

Scott City Elementary Handbook 2013-2014

Growing Leaders... by Inspiring One Student at a Time



GREAT HAPPENS HERE
...EVERY DAY!

**Scott City Elementary School
3000 Main Street
Scott City, Mo 63780**

**Mrs. Courtney Kern, Principal
Phone: 573-264-2131
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SCOTT CITY ELEMENTARY SCHOOL
3000 MAIN ST.
SCOTT CITY, MISSOURI 63780

SCOTT CITY SCHOOL DISTRICT MISSION

“Growing, Developing, and Graduating Leaders by Inspiring One Student at a Time”

As members of the Scott City R-1 School District staff and administration, we realize society needs citizens who are adequately prepared to work and be productive members of their local, national, and world communities. We are committed to developing responsible citizens with the necessary skills to work and function productively in their communities. The school must provide opportunities for the intellectual, physical, social, vocational, and creative development of each child according to individual ability.

We believe that students need multiple skills and an accumulation of knowledge in order to function productively in society. They must be able to communicate in various situations, possess math, business and social skills, and have sufficient knowledge of science, health, and modern-day technology. Some students need preparatory skills for college success while other students need specialized skills in a trade or vocation. All students need continued learning and opportunities to a living for themselves and their dependents.

The motto – “*Education Develops Productive Citizens*” – states our firm belief that students are the future citizens of their community, country, and the world. Their education must enable them to become responsible, productive members of their society.

FEDERAL NOTICES

504 Public Notice

The Scott City R-1 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Scott City R-1 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Scott City R-1 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Education office during normal school hours while school is in regular session. Please contact Marcia Daniels, Director of Special Services, at 573-264-2131 with questions pertaining to 504 procedures and/or policies.

This notice will be provided in native languages as appropriate.

PARENTS RIGHT TO KNOW

Dear Parent or Guardian:

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

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

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

Federal Programs Parent/Guardian Notification

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district/LEA (local educational agency) receiving Federal funds.

1. Districts/LEAs must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

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Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

KINDERGARTEN

WELCOME TO KINDERGARTEN

On behalf of the faculty and staff we would like to welcome you and your child to Scott City Elementary school family. Starting school is a big step in the life of a child. Sometimes it can be a big adjustment for both parents and child, as they begin their educational journey. Together we can make school a positive experience for each child and start them on the right foot to the world of learning.

The faculty, staff and administration are committed to making your school the best it can be for our children. We ask that you take an active role in your child's school life by becoming involved in whatever way you can.

The future leaders of our community are in our classrooms today. We want to do all we can to prepare them for the future.

Courtney Kern
Principal

EARLY CHILDHOOD SCREENING PROGRAM

To better enable your child to be successful in school, we will be administering certain test and screening devices to your child in the spring prior to starting Kindergarten, or in the fall after starting Kindergarten. The purpose of this early screening is to identify suspected physical, behavioral, and educational problems that may interfere with your child's ability to achieve success in school.

The areas we will cover in our screening program will be:

1. Personal/Social – your child's ability to get along with people and care of personal needs.
2. Fine Motor – the child's ability to see and use the hands to pick up objects and draw.
3. Language – the ability to hear, carry out commands, and to speak.
4. Gross Motor – the ability to sit, walk and jump.
5. Vision Screening – a simple screening device will be used to determine if the child is having difficulty seeing. This test does not take the place of an examination by a physician and we urge you to have your child's vision checked by a physician.
6. Hearing Screening – this test will enable us to determine how well your child responds to sound in comparison to their peers.

The primary reasons for screening activities are:

1. To identify physical, behavioral, and educational problems.

2. To assist parents in becoming more knowledgeable of variability of early childhood development.
3. To detect those children who need special services beyond what can be provided by the local school district and assist parents in securing these services.

ENTRANCE AGE FOR KINDERGARTEN

In accordance with the entrance age policy of this school district, a child cannot be admitted to kindergarten unless the child meets the state entrance age requirement. The current age requirement is you must be five (5) years old on or before July 31.

A birth certificate or other evidence of birth date must be brought at the time of registration, or prior to the first day of school.

KINDERGARTEN SUGGESTIONS FOR PARENTS

When you wish to convey a message to the teacher, please do so in writing. This will do much to insure it's received in original form. It is only natural for five year olds to frequently become confused.

It is helpful if children know their address, name, and phone number, before the start of school.

When your child enters school, your child should be able to tie their own shoes, and capable of managing their clothing alone. Please buy boots and overshoes large enough for the child to put them on without help. Clothing and boots should be labeled with your child's name.

Snack milk is provided at a nominal fee to be paid each semester. Parents are required to pay the milk fee prior to their child receiving the milk. Parents are requested to provide one package of cookies or snacks per month.

Do not bring toys to school without permission from the teacher.

If at any time, you have questions concerning kindergarten, or your child, do not hesitate to talk to your child's teacher.

The Parent Teacher Organization invites and needs your cooperation. They will appreciate your attendance at scheduled meetings. They also need your help with various school activities.

