

CONCORDIA ELEMENTARY SCHOOL

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**Student/Parent Handbook
2015-2016**



HOME OF THE ORIOLES

START STRONG: GROWING & ACHIEVING

ADOPTED BY THE BOARD OF EDUCATION

MAY 14, 2015

CONCORDIA ELEMENTARY SCHOOL

www.concordia.k12.mo.us

THE MISSION OF CONCORDIA ELEMENTARY SCHOOL

The Mission of the Concordia Elementary School is to promote the highest possible standards of learning for all students in a positive, collaborative environment involving parents, staff and community.

THE VISION OF CONCORDIA ELEMENTARY SCHOOL

For our future, Concordia Elementary School envisions the following:

- Staff, students and families will work together to promote learning.
- We will develop life-long learners using varied curricula to meet the needs of all students.
- All students will have a safe, nurturing environment that develops them physically, mentally and socially.
- We will help students develop social skills, self-esteem and decision-making skills necessary for their future.
- We will use open communication between home and school through email, parent portal and the school website.
- We will provide the necessary instruction in technology to meet the needs of an ever-changing society.
- We will provide the most modern equipment and materials for students and staff.

EDUCATIONAL PHILOSOPHY

Concordia R-2 welcomes the opportunity to be involved in building the future by providing the best educational atmosphere possible for all young people. We believe in promoting academic excellence, social responsibility and personal growth in each individual by assisting with career or educational choices to prepare for the challenges that lie ahead.

POSITIVE BEHAVIOR SUPPORTS

Concordia Elementary School is in the fourth year of becoming a Positive Behavior Supports school. The purpose of CES Positive Behavior Supports is to support academic achievement for all students by creating a social curriculum that develops students who are respectful, responsible and safe.

BOARD OF EDUCATION

President, Bart Brackman

Jamie Benson

Alan Deatherage

Jennifer Foster

Robbie Hemme

Doug Limback

Jeff Schlueter

ELEMENTARY SCHOOL PERSONNEL

| | |
|---------------------|---------------------------|
| Mary Beth Scherer | Superintendent |
| Joe Beydler | Principal |
| Eric Hon | Special Services Director |
| Laura Frerking | Kindergarten |
| Ann Beissenherz | Kindergarten |
| Janice Edwards | First Grade |
| Natasha Ohmart | First Grade |
| Jamie Bendorf | Second Grade |
| Brandie Harvey | Second Grade |
| Jennifer Allen | Third Grade |
| Patricia Metcalf | Third Grade |
| Stephanie Casner | Fourth Grade |
| Lauren Francis | Fourth Grade |
| Melinda Beydler | Fifth Grade |
| CeCelia Durham | Fifth Grade |
| Justin Basye | Sixth Grade |
| Alexandria Williams | Sixth Grade |
| Aimee Bredehoeft | Art |
| Joseph Presson | Band |
| Debbie Brandt | Character Ed/Title I/Art |
| Debby Payne | Preschool |
| Alisa Brown | Music |
| Sam Willis | Physical Education |
| Lois Brandt | Special Education |
| Peggy Sartin | Title I Reading |
| Ramona Gatewood | Speech |
| Tara Looney | Title I Reading |
| Cindy Gieselman | Paraprofessional |
| Marah Luetjen | Paraprofessional |
| Shirley Elling | Head Custodian |
| William Moore | Custodian |
| Theresa Collner | Head Cook |
| Betty Faris | Assistant Cook |
| Janis Bredehoeft | Library Paraprofessional |
| Faye Fritsche | Nurse |
| Jackie Paterson | Secretary |
| Kenneth Hemme | Fowler Bus Company |

ADMISSION GENERAL POLICY

Children must have reached their 5th birthday by August 1 to be eligible for kindergarten, and their 6th birthday by August 1 to be eligible for first grade, unless they have successfully completed kindergarten requirements under different policies in another state.

All students entering CES for the first time must furnish evidence of previous work completed. Students from a non-graded school or who have been home educated will be required to take a standardized achievement test. Grade placement will be determined by the results of that test. Students must furnish social security number, birth certificate, immunization records and proof of residence.

ADMISSION OF HOMELESS STUDENTS

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship. (See also Policy and Regulation 6273 - Instruction for Homeless Students.)

ADMISSION OF MIGRANT STUDENTS

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See also Policy 6274 - Instruction for Migrant Students.)

