

CENTRAL ELEMENTARY SCHOOL

“Leading Learners to Learn” – “Better Today Than Yesterday”

**321 Elm Street
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2010-2011 Parent/Student Handbook

Chillicothe R-II School District Mission Statement

The Chillicothe R-II District’s mission is to provide a comprehensive educational program encompassing pre-kindergarten through grade 12 and post-secondary education, meeting the needs of each student to insure each student is ready to begin and succeed in school and graduate with the skills necessary to continue with his or her ambition.

Central Elementary School’s Mission, Vision and Beliefs

Central School is continuing its efforts toward becoming an effective Professional Learning Community (PLC). This process involves staff, students, administration and parents. It centers first on developing Central’s mission, vision and beliefs so they may be used to guide and direct school improvement. With the focus on learning for both students and adults, Central’s mission identifies what the school’s daily purpose is about. The vision defines how the school plans to work toward that mission. The belief statements describe a common set of values that guide the school community as Central’s staff and administration strive with students and parents toward their mission and vision goals.

Mission: “Leading learners to learn”

Vision: “Better today than yesterday”

School Beliefs:

- a.** We believe that every student has potential. We believe that in supporting students academically, socially and emotionally, we can help them reach their maximum potential.
- b.** We believe that in uniting through a common purpose, we can achieve clear goals.
- c.** We believe effective collaboration enhances teaching and student learning.
- d.** We believe that research and the use of best practices provide the greatest opportunity for student achievement.
- e.** We believe that using assessment results to guide instruction will improve student performance.

The staff at Central has also developed commitments for each belief above that specify the attitudes and actions they will use both individually and collectively in pursuit of the school’s mission and vision.

Welcome to Central School!

As a new school year approaches, let us welcome you to Central School! In our district I'm confident you will find Chillicothe students excelling in all scholastic and extra-curricular activities. Teachers, staff and patrons work together to ensure learning for all, whether that is in the classroom or in a remedial setting. We take student achievement seriously and our results speak for themselves.

The strength of our school district originates with the fine folks of Chillicothe and the surrounding Livingston County area. Our patrons have high expectations for their educational system and are willing to support teachers and students. We are fortunate to be located in Livingston County, Missouri, known throughout the area as an exceptional rural location to raise a family.

Central School is a place that enjoys an abundance of cooperative partnerships with families and the local businesses that entrust us with the responsibility of providing their children with a complete educational experience in a safe learning environment. Daily, parents give of their time to volunteer in classrooms while our business partners support learning by inviting us into their workplaces as well as making routine visits to our schools. We understand that children need a well-rounded education and are determined to provide these experiences.

Success at Central begins with our highly qualified teaching staff and the dedication of all personnel associated with our students. Staff members are connected to the professional learning process as they contribute new strategies and teaching methods that improve student achievement. Data is reviewed regularly to ensure that every student is progressing to the best of their ability. Professional development, such as Cooperative Learning Structures and Powerful Writing Tools are provided to teachers as growth opportunities.

If you are new to town, new to Central or just haven't been by in awhile, I'd invite you stop in and catch a glimpse of the excitement we have for learning!

Looking forward to seeing you!

Mr. Philip Pohren
Principal

Mrs. Melanie Rucker
Co-Principal

Central Elementary School Faculty & Staff

Principal(s):	Mr. Philip Pohren & Mrs. Melanie Rucker	
Social Worker:	Mrs. Natalie Leamer	
School Secretary:	Mrs. Kathy Midgyett	
Fifth Grade Teachers:	Mrs. Burnside Mrs. Marsh Mrs. Price	Mrs. Good Mrs. Vinson
Fourth Grade Teachers:	Ms. Waters Mr. McKay Mrs. Phillips Mrs. Gott	Mrs. Cox (Mentor Teacher) Miss Long (MU Fellow) Miss Murphy (MU Fellow)
Technology Coordinator	Mrs. Jeschke	
WINGS Teacher:	Mrs. Englert	
Special Education Teachers:	Mrs. Bloss	Ms. Wattenbarger
Title I Reading Teacher:	Mrs. DeBoer	
Speech Therapist:	Mrs. Figg	
Librarian:	Mrs. Radcliff	
Library Aide:	Mrs. Musselman	
Art Teacher:	Mrs. Keller	
Physical Education Teacher:	Mrs. Jackson	
Music Teachers:	Mr. Venner	
Nurse:	Mrs. Churchill	
Paraprofessionals:	Mrs. Pepper Mrs. Ewing	
Recovery Room:	Miss Swartz	
Maintenance:	Mr. Knouse	Mrs. Maberry
Cafeteria Staff:	Mrs. Spears Mrs. Allnutt Mrs. Batson	Mrs. Thompson Ms. Souders