ATTENDANCE

ABSENCE

The normal school day is from 7:40 a.m. until 2:40 p.m. A computer is used to record the attendance. To acquaint you with the procedure we will use for recording attendance, we have included the following information:

1. Students arriving between 7:40 a.m. and 7:59 a.m. will be counted tardy. These students need to be accompanied to the office by an adult to be signed in.
2. Students arriving after 7:59 a.m. will be counted absent one-sixth of a day and one sixth of a day absent will be added for each additional hour missed.
3. Leaving school prior to 2:21 p.m. will be counted as absent one sixth of a day and one sixth of a day absent will be added for each additional hour missed. A tardy will be given for students who are picked up between 2:21 pm & 2:40 pm. Any 19 minute absence during the school day will be considered a tardy.

Should you need to take your child early from school, please sign him/her out in the elementary office.

We ask your cooperation in having your child at school before 7:40 a.m., and we ask that your child not leave prior to the regular dismissal time of 2:40 p.m., unless absolutely necessary. Children eating breakfast in the cafeteria should be here and in the cafeteria before 7:25 a.m.

ABSENTEE WORK

Arrangements for absentee work may be made between the teacher and student upon the students return to school. Students with an excused absence will have the equivalent of the number of days missed to make up their school work (i.e. 3 days missed for illness = 3 days to make up work). Extended illnesses will require a meeting between the parent and teacher to make appropriate arrangements.

ATTENDANCE/TRUANCY

Attendance is very important and students should be at school every day possible. Often it is assumed that the work missed due to being absent can be made up, but worksheets and class assignments are only part of your child's school work.

The following policy adopted by the Board of Education has been established to ensure regular & punctual school attendance.

Students who miss six (6) days of school in a semester will be referred to an attendance committee. The committee will review the previous two semesters of attendance:

- If a student was below 90% attendance in these previous semesters, they may be referred to truancy court.
- Students who were above 90% attendance in the previous semesters will be monitored for continued absence and can be referred to truancy court at any time.

*An elementary day is 390 minutes. When a student is tardy, the missed minutes will accumulate until 390 minutes are reached; at which time, the accumulated tardies will be considered 1 day of absence. Excessive tardiness/late starts **will** be referred to the juvenile court officer.

ATTENDANCE (EXCUSED ABSENCES)

- **Absences** will be excused on days designated as “snow routes only” for students who are not serviced by snow bus routes.
- **Any absence requires a follow up note to be excused.**
- Any absence for which a follow up note *is not* provided upon the students return to school will be considered unexcused.

ATTENDANCE AWARDS

Perfect Attendance Award (Grades K-4)

Requirements:

1. Not absent or tardy for the school year.
2. Awards will be given to all that meet the above requirements.

Excellent Attendance (Grades K-4)

Requirements:

1. Absent less than one day during the school year
2. Awards will be given to all that meet the above requirements.

Punctual & Regular Attendance (Grades K-4)

Requirements:

1. Absent no more than 3 days during the school year.
2. Tardy no more than 3 times during the school year.
3. Awards will be given to all that meet the above requirements.

ATTENDANCE/BEHAVIOR EXPECTATIONS FOR EXTRA-CURRICULAR ACTIVITIES

Listed below are the expectations for attending extra-curricular events for Scott City students. Our students are welcome and encouraged to attend; however, violation of any of the following rules will result in being sent home or banned from future event attendance.

1. **Students who have been in the SCORE classroom during the school day or suspended from school AND Students who are absent from school for more than a half day** for reasons other than school business on the day of (or day before, if the activity occurs on a weekend or holiday) a sports activity, music program, or other school sponsored program may not **participate in, or attend that activity during the day, or evening** unless prior arrangements have been made with the principal.
2. ALL ELEMENTARY STUDENTS MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN.
3. ANY STUDENT ABSENT FROM SCHOOL OR WHO WAS UNDER SUSPENSION, EITHER INTERNAL OR OUT OF SCHOOL, WILL NOT BE ALLOWED TO ATTEND EVENTS THAT AFTERNOON, OR THAT EVENING.
4. THERE ARE TO BE NO BALLS OR OBJECTS BROUGHT TO, OR THROWN, DURING THE GAME.
5. STUDENT INITIATED GAMES WILL RESULT IN DISCIPLINARY ACTION. WE ARE AT THE GAMES TO SUPPORT THE TEAM PLAYING.
6. NO STUDENTS ARE TO BE IN THE BUILDING UNLESS THEY ARE IN THEIR DESIGNATED AREA:
EXAMPLE: FOOTBALL PLAYERS IN THE LOCKER ROOM
BAND STUDENTS IN THE BAND ROOM
7. AT NO TIME ARE STUDENTS TO BE IN ANY GYM WITHOUT A FACULTY SUPERVISOR PRESENT.
8. STUDENTS COMING TO THE GAME WILL BE EXPECTED TO BE WATCHING THE GAME AND SITTING IN THE BLEACHERS OR STANDING WITH THEIR PARENTS.
9. FOOTBALL PLAYERS AND BAND STUDENTS WILL ENTER AT THE MAIN GATE ENTRANCE.
10. THE AREAS BETWEEN THE PRESSBOX & THE MIDDLE SCHOOL, AND FROM THE TREES AT THE TOP OF THE HILL TO THE BACK OF THE SCHOOL LEADING UP TO AND INCLUDING THE ELEMENTARY PLAYGROUND, ARE OFF - LIMITS TO ALL STUDENTS.