ARRIVAL AT SCHOOL

While school-starting time is 8:15 a.m., children are not expected to arrive before 8:05 a.m. unless they are eating breakfast. **All students arriving before 8:05 a.m. are expected to report directly to the gym.**

ATTENDANCE

We believe, as parents and school personnel, that attendance in school is important. When a student misses school, regardless of the reason, he/she is missing something valuable. Students need to learn the valuable concepts of attendance and punctuality. This lesson is important for their maturation and acceptance of the responsibility for their actions. Good school attendance helps to prepare students for attendance requirements placed upon them as adults. Poor attendance at work may lead to job dismissal; poor attendance at school results in loss of valuable instructions, participation and learning opportunities.

Parents will receive a notification letter when a student accumulates five (5) absences. Another letter will be sent when a student accumulates ten (10) absences. A parent conference may be scheduled to determine a plan of success for a child who has excessive absences.

The Perfect Attendance Award can be earned by a student who has missed no days of school, not been late or left early. The Outstanding Attendance Award will signify students that have missed one day or less of school.

ATTENDANCE: Reporting Absences

If a student must miss school, parents are asked to notify the school as soon as possible to report the reason for the absence. If notification is not received, parents will be called at home or work (for your child's safety). A doctor's note may be required for excessive absences.

ATTENDANCE: Make-Up Work

Students will be required to make up missed work. Requests for assignments should be made by noon to allow teachers sufficient time to prepare. However, missed work will be entered into the grading program as zeroes until the work is completed. Work must be completed within two days after returning to school. Please be aware of grade card deadlines and the effects of late work.

ATTENDANCE: Excessive Absences

Students will be required to make up all missed work. Excessive absences may result in retention and/or notification of appropriate services (Family Services, Law Enforcement, etc.) due to educational neglect. Circumstances which are explained to the satisfaction of the administration will be taken into consideration.

ATTENDANCE: Tardiness

Tardiness is defined as an unexcused appearance of a student beyond the scheduled time that a class begins. Any student arriving at school after 8:15 a.m. **must report to the principal's office before attending class.** Students may be kept after school for excessive tardiness. Parents will be notified in advance.

BICYCLES

Students may ride bicycles to school as long as the parents approve. CES will not accept responsibility for the safety of the bicycles. Locks are recommended as a safety precaution. Students may park their bikes in the bike rack located near the southeast corner of the school (near the pool). Bikes must be parked the entire school day. Students riding bikes to school are required to immediately park the bicycles in the racks and go into the school building. Bicycles are not to be ridden until the end of the school day.

BIRTHDAY PARTIES

Students are allowed to bring birthday treats. *We encourage parents who send treats to school to send healthy treats for classroom parties and birthdays.* Treats are to be distributed at the end of the day. Students are welcome to distribute party invitations to parties outside of school time as long as they extend the invitation to everyone in the class.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

Communicates, with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

Physically contacts another person with the intent to intimidate or to inflict physical, emotional or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included

Students who are found to have violated this policy will be subject to those consequences detailed in the districts discipline policy. For further information see the Board of Education Policy Manual. Policy #2655.

BUS MISCONDUCT

1. Students receiving a first misconduct report from the driver will return a signed copy to the driver before being allowed to resume riding; parents will be notified by mail.
2. A second slip will result in suspension of bus privileges for three days; this will begin after the principal has contacted the parents. Upon return, the student will be assigned a seat.
3. A third slip results in a five-day suspension from riding.
4. A fourth slip results in a ten-day suspension from riding.
5. A fifth will result in an indefinite suspension and hearing with the school board, with the recommendation that the student's transportation privileges be revoked permanently.
6. A violation of safety regulations (such as exiting through the emergency door) may result in an indefinite suspension of privileges.

CARE OF SCHOOL PROPERTY

Students are encouraged to be proud of our school and feel it is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay for the damage or loss.

CHILD ABUSE AND NEGLECT (Missouri Public Law, Section 210.220 to 210.165 — June 1975)

When school officials, including teachers, school nurses, principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

COMMUNICATIONS BETWEEN SCHOOL AND HOME

It is very important that parents and the school keep an open line of communication. We will do our best to keep parents informed of their child's progress and needs at school through daily agendas, Parent Portal, email and telephone communications.

COMPLAINT PROCEDURES

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the Concordia R-2 School District, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district.

1. Matters concerning individual students should first be addressed with the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal.

3. Unsettled matters from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If the superintendent cannot settle the matter satisfactorily, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final.