Central School
“Leading Learners to Learn” – “Better Today Than Yesterday”
Daily Schedule - 2010-2011 School Year

<u>Daily Schedule</u>		
7:35	Breakfast	
8:00	A.M. Bell	
8:15	Tardy	
11:15	4 th Grade Lunch	
	Recess 11:40-12:05	
11:50	5 th Grade Lunch	
	Recess 12:15-12:40	
3:00	Dismiss Walkers	
3:03	Dismiss 1 st Bus Group	
3:06	Dismiss 2 nd Bus Group	
3:09	Dismiss kids picked up	
3:11	Dismiss 3 rd Bus Group	
		<u>WINGS</u>
		Fourth Grade – Friday
		Fifth Grade - Monday

Note: Students are not supervised until 7:30 a.m. and not after 3:30 p.m.

General Information

Parents are reminded that they need to accompany their children to any night activity scheduled. We also request that if your child is involved in an after school activity that arrangements are made in advance for your child to be picked up as soon as possible after the activity is over. As a school we make a concerted effort to respect family time, and we ask in return that you respect the staffs’ time as well. We will try to make every effort to respond to reasonable requests of parents in a timely fashion. We would also ask that you would understand that our staff members are busy people and have family and other responsibilities outside of school. We hope to have a cooperative relationship with you. Central Elementary School is a Professional Learning Community Partnership School where we focus on student learning. We would ask that you would help us on this journey and also foster the idea of the importance of learning with your child. We will always strive to do our best for your child.

Arrival at School

Parents are reminded that students are not supervised until 7:30 AM. If you are bringing your child to school, let them out at the west door only (main entrance). Students needing to use the handicapped accessible door on the northeast corner of the building will be encouraged to do so. Parents letting students out of private automobiles should only let them out as they are going **northbound on Elm Street**. This allows students to avoid crossing through traffic on the street at a very busy time of the day. All students arriving before 8:00 A.M. will report to the gym. Students arriving early and waiting in the gym for dismissal to class will need to bring a book to read or something to work on. This time before school should be viewed as an opportunity for additional supervised study time.

Picking Up Students at the End of the Day

The safety of students should be the first concern of everyone. In order to maintain a safe environment for our students we are asking that parents cooperate with the following dismissal procedures at the end of the day. Students will not be allowed to cross traffic to load into a private automobile. Students will only be allowed to load into a private automobile from the Elm Street entrance (main or west entrance). Parents will need to be in the **northbound lane** in order to pick their child up. Students will load one car at a time from the main entrance sidewalk only. Students needing to use the handicapped exit will be allowed to do so. Please help us keep our kids safe!

Students and Soda Pop

Students will not be allowed to use the pop machine at school. There is a vending machine available for student use that sells juice, sport drinks, and bottled water. We would also ask that you not send soda pop to school with your child's lunch. Current nutrition requirements for school lunch programs do not permit pop as a beverage option. Please help us to make our student body healthier!

Contacting Central Elementary School Staff by E-Mail

You may contact any Central School member by using the staff members' first initial and last name, followed by [chillicotheschools.org](mailto:ppohren@chillicotheschools.org) (for example: ppohren@chillicotheschools.org). The district's web site is: www.chillicotheschools.org.

Student Computer Use

Central Elementary School has computers and other technology for student use. Students are required to complete a computer usage form and use such equipment appropriately. Failure to follow terms of the user agreements may result in the loss of computer privileges.