BUS/CARPOOL INFORMATION

BUS CHANGES

Students **must** bring a written note from their parents when they ride a different bus or the parent plans to pick the child up from school. When students come to school with only a verbal message they often become confused about where they are to go after school. Therefore, **we insist on a written note** if your child is to be picked up after school, or must ride a different bus. **Please address your note to your child's teacher.** If you observe this rule, you will greatly increase your child's peace of mind at school regarding these changes.

Students must ride the elementary bus home in the afternoon, unless they are assigned to the country bus. Students may not remain at school and wait for the high school bus because we do not have adequate supervision for these students. ***Elementary students are not to ride the high school bus for baby sitting services, nor are high school students to ride the elementary bus.***

BUS ROUTES

Your school operates several bus runs per day. We try to arrange to have the buses come within one or two blocks of each house and for timing purposes we ask that you understand that times are not exact. Please assist your child in being patient while waiting for the bus. If you have problems or questions concerning the bus routes, please call the transportation supervisor at 264-2131.

BUS SERVICE

Riding the bus is a privilege and students must follow the rules discussed at the beginning of the school year, or risk losing the service.

BUS CONDUCT

The following rules have been established in order to ensure the safety of all students who ride buses:

- Go to your assigned bus stop.
- Use orderly behavior at the bus stop as well as on the bus.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly to the people near you.
- Talk to the driver only when it is necessary.
- Put all trash in receptacle supplied by the bus driver - do not throw anything on the floor or out of the windows.
- Stay quiet when the bus is crossing the railroad tracks.
- Respect the bus driver and bus monitor and follow their instruction at all times.

The following are established policies and procedures for school bus discipline:

- The bus driver will report misbehaving students to the school administrators and complete a Bus Discipline Referral.

- The school administrators will immediately notify the parent or guardian by telephone or via a Bus Discipline Referral.
- The first offense will receive a warning.
- The second offense requires bus suspension for one to five days.
- The third offense will result in bus suspension for five or more days.
- Fighting on the bus may result in losing privileges for the school year.
- The parent or guardian will be responsible for bringing the child to school during a bus suspension period. **Failure to bring the student will be treated as truancy**

LATE BUS

In some instances, elementary students must wait, under supervision, until the high school buses leave at 3:05 p.m. **The only students allowed to stay after school and ride the high school bus are students assigned to the late bus room.** Please do not request to use the late bus, if you do not live on the country bus run.

SCHOOL BUS SAFETY

Please spend an adequate amount of time discussing these bus safety rules with your child. School bus safety is very important and the importance you give to these rules will be reflected in your child's attitude toward these rules.

General Information:

1. Students should bring a written note from their parents when they are to ride a different bus, or the parent plans to pick the child up from school. We probably have more confusion regarding this rule than any other rule. Students come to school with only a verbal message and many times become confused about where they are to go after school.
Therefore, we insist on a written note if your child is to be picked up after school or must ride a different bus. Please address the note to your child's teacher. If you observe this rule, you will greatly increase your child's peace of mind at school regarding these changes.
2. Students **MUST** ride the elementary bus home in the afternoon unless they are assigned to the country buss. **Students cannot remain at school and wait for the high school bus!**

WAITING FOR THE BUS

1. **Please designate a place several feet away from the street,** for your child to wait for the bus.

2. **Do not play at the bus stop.** This always presents the possibility of a child running into the path of a car or being injured at the bus stop.
3. **An adult should wait for the bus with younger students.** This is especially important to kindergarten and 1st grade students.
4. If you have a pre-school child that waits for your child to get off the bus, **please be sure they wait at the door of your house and not near the bus stop.** Do not allow pre-school children near the bus stop for their own safety.
5. **For the first full week of school kindergarten students should wear their name and address to school.**

BOARDING THE BUS

1. **Pupils who must cross the street to board the bus** should wait for the bus to come to a stop, watch for the stop arm to come out on the bus, and then upon a signal from the driver, cross at least 10 feet in front of the bus.
2. We insist that there be no play at the bus stop. This always presents the possibility of a child running into the path of a car, or being injured at the bus stop.
3. Take a seat and remain seated until the bus reaches school or home. Changing seats is not permitted.
4. Conversation should be at a normal tone.
5. **Arms or heads are not to be extended out of the window.**
6. Students that cannot conform to these safety rules can have their bus riding privileges suspended for their own safety and the safety of other students.

DEPARTING FROM THE BUS

1. Students who must cross the street after departing from the bus should cross in front of the bus. The students should cross at least 10 feet in front of the bus.
2. Students that do not cross the street **should depart and move quickly away from the bus.**
3. **Under no condition** should a student ever leave the bus and go behind the bus.
4. **Under no condition** should a student ever attempt to return to the bus after departing from the bus. Please instruct your child that if he forgets something on the bus, he should report this to you when he gets home and if you call the principal's office at 264-2131, we will contact the driver by radio and get the items and keep them in the office for the child.

5. Students should have book satchels or folders to bring books and papers home from school. Again, please instruct your child that they are never to return toward the bus for dropped books or papers.
6. There must be a parent *at the bus stop* for ALL kindergarten students. Kindergarten students will not be allowed off the bus without an adult there to receive them, for safety reasons.

BOARDING THE BUS AT DISMISSAL

1. For your safety, and the safety of your children please do not walk between the buses that are lined up for dismissal.
2. Students that do not ride the bus will remain in their classroom until all bus riders are dismissed. When the buses leave the pick-up area these students will be brought out to be picked up at the east entrance next to the playground.