All rules and policies contained in this handbook may be altered to fit specific circumstances as deemed necessary by the building principal, the superintendent or the Concordia R-2 Board of Education.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal a copy of such a court order if restricted access to students or student information is requested. For the school's purpose, the parent who resides with the child is known as the custodial parent.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be called, in the presence of the non-custodial parent, to explain the request.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.

DAILY SCHEDULE

- | | |
|------------|---|
| 7:45 A.M. | Building is open for students eating breakfast |
| 8:05 A.M. | Students not eating breakfast should arrive/ Breakfast ends |
| 8:15 A.M. | School begins |
| 10:50 A.M. | First Lunch Shift (K) |
| 11:25 A.M. | Second Lunch Shift (1-2) |
| 12:00 P.M. | Third Lunch Shift (3-4) |
| 12:35 P.M. | Fourth Lunch Shift (5-6) |
| 3:15 P.M. | Dismissal for Bus Riders Buses load on the west parking lot |
| 3:15 P.M. | Dismissal for Car Riders through the east doors for loading into vehicles |
| 3:25 P.M. | Walkers are released from the east door after all car riders have been picked up and the vehicles have left the drive |

DAMAGED OR LOST BOOKS

1. If books are lost, students will pay original cost.
2. If the books are damaged, depreciation schedule at 20% per year. All books being used 5 years or longer will retain 20% of their original value because of the cost of replacement.
3. A shipping and handling fee of \$5 will be added to the cost.

DELIVERIES AT SCHOOL

Items for students such as birthday balloons and gifts will be kept in the office and will be delivered at the end of the day.

DIRECTORY INFORMATION DESIGNATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Concordia R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Concordia R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Concordia R-II School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Concordia R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by 8/29/11. The **Concordia R-II** School District has designated the following information as directory information:

For Students in Pre-Kindergarten through Eighth Grade

- Student's Name
- Grade Level
- Enrollment Status
- Participation in School-Based Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Honors and Awards Received
- Artwork or Coursework Displayed by the District
- Most Recent Previous School Attended
- Photographs, Videotapes, Digital Images and Recorded Sound Unless Such Photographs, Videotapes, Digital Images and Recorded Sound Would Be Considered Harmful or an Invasion of Privacy

DRESS CODE

The purpose of a student dress code is to allow students to learn without any concerns related to dress while still allowing for

individual expression in a safe, respectful and responsible way. Students are expected to dress with discretion and appropriateness for the classroom and school functions. The following are specific items of importance, but may not be the only restrictions on dress. The administration will have final approval on any dress code issues.

1. All clothing worn by students should not interfere with the educational process. Student dress should be free from distractions that would inhibit or distract from the learning climate at school and at school events.
2. Clothing should be of an appropriate length to cover the middle of the body. The top and bottom clothing should overlap. Students should avoid low cut tops, strapless tops or spaghetti strap tops.
3. Shorts and skirts must be fingertip length or come down to mid-thigh or longer. Many young ladies choose to wear shorts under skirts for physical education class and recess.
4. Shoes must be worn to school. Students should wear appropriate footwear for activities in PE class and for recess. Flips flops, or other backless footwear are not to be worn for recess of PE class. Shoes must be worn at all times during the school day and during school events. Teachers may elect to allow students to remove shoes for special circumstances.
5. Students should remove hats, caps, hoods, sunglasses and any other head coverings that obscure the face or eyes with the exception of attire worn for medical reasons or as an expression of a student's religious practices.
6. Student should avoid clothing that advertises products dealing with or having references to profanity, alcohol, tobacco, drugs, sex, violence or representing weapons or gangs.
7. Clothing that is in any way unhealthy, dangerous or unsafe will not be permitted.
8. Exceptions may be made to the dress code for field trips and special activities; however, any item of clothing that becomes distracting or dangerous cannot be permitted.
9. Any items not mentioned but deemed inappropriate will be dealt with by the administration.

EARLY CHILDHOOD

Applications are accepted for preschool at the elementary office. A copy of the child's birth certificate, immunization record and the \$20 supply fee are due when the application is turned in. Four-year-olds meet Monday, Wednesday and Friday; three-year-olds meet Tuesday and Thursday. Morning and afternoon sessions are available for both age groups and are arranged with the parents by the teacher. Morning classes are from 8:15 a.m. to 11:15 a.m. and afternoon classes are from 12:15 p.m. to 3:15 p.m. Monthly fees will be set on a yearly basis.

ELECTRONIC DEVICES (Cell phones, digital cameras, etc.)