Leaving School

Students are expected to remain at school throughout the school day unless a note is received by the teacher or school office. Parents arriving to pick up their student before dismissal are required to come to the school office to sign the student out. Students will be called to the office to leave with parents. After arriving on school grounds, students may not leave for any reason without first securing permission from the teacher or the principal.

School Attendance

The Chillicothe R-II Board of Education finds that regular school attendance is key to maximum achievement within the school district's curriculum. Students are expected to be in school daily except under the following circumstances requiring their absence:

- *Personal illness or illness in the immediate family requiring student's presence
- *Medical or dental appointments that cannot be scheduled for non-school time
- *Death in the immediate family
- *School activities at the request of the school.

Every effort should be made to inform the school of your child's absence. Parents should notify the school by telephone prior to 9:00 a.m. on the day the student is absent, as to the reason. If a parent knows in advance of their student's absence, please contact the school by phone or note.

Parents will be notified by mail when a student's absences reaches or exceeds 5 unexcused days. Parents will be asked to contact the building principal within 5 business days of notification. If no contact is made within 5 business days, the district will contact the school resource officer and information will be reported to the Division of Family Services and Juvenile Office. If further absences are due to medical reasons, a doctor's excuse will be required.

In the case of excessive excused absences (doctor/dental appointments, family vacation, funerals, etc.), parents will be notified via mail or principal phone call when **10 excused absences** occur.

A student becoming ill at school should inform the teacher. If necessary, parents will be contacted. It is important for an emergency telephone number to be on file in the office. Please complete the enclosed student information form.

Tardies

Excessive tardies can contribute to poor academic performance and place hardships on students to make up missed work. Students are considered tardy after 8:05 a.m. Even a few minutes late starts the day the day off wrong for the student and is disruptive to the class.

The school's course of action for excessive tardies is as follows:

- After **10 tardies** the principal will contact parents to alert them of the concern
- After **12 tardies** the School Resource Officer will contact the parents
- After **15 tardies** the Division of Family Services will be contacted

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration or students who leave school during any session without the consent of the principal, shall be considered truant. Students may be considered truant even if they are absent with consent of parent/guardian and have accumulated an excessive number of absences. See number 19 on page 17 for additional information.

Student Use of Telephone

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the classroom teacher. Arrangements for after-school activities should be made before coming to school. Parents are encouraged to call their child's teacher during the teacher's plan time. (Refer to Special Class Schedule p. 3). **Cell phones:** The school does not encourage personal cell phones at school, but certainly recognizes that cell phones may be valuable for students and parents, particularly to communicate after school is dismissed so that parents know their child is safe. Therefore, students will be asked to turn off personal cell phones upon entering the building, put them in a safe place and to not turn them on till after leaving the building at dismissal. Communication during the day needs to be made through school phones in order to minimize class disruptions and maintain a safe school environment. Upon the first infraction of this policy, students will be reminded to put the phone away. After that, the student may be asked to give up the phone temporarily. It will be placed in the office safe where parents may pick it up as time allows.

Change of Address and Phone Numbers

Please notify the teacher and school office of any change as soon as possible. It is important that the school has a current address and phone number on file in the office.

Textbooks

Textbooks issued are the property of the Chillicothe R-II School District. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged.

School Dress

Proper dress at all times is encouraged. We encourage students to look neat in their dress. Sometimes the way we dress influences the way we act. Shoes should be appropriate for safety and comfort. Please understand that on days when students have physical education that shoes appropriate for the activities should be available for the student to wear (for example athletic shoes). No roller blade shoes are allowed. Caps, hats, and bandanas will not be worn in the building. Writing on T-shirts and caps should be non-distracting, non-suggestive, and must be acceptable for school. Please make sure your child is sufficiently dressed for outside recess in cold weather. Students may not be permitted to go outside for activities if they are not dressed appropriately. Spaghetti straps will not be permitted without an over-shirt. Bare midriffs are not permitted. Halter tops are not allowed. Under clothing should not be visible. Other extremes or variations in dress may be deemed inappropriate by school officials when warranted. Students dressed in an inappropriate fashion will be asked to cover, change, or turn such clothing inside out.