CARPOOL

Students in carpool should be dropped off at the east entrance (nearest the playground), no earlier than 7:05 a.m. Students may not be dropped off until the carpool supervisor opens the school door and escorts your child in. If your child is in Honor Choir then they may be dropped off at the cafeteria entrance. **For safety reasons, students are not to be dropped off at any other area.**

Parents who pick up children **by car** in the afternoon must use the carpool lane. Please stay in a single line and follow the signals of the carpool supervisors. Parents **may not park and wait for their child to walk to the car**, nor walk up to the school from their parked car to pick up their child without approval from the office. Parents must be prepared to show ID and any designee of the parent must have the “Permission to Pick Up” card.

All drivers should drive slowly and allow ample time for picking up children. **Under no circumstances should any driver pass or go around a car in the carpool lane. There is a great deal of traffic before and after school and we all must focus on safety.** All students must be picked up by 2:45 p.m. since teachers will not be on duty after this time. Students may change modes of transportation **only with written permission from the parent. Students will not be allowed to use the school phone to make transportation arrangements unless it is an emergency.**

CONTACTING THE SCHOOL

SCHOOL HOURS

The instructional day is from 7:40 am until 2:40 pm. **Children should not arrive on campus prior to 7:05 am and will not be allowed to enter the building until this time unless they are in the Elementary Honor Choir.** Morning Announcements begin at 7:40 am and **any child who arrives at school at that time will be counted tardy and must be escorted into school and signed in by an adult for an Admit Slip.** We encourage parents to make every effort to have their child(ren) at school on time.

OFFICE HOURS

The school office is open daily from 7:05 until 3:30 pm daily. The principal will have daily office hours for parents from 7:40-8:15 and 1:45-2:30 pm by appointment. Due to the uncertainty of her schedule, please call to confirm availability. Her goal is to be in classrooms as much as possible between 8:15am – 11:00 am. All telephone calls, unless it is an emergency, will be returned within a 24-hour period.

CALLING SCHOOL

Occasionally an emergency arises and you need to have information given to your child. You may call the elementary principal's office at 264-2131, and we will give your child the message. We would ask that you use this service only when absolutely necessary.

SCHOOL VISITS

Parents are always welcome at our school and all visitors must sign in the office and wear a visitor's badge while in the building. Teachers have many responsibilities at the start and closing of each school day. Teachers are always willing to meet with you if you have a question, concern or would like to schedule a conference. **Please do not just "show up" to your child's classroom to talk with the teacher or to expect a conference. These interruptions interfere with the instructional day and pose a risk to students.** Please send in a note, email a message or call the school to schedule an appointment. Please understand that these requests are for the safety and instructional well-being of the students. We appreciate your willingness to adhere to these policies and procedures

PARTIES

We will have three scheduled parties during the school year: Halloween, Christmas, and Valentine's Day. Individual student parties cannot be scheduled at school. Parents that are attending parties must sign in at the office, and carry a pass with them at all times.

DISCIPLINE

The Scott City school staff strives to teach independence, respect for self and others, and character traits in addition to the standard course of study. It is imperative for the school staff to protect the school day and prevent behavioral interruptions. We will have zero tolerance for any student who interferes with other students' learning and who endangers the safety of other students/staff. Also, we will not tolerate students being disrespectful to teachers or staff members.

When a student receives an office behavior referral, parents will be contacted by phone and/or a discipline notice will be sent by mail. This information will help parents be proactive in helping to correct disruptive behaviors or to resolve problems or conflicts. If a student continues to exhibit poor behavior, the parent may be requested to meet with the teacher, principal, or school team to develop a plan for their child.

All students are responsible for complying with and are expected to be familiar with the **Scott City Elementary LEADERSHIP Expectations** code of conduct found within this handbook and school board policies that govern student behavior and conduct.

CLASSROOM EXPECTATIONS AND BEHAVIOR

Within the framework of every classroom activity, a certain atmosphere for learning must prevail. It is the duty of teachers and administrators to maintain such an atmosphere through the use of rules and fair enforcement.

Students are expected to come to class with the proper materials as requested by the teacher.

Respect for teachers and other students are expected, and will be demonstrated through attention and participation.

Students are expected to complete all assignments given by the teacher.

Rules for acceptable behavior within the individual classroom will be carefully defined for students by the teacher.

FIELD TRIPS

Your class will take field trips on occasion. **Students that are sent to the office multiple times for various discipline problems may be declared ineligible for field trips.** The principal will apply the appropriate discipline and the parent will receive a copy of the discipline form. Eligibility for field trips will be determined by the teacher and principal based on discipline referrals.

FOOD SERVICE

FOOD SERVICE DELINQUENT ACCOUNTS POLICY

The following procedures will be used when a student's food service account becomes delinquent:

1. A letter will notify student's parents when the student's account is delinquent by \$5.00 or more. These letters are sent each week to give parents several notifications.