Student use of cell phones, digital cameras and similar electronic devices are banned during the instructional day as well as in dressing areas during extracurricular activities. Cell phones and other items that are used inappropriately will be turned over to the principal. The item will be returned to the student after the first offense. The item will be returned to the parent after the second offense. Suspension may occur after the third offense.

EXTRA-CURRICULAR ACTIVITIES

Students are representing our school and community when participating in extra-curricular and out-of-school activities, whether at home or away. That is why it is important that we stress and expect neat appearance, proper behavior and good sportsmanship from our students. Sports and other out-of-school activities play an important part of the education of our children. These include, but are not limited to Basketball, Cheerleading, Honor Choir, Science Olympiad, Reading Orioles activities and Spanish Club. If handled correctly, the program can help our students grow, especially if we hold them responsible for their actions as participants, as students, and as young citizens.

We expect a lot from our students and these young people will need to do their best in extra-curricular and out-of-school activities and in school. They must perform well in the classroom before they achieve the privilege of participating in extra-curricular activities.

The following guidelines will be used to determine whether or not your child may participate:

1. No "F"s in any subject.
2. The student must maintain an average grade of C.

Grades will be reviewed at posted intervals to determine whether the student is eligible or ineligible to participate. Student athletes and parents must sign a code of conduct to participate in basketball and/or cheerleading.

FERPA ANNUAL RIGHTS NOTIFICATION

Each year the Concordia R-II School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

Right to Inspect: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This

right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

Right to Complain to FERPA Office: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Concordia R-II School District's failure to comply with FERPA.

Right to Obtain Policy: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Concordia R-II School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Name and address of the District's Custodian of Records).

FIELD TRIPS

Field trips are extensions of the curriculum at CES. Grade levels and/or classrooms may take a field trip each year. Students are welcome to attend these trips as long as their behavior meets classroom guidelines for respectful, responsible and safe behavior throughout the year. The classroom teacher and administrator may make a decision that prohibits some students from attending field trips based on behavior and attendance.

FOOD SERVICE: Lunch Program

CES meal service complies with federal and state requirements for food service.

A hot lunch program is provided for all students who wish to participate.

Application forms for free or reduced lunches will be sent home with each student at the beginning of each school year, upon enrollment at CES or as requested. Families must re-apply each year. Should the income status of the family change during the school year, it is your responsibility to re-apply. Verification of income may be required as set by guidelines of the U.S. Department of Agriculture. All parents filing for free lunches for their children must pay for hot lunches until their applications have been reviewed and processed.

FOOD SERVICE: Breakfast Program

Breakfast will be served from 7:45 to 8:05 a.m. each morning. All students who qualify for free and reduced lunches automatically qualify for free and reduced breakfasts.

FOOD SERVICE: Student Accounts

Students whose food service account shows a balance due that is greater than five days of food service charges will no longer be allowed to charge breakfast, lunch or extra milk. A notice will be sent home with your child when your child's account has one day before it has reached the maximum. A peanut butter sandwich will be provided in lieu of hot lunch.

Students bringing their lunches from home may purchase milk or juice. Students and their guests should not bring carbonated beverages in to the cafeteria.

All monies will be turned into the classroom teacher during the morning lunch count. Breakfast and lunch may be paid in one check. If you have more than one child in school, please note on the check or envelope how much money is to be put into each child's account.

GIFTED PROGRAM

A. Screening: Screening students in the general school population for the purpose of finding potential candidates for the gifted program is begun every other year. Referral and screening is done in Grades 1st through 5th. One or more of the following methods of testing may be used to form a pool of students to be evaluated:

1. Teachers, parents, or principals nominate candidates for the program.
2. MAP and Stanford Achievement Test, 10th Edition results are reviewed to determine general achievement levels.
3. Students can be screened using the Otis-Lennon School Ability Test. Students must score at the 95th percentile on a section of the Otis-Lennon School Ability Test in order to be considered for further testing toward placement in the gifted program.

B. Evaluation: By using the techniques listed in the screening process, a pool of possible candidates is formed. These students will be further evaluated using an intelligence test. The Special Services Coordinator will inform parents of intent to do further evaluation and obtain permission to do so by obtaining signed parental consent. The evaluation will consist of an intelligence test, individual achievement testing in reading and math and a test of creativity. Students who score 124 or above on an individual intelligence test, 95% or above on an individual math or reading achievement test, at least 75% on a section of the creativity test and have the recommendation from a teacher may then be eligible for entry into the program.