Visiting the School

We invite you to visit your child's classroom to get acquainted with the teacher. However, **all visitors, including parents, must report to the office first and obtain a visitor's pass.** If you are picking up your child at school dismissal, please wait in the hallway in front of the office.

Conferences should be arranged in advance and at a time when the teacher does not have students in the classroom, or is not on duty elsewhere. We will be happy to call your child to the office if you need to see them. Parents are reminded that teachers do value their instructional time and interrupting class time sometimes results in the teacher having to spend extra time to refocus the class back on the lesson at hand. Because of this, we would ask that parents would help in keeping such circumstances to a minimum. Children not enrolled but visiting Central School will be limited to *no more than* one hour at lunch time.

Inclement Weather Procedure

The Bad Weather Policy for the Chillicothe R-II School District states that the Superintendent of Schools is responsible for the announcement of school dismissal because of bad weather. This announcement will be made at approximately 6:00 a.m. on the mornings that school is to be dismissed. School closings will be announced on the following radio and TV stations:

KCHI Chillicothe	WDAF Channel 4 Kansas City
KMZU Carrollton	KCMO Channel 5 Kansas City
KTTN Trenton	KMBC Channel 9 Kansas City
KZBK Brookfield	KSHB Channel 41 Kansas City
KFEQ St. Joseph	KQTV Channel 2 St. Joseph
KSJQ St. Joseph	

In the event of inclement weather during the day that necessitates the early dismissal of school, announcements will be made over the same radio and television stations.

Honor Roll and B.U.G. Program

To qualify for the Honor Roll, grades will be considered in the six core subject areas of reading, math, language arts, social studies, science, and spelling. To be eligible for the A Honor Roll, a student must have an A or A- in at least five of the core subject areas. They may have one B+, B or B- in the other subject area. To be eligible for the B Honor Roll, a student must have a B- or above in at least five of the core subject areas. The student may have one C+, C, or C- in the other subject areas.

B.U.G. is an acronym standing for "Brought Up Grades". To be eligible for a B.U.G Award, a student must have brought up his/her grades in at least four of the previously mentioned subject areas.

Homework

Homework will be assigned on a regular basis. All homework will be meaningful and will provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear and the due date is understood.

*Under certain circumstances the teacher may keep a child in for recess or detention to complete an assignment.

Homework will be graded within a reasonable time and returned to the student.

Homework Ideas for Helping Your Child

- *Cooperate with the school to make homework effective.
- *Provide your child with suitable study conditions (desk or table, appropriate lighting, books, and supplies).
- *Reserve a time for homework and **TURN OFF THE TELEVISION.**
- *Show interest in what your child is doing, but do not do the work.
- *Understand the school expects homework to be completed and returned.
- *Encourage your child to do neat work.

Expectations of Students

- *Students are expected to conduct themselves in such a way as to reflect a positive image for themselves, their parents, and to Central School.
- *Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
- *Students are expected to move quietly through the halls and not run.
- *Students are expected to participate in physical education classes unless a written excuse from the parent/guardian is received. A physician's excuse is required when a student is to be excused for an extended period of time.
- *Students will not chew gum; eat in undesignated areas or at inappropriate times.
- *Students are expected to show respect and care for property belonging to themselves, to others, and to the school.
- *Students are expected to be attentive and courteous during school assemblies and special events.
- *Personal invitations to any event, other than school events, may not be handed out at school (Examples: birthday parties, skating parties, etc.).

Personal Items

*Bringing personal items to school is discouraged, particularly electronic devices such as cell phones or games as they may disrupt learning, cause behavior problems or be lost, damaged or stolen.

Students bringing one of these items may be sent to the principal's office for a conference and parents may be called and asked to retrieve the electronic device.

*Students are not to bring trading cards of any kind to school. Cards at school will be confiscated.

*Students should not bring balls or any other toys to school for any reason. Such items will be confiscated.