2. A letter will notify student's parents when the student's account is delinquent by \$20.00, and given one week to bring the account to a positive amount. The food service director will also make a telephone contact with parents concerning the account. If there is financial difficulty with the parents, special payment arrangements can be made with the food service director.
3. Students with delinquent accounts in excess of \$20.00 for over one week and with no special payment arrangement made, will be served an alternative lunch until the account payment is made. The alternative lunch will be a peanut butter sandwich and a carton of milk as recommended by the Food Service Section of the Department of Elementary and Secondary Education. At the elementary level, the food service director will notify the student's teacher the day before the alternative lunch is served. The classroom teacher can help encourage the student and their parents to pay on the account. Students are not permitted to eat breakfast that is at this level of delinquency in their accounts.

LUNCH AND BREAKFAST for grades K-4

Cost for Breakfast - \$1.10 per day

Lunch - \$1.70 per day

We have a computer scan lunch/breakfast program. Every student at Scott City School will receive a breakfast/lunch card with a bar code number. Each student is expected to carry their card to breakfast and lunch each day. This same card, with its individualized number will be used every year by the student. The first card is provided by the school. However, if a student loses their card it will cost \$1.00 for a replacement card. Each replacement card thereafter is \$5.00.

A student may pay by the week, or the month. Payment is to be done in the morning to the teacher. Change will not be available when your child turns in their money to the teacher. Money that is turned in will be added to your child's account. When a student pays, the value of the card increases and food can be purchased from the cafeteria. The cafeteria supervisor will scan the card after the student has gone through the food line. **Students cannot use another student's card under any circumstances.**

Students who receive free meals last year will receive free meals for the first two weeks of school. Families who receive food stamps or ADC do not need to fill out free/reduced lunch applications. They will automatically receive free meals until the family status changes. If you are unsure of your status on free lunches, then fill out an application.

INCLEMENT WEATHER

SCHOOL CANCELATION

In the event school is canceled due to weather or mechanical failure, an announcement will be made on **KFVS – Channel 12, and the School Reach system if you are registered.**

Should it become necessary to dismiss school early, we will follow the above procedure in making the announcement. **Please have an arrangement with your child as to where they should go in the event of an early dismissal.**

SCHOOL DELAY

In the event we must delay school due to weather, we will make an announcement on **KFVS-Channel 12**.

Almost all of our bus runs operate within the city limits and because of the reduced speed within the city limits, we will be less likely to delay school due to fog. We also have strobe lights on our buses for increased visibility.

EARLY DISMISSALS

Occasionally school will be dismissed early. When these early dismissals are planned in advance, we will send notes home informing you of the time of the dismissals.

In some cases, usually the result of inclement weather, we may have to dismiss school early without it being possible to inform you in advance. **We strongly encourage you to discuss this with your child and have a plan worked out** with your child as to where to go in these instances.

EMERGENCY PROCEDURES

Your school has emergency procedure drills for tornado, fire, earthquake, intruder, and emergency exit bus procedures. We tune in to local television stations during time of bad weather to check on the latest information by the National Weather Service. Should a tornado appear imminent at the time school is dismissed, we will delay the dismissal until the weather subsides. We would notify the radio and television of the delay in dismissal and ask for immediate broadcast. We realize that to delay the dismissal of school would cause extreme concern for our parents, but we have to consider this possibility.

GRADES

Grades are reported at the end of each quarter. Progress Reports will be sent at mid-quarter to all students. Conferences with parents and teachers can be arranged at a time of mutual convenience.

The quarterly grade is not a grade of record--it is a preliminary indication of progress being made by the student. The semester grades (which become a part of the official transcript) shall

represent an evaluation of the total semester work. It is usually possible for a failing quarterly grade to be brought up to a passing grade. It is also usually possible for a passing quarterly grade to become a failing semester grade.

Report cards are issued every nine- (9) weeks. On the report card will be a list of all courses in which the student is enrolled and the grade given for the work completed during the quarter. Grade reports should be presented to the parent or guardian and do not need to be returned to school. If a report card is lost, this should be reported by a note from the parent to the office. Any questions concerning computer grade reports should be directed to the office of the principal.

GRADING POLICY

Most classroom activities will have point values and activities should have educational purpose. Students should be allowed some in-class study time for activities that must be completed beyond school time.

Semester grades will be determined by adding the 1st and 2nd quarter percent grade for the 1st semester, and the 3rd and 4th quarter percent grade for the 2nd semester. This total will be divided by two (2) in order to determine the semester average. Uneven grades of .5 and above should be rounded to the next higher percent; averages of .1 through .4 should remain at that percent score (i.e.: 94.5% = 95% or 94.2% = 94%).

<u>Percent</u>	<u>Grade</u>
100-97	A
96-93	A-
92-89	B+
88-85	B
84-82	B-
81-79	C+
78-76	C
75-72	C-
71-68	D+
67-65	D
64-60	D-
59-0	F

HONOR ROLL

There will be an honor roll to provide recognition and incentive for those who excel in the total academic program. Students meeting the following criteria will receive the following honor roll recognition.

High Honor Roll

1. Any student who attains an “A” average (10.50 or higher on an 11.0 scale)
2. With no grade lower than a B

Honor Roll

1. Students who attain a “B” average (8.00 or higher on an 11.0 scale)
2. With no grade lower than a C-

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

STUDENT ELIGIBILITY REQUIREMENTS

The Scott City R-1 School Board recognizes that school activity participation is a privilege and this privilege is extended to students who meet certain requirements for participation.