Students who transfer from another school district and were placed in a gifted program at their former school will be considered for enrollment after reviewing the documentation of eligibility from the sending district.

Any testing done by an outside agency, such as IQ testing, will be considered by Concordia R-2 School District in determining eligibility for the gifted program. The test results must be accompanied with the credentials of the person or agency conducting the testing in order to establish validity of the results.

C. Requirements for Staying in the Program:

1. Maintain a B average with no grade lower than a C-.
2. Continue to have the recommendation of his/her current classroom teacher.

D. Enrollment:

1. Enrollment is limited to 10 students.
2. Once enrollment reaches 10, additional students who qualify will be placed on a waiting list. When an opening occurs, the student with the highest I.Q. on the waiting list will be the next eligible student to fill the vacancy.

E. Withdrawal: Students who fail to meet the academic requirements for continuing in the program will be placed on probation for the current quarter. Students will continue to be allowed to attend. If he/she fails to improve grades to meet the guidelines, he/she will be suspended from attending the next quarter. If grades still fail to meet guidelines, the student will be dismissed from the program and may be reconsidered the following year for entry back into the program.

After a child is withdrawn, the student will not need to be retested. Withdrawal can take place at the end of a quarter grading

period. The child may reenter the following year provided there is an opening.

Students may be removed from the program for the following reasons:

1. A team consisting of the building principal, classroom teacher, gifted teacher, special services coordinator and parent determines that continued placement in the program is no longer the best method of meeting the needs of the student.
2. A student chooses to exit from the program with parental approval.
3. A parent chooses to remove the child from the program.

GOOD THINGS TO LEAVE AT HOME

One of the main goals at CES is to increase students' time on task. We are always looking for better ways to increase students' learning time and instructors' teaching time. We are asking parents' cooperation and help in this endeavor by ensuring that students do not bring to school any item that causes a distraction to the educational process. The distraction and discipline problems created by these items consume much valuable learning time.

Knives, Toy Guns, Baseballs, Skateboards & Sharp Objects-All of these items are hazardous to your child and other children.

Money - We encourage you to send only lunch or milk money with your child to school. The risk of lost money is always present.

GRADE REPORTS AND UPDATES

All students' official Progress Reports will be given to parents at Parent Teacher Conferences at the end of the first quarter. Other official Progress Reports will be sent home with students at the end of the second, third and last quarters. Parents of students in grades two through six will also receive Progress Reports at three other times each quarter. Students in kindergarten and first grade will receive mid-term reports.

Grades entered into the grade book for each class will reflect assessments and assignments completed in class. Homework, although very important and necessary as practice, will not be included in a grade.

Students in Four Year Old Preschool, Kindergarten and First grades will receive a Quarterly Report based on standards for each subject area. The student's level of mastery of each standard will be reported using the following scale:

4=Advanced: Exceeds grade level expectations

3=Proficient: Meets grade level expectations

2=Basic: Nearing grade level expectations

1=Below Basic: Below grade level expectations

GRADING SCALE

Grades 2-6

| | | | |
|----|--------|----|--------|
| A+ | 100% | C+ | 77-79% |
| A | 95-99% | C | 73-76% |
| A- | 90-94% | C- | 70-72% |
| B+ | 87-89% | D+ | 67-69% |
| B | 83-86% | D | 63-66% |
| B- | 80-82% | D- | 60-62% |
| | | F | 59-0% |

HARASSMENT OF STUDENTS

The Board of Education is committed to maintaining a work environment for its students that is free from harassment. Furthermore, the Board of Education strongly believes that no

person in the School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. For further information see the Board of Education Policy Manual. Policy #2130.

HEAD LICE

Head lice infestation is endemic in school population. They are not life threatening and are simply considered nuisance diseases. However, a number of head lice cases in a school take a significant amount of time away from the educational program. Classrooms need to be checked as well as family members and other close contacts.

If a child is suspected of having head lice, the hair will be examined and checked under a microscope. If it is determined that the student does have head lice, the student will be sent home for treatment. Other students who have been in close contact will also be checked. Students must bring proof of treatment back to school before they can re-enter. Students will be re-checked in 10 days to determine the success of treatment.

HOME PORTAL

Parents of students in grades two through six may have access to the Home Portal. This access is delivered through the Internet and allows parents to see student grades for individual assignments, attendance and discipline information. All parents are issued a user id and password. The user id and passwords do not expire.