*Students will only be allowed to bring "Share Day" or "Show and Tell" items on days designated by the classroom teacher

School Lunch Program

Breakfast and lunch are served in our school's cafeteria daily for a nominal fee. Lunch prices are \$1.35 and breakfast is \$.75. Adult lunch prices are \$2.00 and \$1.50 for breakfast. Extra milk/juice fee is \$.30. Breakfast will not be served until August 23. One may pay daily or ahead by the week or month for both breakfast and lunch. Enclosed are applications for **free or reduced priced meals** that are to be filled out and returned to the school office. Please feel free to apply if you fall within the guidelines that accompany the application. This information is confidential. Your participation in the free or reduced lunch program is beneficial to your child and the school district. Your participation is encouraged.

Cost is kept down by complete participation of students. A well-balanced meal is provided. Our menus are sent home monthly. Occasionally these menus have to be changed because of late deliveries or snow days; however, most of them are served as listed. *Changes in the menu and daily menus are announced on KCHI Radio daily.*

Appropriate behavior is expected in the cafeteria. The cafeteria supervisor is in charge of the cafeteria and students are to follow the directions of that person. The following expectations are posted in the cafeteria:

- *Talk in a quiet voice
- *Eat only your food
- *Do not play with or throw food
- *Keep hands and feet to self.

Discipline Policy

In order to provide a productive learning environment at Central, teachers have been trained in the use of the B.I.S.T. process for managing student behavior. B.I.S.T. stands for Behavior Interventions Support Team. A part of the staff training will result in Central school developing procedures consistent with the B.I.S.T. process and philosophy; these are a work in process and will occasionally change to meet the specific needs of our building. A safe-seat, buddy room, recovery room progression will be a part of this process. As a staff, we will continue to recognize good behavior, encourage students to follow rules and apply consequences when necessary. Some of our longstanding beliefs about these, however, may need modification as the staff becomes more proficient with B.I.S.T.

Positive behaviors will be recognized in a variety of ways. These include, but are not limited to: positive notes, teacher comments, phone calls, work awards, student interaction, and an increase in feelings of positive self worth.

Students will be expected to follow four basic rules at Central School:

- *Students will show respect for faculty and staff at all times.
- *Students will follow the directions of the person in charge.
- *Appropriate behavior must be observed in the lunchroom, restrooms, halls, and playground.
- *There may not be arguing, swearing, fighting or malicious teasing of other students.

If a student chooses to misbehave, the following consequences have been developed in order to provide for consistency and fairness:

- *Minor infractions will be dealt within the classroom. A note or phone call home will take place for repeated infractions.
- *Noon hall or after school detention may be assigned.
- *If a student continues to misbehave, he/she will be sent to the principal's office. Consequences may include reprimand, phone call or letter home and ISS, depending on the offense and number of referrals to the principal.
- *A student may not be able to attend field trips for repeated infractions.

If a student misbehaves while in ISS (In School Suspension), or refuses to do the assigned work, the student will have ISS again. Parents may be contacted to come and pick their child up and told then of the reassigned day of ISS. If a student is assigned to ISS for more than 2 entire days within one semester, OSS (Out of School Suspension) may be the next step. If a student is given OSS, parents will be contacted by the principal.

Safe Schools Act

In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298 collectively known as the “Safe Schools Act”. The Safe Schools Act is a major effort to improve safety, security, and student discipline in Missouri schools.

The Chillicothe R-II School District, in accordance with the “Safe Schools Act” recognizes there are certain behaviors that cannot be tolerated in any public school setting. In support of this effort, the Chillicothe R-II Board of Education has adopted a “Zero Tolerance Policy” in the following areas:

Drugs: Students shall not possess*, transfer, use, be under the influence of, dispense, attempt to sell, or sell narcotics, drugs, controlled, or imitations of controlled substances, including inhalants, and/or drug paraphernalia. *(Except as prescribed to the individual.)

Weapons: Students shall not possess weapons. Weapons include, but are not limited to the following: firearm, blackjack, concealable firearms, explosive weapon, firearm silencer, gas gun, spring gun, automatic weapon, projectile weapon, rifle, shotgun, razor blade, knife and switchblade knife.