Activities subject to this policy include all elementary athletic teams, cheerleaders, student council, class officers, school clubs, and any other extra-curricular programs that may be developed in the elementary school.

The letter grade C- and 4.0 grade average are used inter-changeably in this policy and have the same meaning.

The requirements for activity participation in the elementary are as follows:

1. Be a member in good standing of a group listed above.
2. Have a C- or 4.0 grade average for the preceding SEMESTER (in elementary). This requirement will be waived for those students currently enrolled in the L.D. and E.M.H. special education service programs.
 - A. Students who do not meet this requirement will not be eligible to participate in the applicable activities for the next quarter of school and participation in clubs is dependent upon number of openings available in each club.
 - B. To be eligible for selection as a member of any extra-curricular activity the student must be eligible at the time of selection.
 - C. Participation privileges will be restored at the end of the quarter if the student has at least a 4.0 grade average.

Dates Used to Determine Eligibility

All qualifications will be reviewed at the end of each quarter.

REPORTS TO PARENTS

There will be planned parent teacher conferences during the fall semester. Student led parent teacher conferences will be held during the spring semester. We urge all parents to make an appointment to talk with the teacher at conference time. Mid quarter reports and report cards will be sent home quarterly. If you have questions concerning your child, or the school, please contact your child’s teacher of the elementary office at 264-2131.

RETENTION

It certainly would be desirable if all children could progress through school at what is considered a normal or above average rate of progress, but unfortunately this is not always the case. Each child is different and so is the capability for learning. To promote students to the next grade without experiencing a certain degree of success is not being fair to the child.

It has been the practice of your school to try and detect as early as possible, students who are experiencing difficulty in their school work and to provide extra help to the students. If at the end of the school year, these students are still unable to perform at an adequate level necessary for the next grade level, these students will be retained in their present grade.

Most retention's are made in kindergarten, grade one, and grade two. Retention's made above the second grade level are usually the result of poor attendance, or poor effort on the part of the student.

READING RETENTION LEGISLATION

Parents, and especially the parents of 3rd, 4th, 5th, and 6th graders, should become aware of Senate Bill 319. While the entire law covers a couple of different areas, the following information concentrates on the reading and retention parts. The law seeks to do two things. First, to insure that public schools check the reading ability of students and provide extra help for kids who need it. Secondly, the law seeks to prevent the "social promotion" of students who are reading at more than a year below their grade level. Missouri's elected officials approved Senate Bill 319 and this law is now in effect.

Districts must assess the reading of 3rd graders. Students with disabilities or students for who English is not a native language may be exempted. Most students will be reading at the 3rd grade level – some a little above, some a little below. The assessments help schools identify children reading way below grade level. The law allows each school district to establish its own methods for assessing students. Most schools use multiple methods. There will be paper and pencil tests where a child reads a little bit and answers questions about what they have just read. These will often be by national tests such as the Gates MacGinitie Reading Test, or the Iowa Test of basic Skills, STAR testing, or something similar.

Senate Bill 319 requires schools to make specific actions to help improve the reading ability of students identified as reading more than one grade level below his or her grade. Near the end of the 3rd grade year, schools will test their 3rd graders for reading. For those students reading below the 2nd grade level, a plan will be established for improving the students reading skills. Additional reading instruction must also be provided for these students. These "Reading Improvement Plans" must include 30 hours of additional reading instruction or reading practice outside of the regular school day. The additional reading instruction can occur during the fourth

grade year, or during the summer before the start of fourth grade. The reading assessments will identify what each student needs to work on to improve.

The additional reading instruction can be provided by a reading teacher or a regular classroom teacher. Parents are a crucial part of this instruction. Reading aloud at home is one of the best ways to foster a love of reading.

A quick summary is that most students will be assessed in 3rd grade to determine their reading level. For those reading around the third grade level, it's business as usual. For those reading below the 2nd grade level, they get additional help. Then, at the end of the 4th grade year, those who received the special help are assessed again. Many will have improved their reading significantly, and for them, it's business as usual. Fourth graders still reading below the 3rd grade level will attend summer school for more reading instruction. At the end of summer school they will be assessed again. For those who show significant improvement in reading, again, it's business as usual. Those 4th grade students that are reading below the third grade level will be retained.

SOME STUDENTS WILL REPEAT 4TH GRADE

Senate Bill 319 gained media attention because it calls for the retention of students in grade 4 if they are reading below 3rd grade level. The practice of promoting students to the next grade even if they are not academically ready is often called "social promotion." Mandatory retention related to Senate Bill 319 – occurs once. The law states: "No student shall be denied promotion more than once solely for inability to meet the reading standards set out in this law." As has always been the case, (and totally separate from the new law) districts maintain their own policies regarding the retention of other students regardless of age or grade level. Local district decisions follow the guidelines that "retention is in the best interest of the student.

The "retention" portion of the law applies as follows:

1. Students were assessed in reading at the end of 3rd grade and the assessment indicated that the student was reading below the 2nd grade level.
2. A reading plan is developed for the student, and implemented during 4th grade.
3. Reading is assessed again at the end of summer school following the 4th grade year.
4. On the assessment at the end of summer school following the 4th grade year, the student is measured as reading below the 3rd grade level; THE LAW STATES THAT "THE CHILD SHALL NOT BE PROMOTED TO THE 5TH GRADE."

