with passed AR test
3 rd Grade	250 pages (February – nonfiction)
4 th Grade	275 pages (February – nonfiction)
5 th Grade	300 pages (November – nonfiction)
6 th Grade	325 pages (November – nonfiction)

SAFE SCHOOLS ACT

In accordance with the 1996 Safe Schools Act certain offenses must be reported to legal authorities and could include up to a 365 day expulsion from school. Students who have been charged or convicted of these same offenses could be expelled from school as well. The offenses include:

- *Possession of a weapon
- *Willfully inflicting injury on another
- *1st degree assault
- *1st degree robbery
- *1st degree arson

- *Sale or distribution of drugs
- *1st or 2nd degree murder
- *Forcible rape or sodomy
- *Distribution of drugs to minor
- *Class A felony kidnapping

The Safe Schools Act requires school principals to report incidents of third-degree assaults that have occurred on school property, a school bus, or during a school activity to the superintendent and the local law enforcement agency. As required by Section 167.117, Revised Statutes of Missouri, an interagency agreement exists between the Craig School District and the Holt County Sheriff's Office for the purpose of defining and establishing guidelines for school principals in reporting incidents that may constitute third-degree assault for investigation by law enforcement. As described in RSMo575.070, a person commits assault in the third degree if that person...

1. Attempts to cause or recklessly causes physical injury to another person.
2. With gross negligence, causes physical injury to another person by means of a deadly weapon.
3. Purposely places another person in apprehension of immediate physical injury.
4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the functions of any part of the body, of another person.
5. Knowingly causes physical contact with another person knowing that the other person will regard the contact as offensive or provocative.

Students shall be suspended for acts of physical aggression that fall under the guidelines of the Safe School Acts Statute.

SEXUAL HARASSMENT

Craig R-III School Board policy prohibits sexual harassment from occurring among and between its employees and/or students and will make efforts to prevent it from happening by advising its employees and/or students of its prohibition in handbooks and conversations.

STAYING AFTER SCHOOL

Teachers have been instructed that no child is to be asked to stay after school unless the parent has been notified. If your child or the teacher notifies you of this, please specify if you wish the child to walk home or if you will pick him/her up. Students are not to remain at the school after the conclusion of the day unless being directly supervised by a teacher, sponsor, coach, or other school personnel.

STUDENT DEBT

A student's grade card will be withheld if there is outstanding debt. This applies to money being owed for lunches (snack milks), band materials (5th and 6th grades), and/or missing/damaged library books, text books, classroom library books, and take home folders.

SUPPLIES

The school furnishes textbooks and other supplies not listed on the supply list. It is the responsibility of the individual child to furnish the items on the supply list. Please be sure your child has his/her supplies and monitor the supply needs of your child throughout the year. During the school year, a supply store is run by the Elementary Student Council members three days a week (Monday, Wednesday, and Friday) from 7:55 a.m. to 8:15 a.m.

SUSPENSIONS / EXPULSIONS

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. The principal is authorized to suspend students for periods of time not to exceed 10 school days for violation of district regulations. The principal may also recommend extensions of suspension for periods of time up to 180 days by the superintendent. The superintendent of schools may suspend students for periods up to 180 days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 days.

If a student consistently refuses to conform to school policies, rules, or regulations, the principal and superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

TARDIES

An administrator will contact the parents of elementary students if a student exhibits a pattern of tardiness. If awareness of the problem does not lead to improvement, disciplinary action may be taken.

TELEPHONE CALLS / TELEPHONE USAGE

If you call during school hours to talk to a teacher or your child, a message will be left with the teacher or student to return your call during the next free period.

Students are only permitted to use school phones located at the administrative offices with the permission of the teacher or principal.

Office personnel will place calls for students who are ill, for emergencies, or for other school related reasons. Students using office phones must have a staff member present. **STUDENT PHONE USE IS A PRIVILEGE THAT CAN BE REVOKED IF ABUSED.**

TEXTBOOKS / NOVELS / CLASSROOM LIBRARY BOOKS

Textbooks and novels are checked out to each student at the beginning of and throughout the school year. Students are able to check out books from individual classroom libraries for independent/AR reading throughout the year. A record is kept of the condition of the book and the book number. The student is expected to retain the same textbook/novel (in good condition) that was checked out to them. The student is expected to return classroom library books (in good condition) to the classroom within a reasonable amount of time.

Students not returning a book will be required to pay the cost for a replacement. Students returning books showing excessive damage will be assessed a charge to cover the cost of repair or replacement.

TITLE 1 SCHOOLWIDE PLAN

A copy of the district's Title 1 School wide Plan is available upon request from either administrative office and also available on the school website: www.craig3school.com

TRANSFER OF STUDENT

In order for the school to complete the records of a child who is transferring, it is very important that we be notified 3 school days before the student's last day of attendance. Parents should check very carefully to make certain that all school owned property is returned to the school.

VISITORS

ALL VISITORS (PARENTS, GRANDPARENTS, SIBLINGS - NOT A CRAIG R-III STUDENT, ETC.) NEED TO CHECK IN AT THE PRINCIPAL'S OFFICE.

YEARBOOK

The cost of a Craig R-III yearbook is based on the following dates:

August 4 to September 16 \$25.00

September 17 to September 30 \$35.00

After September 30 \$40.00

If students want to personalize their yearbook there is an additional \$5 charge.

CRAIG R-III

K-6 HANDBOOK

*A parental signature implies that a 2016 - 2017
Student Handbook has been received.*

Student Names)

(Parental Signature)

(Date)