Acts of Violence: Students shall not commit any act which in its commission is violent. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person or that creates substantial risk of death, disfigurement, or protracted loss or impairment of the function of any part of the body.

Violations in any of these areas will result in a suspension from school for a minimum of one calendar year or expulsion. All cases will be referred to the appropriate legal authorities and prosecuted to the maximum extent of the law. This policy applies to all district buildings, on or about school grounds, at all school activities, or activities involving Chillicothe Schools, or in any vehicle that is used to transport students for the school district.

We realize little skirmishes will occur on the playground at this age. The way we have chosen to handle this on the first such minor violation, the student will be sent to the principal’s office. The principal will speak with the student and parents will be notified. On the second offense, the School Resource Officer, may be called to talk to the student. The parents will also be notified and may have to meet with the School Resource Officer. If another such offence occurs, suspension from school may result.

The Chillicothe R-II School District considers it to be unacceptable and a serious violation of this policy any conduct which inhibits good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. This policy applies to conduct in all school buildings, on or about school grounds, at all school activities, or activities involving Chillicothe schools, or in any vehicle when that vehicle is used to transport students for the school district.

Unacceptable conduct includes, but is not limited to, the following:

- *Tardiness; truancy, excessive absences;
- *Failure to obey school rules; failure to obey instructions of a school official; dishonesty;
- *Possessing, using, or selling tobacco;
- *Stealing and vandalizing or otherwise damaging property; cheating; gambling;
- *Extortion (Using threats or violence to get money or property or to conceal wrongdoing);
- *Sexual harassment and sexual violence; racial/ethnic harassment;
- *Possessing, consuming, being under the influence of, or selling alcoholic beverages;
- *Fighting, assault and battery; obscenity; open defiance, profanity, threats by word or deed; unruly conduct that disrupts school;
- *Any conduct which would subject a student to criminal prosecution.

The Safe Schools Act will be reviewed with all students at the beginning of the school year.

Behavioral Management Program and Recovery Room

During the 2005-2006 school year, the Chillicothe R-2 School District implemented the Behavior Management Program and the Recovery Room Concept at Central Elementary School. These programs are designed to help teach students to make better decisions about their behavior, thus cutting down on disruptions of class time due to behavioral issues. This program helps all teachers to have better conditions under which to teach and improves the quality of instruction for all students. For students, the recovery room gives them the opportunity to: calm down; be safe from acting out; develop adult relationships; and establish clear boundaries for classroom behavior. For teachers, the recovery room gives them the opportunity to: maintain order in the classroom; have a safe place for the student to go; maintain a safe environment for the other children; and to be able to implement positive, constructive discipline options.

The Behavior Intervention Strategies Team Model (BIST) has been adopted in the district's elementary schools. Information has been attached to this handbook in regard to this philosophy.

Steps for referring a student to the Behavioral Management Program - Placement
The BMP is located at the Superintendent's Office complex and has been established as a safety net for students that struggle to maintain appropriate behavior on a consistent basis within the BIST system.

1. When possible, the student should be referred to the building CARE Team first.
2. Behavior Plan should be developed either before or after the CARE Team meeting.
3. The teacher will develop the behavior plan, she may ask Mrs. Haynes for help if needed.
4. Mental Health or Physical problems may exempt step one.
5. Students who have been consistently disruptive/hurtful and still are not managing behavior even with behavior plan and interventions may need to be reviewed for BMP placement.
6. Review may be done at the BMP CARE Team or by special request by the principal.
7. If team decides placement is needed, the building principal will set up the meeting with parents.
8. Team members that should be present are: Parents (if possible); building principal; Sped. Director and Sped. Teacher if there is an IEP; classroom teacher; counselor; sometimes the Recovery Room teacher is helpful; BMP staff.

STUDENT DISCIPLINE PROCEDURES & CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

1. **Academic Dishonesty/Cheating**—The deliberate misrepresentation of academic, artistic, mechanical, or athletic work, accomplishments, achievements, or aptitudes as that student's creation product, possession, or property.