The school will continue to monitor reading progress by assessing students again at the end of the repeated 4th grade level, as well as 5th, and 6th grade year. Along with an additional 40 hours of extra practice during summer school. The assessments, Reading Plans, and summer school instruction continue from the end of 3rd grade until the end of 6th grade. At the end of 6th grade, the school will make a note on the student's permanent record stating that the child reads below the 5th grade level. When the child reaches the appropriate reading level the note can be removed.

MEDICAL

IMMUNIZATION-REQUIREMENTS REGULATIONS COVERING THE REQUIRED IMMUNIZATIONS

The minimum standards for attending school in the State of Missouri are:

DPT - At least 4 doses of vaccine. The last dose must have been received on or after the 4th birthday. A booster dose of DPT is required 10 years from the last dose.

POLIOMYELITIS - Three (3) doses of Polio Vaccine with the last dose having been received on or after the 4th birthday.

MMR – (MEASLES/MUMPS/RUBELLA) - Two (2) doses of MMR vaccine received after 12 months of age.

HEPATITIS B - All students entering grades K-4 must have completed the 3 dose Hepatitis B series.

VARICELLA – **Students in grades K-2** are required to have 2 doses of (chicken pox) vaccine. As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chicken pox) disease. **Students in grades 3 & 4** are required to have 1 dose of (chicken pox) vaccine. As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chicken pox) disease.

EXCLUSION FROM SCHOOL FOR NON-COMPLIANCE WITH IMMUNIZATION LAW

Missouri Law prohibits school attendance without proof of immunization as required by the Bureau of Immunization (Month/Day/Year). **Children in non-compliance will be excluded from school.**

COMMUNICABLE DISEASES

Although we hope for the best, everyone realizes that early childhood is a time at which children are subject to many illnesses. The following list may help you to be alert to such possibilities and tells of the period during which such illnesses are contagious.

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION</u>	<u>INCUBATION PERIOD</u>
Chicken Pox	6-10 days after appearance of the rash Or until scabs are dry	13-17 days
Impetigo	Until sores are healed	1-10 days
Ringworms of Skin	Ringworm must be treated & covered with a bandage for school attendance.	4-10 days

Strep Throat	Until 24 hours after antibiotic treatment	1-3 days
Scarlatina/Scarlet Fever	until 24 hrs after antibiotic treatment	1-3 days
Pink Eye	Until 24 hours after antibiotic treatment	1-3 days
Scabies	Until the day after adequate treatment is completed	
Head Lice	Until adequately treated with anti-lice shampoo and <u>Until all nits and lice are removed.</u>	

(Any) All above should be without fever 24 hours prior to returning to school.

ASSEMBLY PROGRAMS

Assembly programs will be scheduled from time to time during the school year. These assemblies will be entertaining as well as educational. We will also have assemblies for honoring students of the month, and for character education purposes.

Classroom teachers are responsible for the conduct of their students at assembly programs. Other faculty and staff will also assume responsibility for the conduct of the students. As students, you are to observe the following rules:

1. Students shall not talk during the performance, unless necessary.
2. Students shall be courteous to the performer.
3. Students shall not boo the performer.

4. Students will walk quietly while entering and leaving the assembly.
5. Students are not to stomp on the bleachers
6. Students are to remain seated until dismissed by their teacher.

CELL PHONE USAGE/POSSESSION

Cell phone usage/possession is prohibited at school

1st offense - confiscation and picked up by parent.

2nd offense - confiscation, 3 days In School Suspension and phone locked up for 3 school days.

3rd offense - confiscation, 5 days In school Suspension and phone locked up for 5 school days.

Any further offense(s) will result in 5-180 days of suspension from school. Refusing to turn a cell phone over to school staff will result in 5-180 days of suspension from school.

E-READERS

Students who wish to bring e-readers to school such as ipads, nooks, kindles, etc. solely for the purpose of reading may do so; however, the student may only use the technology during times approved by the classroom teacher. If the student is found to be using the technology for purposes other than reading then the teacher/principal may determine that the device be picked up by a parent and not brought back to school.

GYM SHOES

Your child will have physical education class every week. Your child will need gym shoes for this class.

SALES AT SCHOOL

The Scott City School Board has adopted the following rules regarding sales at school:

1. The only items that may be sold at school are items that are being sold by school sponsored groups. Students cannot bring items from home or other outside organizations to sell.
2. School sponsored sales must have the approval of the principal.
3. Posters for activities sponsored by non-profit, civic groups, must be submitted to the principal for approval, and with approval, be posted in the area designated by the principal.

SPECIAL SERVICES

Your school has several services available to students that are experiencing learning or emotional problems at school. Some of these services include speech therapy, learning disability classes, special needs classes, guidance programs, and remedial reading.

TECHNOLOGY IN THE CLASSROOMS

Our library and our classrooms are now equipped with technology so that we have access to neat programs such as the Accelerated Reader Program. We also have access to the internet as an educational tool. **DO NOT ABUSE THE PRIVILEGE of using the internet. Any student that PUPOSEFULLY logs on to any website that contains pornographic materials WILL LOSE ALL COMPUTER PRIVILIGES FOR A LONG PERIOD OF TIME.**

TEXTBOOKS

Your school provides each child with the necessary textbooks. Damage to text books or library books will result in the child having to pay for the damaged books.