First Offense: Discipline can include a zero on the work, detention notification of the parent/guardian and/or notification of the principal.

Subsequent Offense: Same as above.

2. **Arson**--Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: Detention, in-school suspension, 1-180 days out of school suspension or expulsion, notification to law enforcement officials, and restitution if appropriate.

Subsequent Offense: 1-180 days out of school suspension, expulsion and restitution if appropriate.

3. **Assault** – Assault of a teacher or staff member may result in immediate suspension from school.

Attempting to seriously injure another student may result in immediate suspension from school.

When a child assaults another student and there is no serious injury (e.g. kicking, hitting, biting, etc.), the following plan may be followed:

First Assault: Principal/student conference, loss of recess in Recovery Room w/documentation completed for offense.

Second Assault: Principal/student conference, parents called, detention after school until 3:45, complete Think Sheet

Third Assault: Principal/student conference, parents called, ½ day ISS, Think sheet completed

Fourth Assault: Principal/student conference, parent notified, 1 Day Suspension in Recovery Room, School Resource Officer notified to speak with student &/or parent, behavior management program placement discussed.

Fifth Assault: Parent/student conference, 1-3 days OSS with work sent home to complete, Reentry conference with parent, principal, counselor, BMP personnel, School Resource Officer, Placement plan for BMP determined and implemented.

4. **Bullying**—Repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups of students. Bullying includes, but it is not limited to: physical violence, verbal taunts, name calling, and put-downs, threats, extortion or theft, damaging property, and exclusion from peer group.

First Offense: Principal/student conference, detention, in-school suspension, or 1-10 days out of school suspension.

Subsequent Offense: 1-180 days out of school suspension or expulsion.

5. **Bus Misconduct**--Any offense committed by a student on a district-owned or contracted bus that causes a concern for safety or order. Bus riding privileges may be suspended or revoked or other disciplinary action may result.

6. **Disparaging or Demeaning Language**--Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/Student conference, in-school suspension, or 1-10 day out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

7. **Disrespectful Conduct or Speech**--Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

8. **Disruptive Speech or Conduct**--Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

9. **Drugs/Alcohol**

Possession of or attendance under the influence of any unauthorized prescription or over the counter drug, alcohol, narcotic substance, counterfeit drugs, herbal preparation or drug-related paraphernalia at school or school activity.

First Offense: In-school-suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out of school suspension or expulsion.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

First Offense: 1-180 days out of school suspension or expulsion.

Subsequent Offense: 1-180 days out of school suspension or expulsion.

10. **Electronic Devices/Personal items**—Possession of cellular phones, pagers, radios, CD players, electronic games or other electronic devices during school hours is prohibited. The school is not responsible for lost, stolen or broken personal items brought to school.

First Offense: Student will be asked to turn off the device and put it away in a safe place designated by the teacher.

Subsequent Offense: Confiscation of device, placed in office safe to be returned to parent at their discretion, contact parents, possible detention and/or ISS/OSS.

11. **Extortion**--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: in-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **False Alarms**--Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: in-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Fighting**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

14. **Public Display of Affection**--Physical contact which is inappropriate for the school setting.

First Offense: Principal/Student conference, in-school suspension, or 1 - 180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

15. **Sexual Harassment**

a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference and/or in-school suspension. A protective plan and/or counseling may be considered. Contact parent.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Physical contact that is sexually harassing.

First Offense: Contact parent; In-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

16. **Theft**-- Theft, attempted theft or willful possession of stolen property.

First Offense: Principal/student conference, loss of recess in Recovery Room w/documentation completed for offense.

Second Offense: Principal/student conference, parents called, detention after school until 3:45, complete Think Sheet

Third Offense: Principal/student conference, parents called, ½ day ISS, Think sheet completed

Fourth Offense: Principal/student conference, parent notified, 1 Day Suspension in Recovery Room, School Resource Officer notified to speak with student &/or parent, behavior management program placement discussed.

Fifth Offense: Parent/student conference, 1-3 days OSS with work sent home to complete, Reentry conference with parent, principal, counselor, BMP personnel, School Resource Officer, Placement plan for BMP determined and implemented.

17. Threats

First Offense

Principal/student conference, parents informed, Loss of recess in Recovery Room (form completed)

Second Offense

Principal/Student Conference, parent informed, Detention after school till 3:45 p.m., Think sheet completed

Third Offense

Principal/Student Conference, parent notified, ½ day ISS in Recovery, form completed.

Fourth Offense

Principal/Student Conference, parent notified, 1 day ISS in Recovery, School Resource Officer conference with student and/or parent, BMP placement discussed

18. Tobacco:

- a. Possession of any tobacco products on school grounds, bus or at any school activity.

First Offense: Confiscation of tobacco product, principal/student conference, detention, in school suspension or 1-3 days out of school suspension.

Subsequent Offense: Confiscation of tobacco product, principal/student conference, detention, or in school suspension, in-school suspension or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, bus or at any school activity.

First Offense: Confiscation of tobacco product, principal/student conference, detention, in school suspension or 1-3 days out of school suspension.

Subsequent Offense: Confiscation of tobacco product, principal/student conference, detention, or in school suspension, in-school suspension or 1-10 days out-of-school suspension.

19. Truancy--Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: Principal/student conference or 1-3 days in-school suspension.

Subsequent Offense: 3-10 days in-school suspension.

20. **Vandalism** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

21. **Weapons**

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or ~ 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in the student's discipline record.

- b. Possession or use of a firearm as defined in 18 T.I.S.C. 921 or any instrument or device defined in g 571.010, RSMo.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Any other offense which constitutes a "serious" violation of the district's discipline policy as defined in board policy will be documented in the student's discipline record.

Health

The school has the responsibility for the health and welfare of all students. Chillicothe School District policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's Health Standards practices. School personnel can request a doctor's excuse prior to the readmittance of a student to school if there is a suspicion of a communicable disease.

The school nurse or school personnel will attend to minor scrapes and bruises, but students will be sent home if:

- *they are running a temperature of 100 degrees,
- *they have vomited,
- *they have a severe head injury,
- *we cannot determine the cause of a student's sudden physical or emotional distress.

Before returning a child to school, the child should be **free of temperature for 24 hours without fever-reducing medication.**

Medications in School

If at all possible, medications should be scheduled so they do not have to be dispensed at school. If a medication does have to be given during school time, dosage times should be managed so only one dose needs to be given during school hours. A first dose of any medication will not be given at school in case of possible allergic reactions or side effects.

We request the parents and/or guardians bring all medication to school. We feel it is extremely unsafe to have elementary students transport medications on the bus. If however, it is impossible for a parent to bring the medication, **a Medication Verification Form must be completed and accompany the medication.** Designated school personnel will then count the pills and complete the form.

Prescription Medication

All medications must come in the original container. The medication label must include:

- *Student name
- *Name of medication
- *Dosage of medication
- *Name of doctor
- *Specific instructions for giving the medication.

If the medication is to be given at home and school, please ask the pharmacy for a second labeled bottle that can stay at school.

All long term (10 days or more) and emergency medications must have a medication authorization completed by the physician and parent/guardian. This is to be completed and returned to the school nurse. Forms are available in the school office.

Short term medications (10 days or less) such as antibiotics must have the parent section of the medication authorization completed. The prescription label will be considered an equivalent of the physician's written order.

Tylenol or Ibuprofen will be given at school on an as needed basis if the parent/guardian has given permission on the back of the health history form. The school **does** stock Tylenol or Ibuprofen.

CENTRAL ELEMENTARY SCHOOL

“Leading Learners to Learn” – “Better Today Than Yesterday”

After reviewing this handbook with your child, please detach the below slip acknowledging that you have read, reviewed, and understand the Parent/Student Handbook.

I have read and acknowledge that I understand the Central Elementary School Parent/Student Handbook.

Signed:

Parent _____

Student _____

I have questions _____ I don't have questions _____ Date _____

Questions that I have about the handbook:

Please contact me at _____ Best time to call _____