WITHDRAWAL FROM SCHOOL

Should you move and necessitate your children having to withdraw from school, you should call the elementary principal's office and report this information.



STUDENT DRESS CODE

The Scott City R-I School District recognizes that a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board of Education expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students.

The following dress code will govern student dress for the Scott City R-I School District.

Shirts/Tops

Single layer styles -- (see additional requirements below)

- Shirts must be a solid color, collared and have sleeves (i.e., long sleeve or short sleeve).

Other layer(s) styles -- (see additional requirements below)

- Solid color vests, v-neck sweaters and v-neck sweatshirts are permitted but must have a solid color collared polo, turtleneck, or oxford shirt worn underneath them.
- Solid color turtleneck sweaters are permitted.
- Solid color crew neck sweatshirts or sweaters are permitted **with a solid color collared shirt worn underneath.**
- Pullovers and zippered jackets are permitted but must be a solid color and **must have a solid color collared polo, turtleneck, or oxford shirt worn underneath them.**
- Solid color crew neck t-shirts are permitted **only under collared shirts.**
- “Hoodies” are not permitted in the classroom.

Additional requirements for all shirts/tops:

- Logos or other graphics larger than a quarter must be Scott City school-related, on any shirt top.
- Shirts that are excessively large, baggy, or skintight are prohibited. Shirts must be of a length and fit that are suitable to the build and stature of the student.
- Shirts must be tucked in if excessive in length or shirt is non-tailored. Excessive length is described as being longer than wrist when hands are down at sides.
- Shirts shall be clean, in good repair, and shall have no holes worn through, slashes or rips.
- Sheer or see-through material is not permitted.
- Shirts must be appropriately buttoned.
- Shirt tops and pant bottoms must overlap at all times, including when arms are raised.

Pants/Bottoms

Style(s) -- (see additional requirements below)

- Khaki, black, or navy blue colored pants and capris are permitted.
- Khaki, black, or navy blue colored shorts, skirts, jumpers, dresses, and “skorts” (i.e., skirt shorts) are permitted must be at least knee length.
- Khaki, black, or blue denim is permitted with no holes or embellishments.
- Sweatpants, wind pants, **cargo style pants**/bottoms, tights or leggings, and pajama pants are **not permitted.**
- **Carpenter style pants**, those with the small side “ruler” pocket and/or “hammer” loop, **are permitted.**

Additional requirements for pants/bottoms:

- Pants/bottoms that are excessively large, baggy, or skintight are prohibited. Pants should be sized to fit, neither skintight, oversized, sagging, nor dragging the ground.
- Pants/bottoms shall be clean, in good repair, and shall have no holes worn through, slashes, rips, tears, or shredded hemlines.
- Pants/bottoms should be at the waist-line and undergarments must not be visible.
- If Pants/Bottoms are equipped with belt loops, then a solid color belt with a simple buckle must be worn.

Shoes

- Shoes may be slip-on or lace up. For safety reasons, if equipped, shoes must be laced, tied, strapped, or hooked.
- House slippers, shower shoes, and flip-flops are not permitted.
- In Elementary school sandals, open toed shoes, or shoes with heels are not permitted. These are not appropriate for P.E. or playground activities.

Head Coverings/Sunglasses/Hair Color

- Hoods, scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within the school building.
- Caps, hats or other similar head coverings shall not be worn to class or within the school building unless prescribed by a physician or previously approved by the school's administration for religious reasons.
- Sunglasses (unless proscribed by a physician) shall not be worn to class or within the school building.
- Hair color must be a natural color (excluding spirit days approved by building administration).

Athletic Attire

- Athletic attire is acceptable only during physical education class time.

Spirit Wear

- The building administration may designate days as "School Spirit Days." During these days, allowances for standard dress may be amended. However, the guidelines regarding neatness, safety, modesty, and modes of apparel will be adhered to on these days.

Career Wear

- If the student is enrolled in an off-campus program, they must change out of their career wear prior to returning to campus.

Whereas a bona-fide religious belief or health need of a student conflicts with the District's dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or

beliefs shall not be prohibited under this policy. Individuals who believe the dress poses a financial hardship should contact the principal.

All dress code procedures will adhere to health and safety codes and comply with applicable law. No dress code procedure will impose dress and grooming rules based on gender in violation of Title IX.

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions as defined by the district's Code of Student Conduct.

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire. Additionally, any dress not specifically mentioned above that materially disrupts the educational environment is prohibited.

Supporting “The Leader in Me” (as adapted from A.B. Combs Magnet school in Raleigh, NC)

What Can Parents Do?

As the school year unfolds and everyone settles in, our leadership initiative is starting strong. The children are learning the language and meaning of the 7 Habits. Each class has created a mission statement that will guide them in making decisions throughout the school year.

I am often asked by parents how they can support the leadership initiative at home. Each time I'm asked I give the same answer—use the language. By hearing the same language at home and at school, we send the children a strong message of what we believe is important and that we are on the same team—the team that wants to help them be successful. When parents and schools support one another, the sky is the limit!

Habit 1: Be Proactive (You're in Charge)

Habit 2: Begin With the End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win-Win (Everyone Can Win)

Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk)

Habit 6: Synergize (Together Is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

For parent resources or to learn more about our Scott City School leadership please visit www.theleaderinme.org ,