HONOR ROLL

There are two Honor Rolls at Concordia Elementary. The "A" Honor Roll indicates the student has received at least an A-average. Maintaining a B average attains "B" Honor Roll status. A list of Honor Roll students will be published in the local paper each semester. To be on either Honor Roll, a student can have no failing grades.

IMMUNIZATION LAW

Missouri law requires parents/guardians to furnish satisfactory proof of immunization against polio, diphtheria, measles, mumps and rubella (3-day measles) before a student enters school, unless medical or religious exemptions have been signed by a physician or parent/guardian and filed with the school.

All students must have proof that two doses of measles vaccine and one of mumps vaccine have been received on or after their first birthday. This is not a recommendation, but a requirement for entering school. **Student immunizations must be up to date before students are permitted to attend class. Students who have received notification that boosters are due must comply with the Missouri law in order to attend school.**

INCLEMENT WEATHER

The early dismissal section of the enrollment form should be completed for each student each school year to inform the staff where the student is to go if school is dismissed early. If there is any uncertainty as to the student's early dismissal destination, the child will remain at school until a responsible adult can be notified.

In the event school is canceled due to weather, announcements are made through radio and television stations serving the area. A listing of those stations is provided: **KMMO 1250 AM, KMMO 102.9 FM, KOKO 1450 AM, KMZU 100.7 FM,**

Channel 4 WDAF and Channel 9 KMBC. Inclement weather and activity information can also be received through Text-Me Concordia. You can sign up for text messages and/or emails on our website.

INCLEMENT WEATHER: Extreme Cold Days

Extreme Cold Days will be declared when the temperature is below ten degrees and the wind chill is below zero degrees. On such days, doors at CES will open at 7:15, bus drivers will pick up student walkers along the way to school and recess will be held indoors.

INTERNET ACCEPTABLE USE POLICY (AUP)

Access to the Internet is an unparalleled opportunity to interact with the world at large. Our network is directly connected to the Missouri Research in Education Network (MoreNet). The opportunity brings with it a number of responsibilities. In order to use the Internet services available over the Concordia R-2 District network, you must read the following information and sign the Internet Agreement that follows.

1. The use of the Concordia R-2 District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, the use of obscene, abusive or otherwise objectionable language or images in either public or private files or messages, making threats to anyone, spreading or acquiring computer viruses, illegally transmitting copyrighted material, violation of trade laws and/or any other illegal act.
2. Because of the potentially large number of individuals who need to use the computers for Internet access as well as personal productivity, student access to the Internet may be limited to a specified number of minutes per day. The limitation will be posted at the network site or verbally stated by the teacher or administrator.
3. The Concordia R-2 District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material that the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images or sound files that may be considered objectionable.
4. A Concordia R-2 District Internet connection is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.
5. Information services and features contained on the Concordia R-2 District network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administrators, faculty and staff of Concordia R-2 may

- request the system administrators to deny, revoke or suspend specific user accounts.
6. Information contained on the Concordia R-2 District network is placed there for education or general information purposes, and is in no way intended to refer to, or be applicable to, any specific person, case, or situation.
 7. The Concordia R-2 District does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use the system. The district or MoreNet is not responsible for your loss.
 8. Rules and regulations of system usage will be modified, added and posted from time to time by the administrators of the Concordia R-2 District and/or the network. Users of the network are subject to these additional rules and regulations.
 9. The Concordia R-2 District network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your account. Any problems that arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
 10. Etiquette--You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - i. Be polite. Do not write or send abusive messages to others.
 - ii. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - iii. Do not reveal your personal address, password or phone numbers of students or colleagues.
 - iv. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to any support of illegal activities may be reported to the authorities.
 - v. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading huge files during prime time, sending mass messages, annoying other users using the talk or write functions).
 - vi. All communications and information accessible via the network should be assumed to be private property.
 11. Security on any computer system is a high priority, especially when the system involves many users. Users are required to notify a system administrator or teacher if a security problem is found. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to logon to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agency or other networks that are connected to our network or the MoreNet Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

LEAVING SCHOOL

When the school day ends, children are expected to leave school immediately. Parents may pick up their children in front of the school. We will not allow students to go home with other students for the night, unless we have been notified.

Students may leave the building only with the principal's and the parent's permission. Once at school, students are required to remain until dismissed. Leaving the building without permission may result in suspension.

If your child needs to leave school during the day, please call the school office at 463-2261. State the reason you wish to take the child from school, the time you wish the student to leave and who will pick up the student. You may also send a note with the student with this information. The note should be given to the classroom teacher, who will turn it in to the school office and notify other teachers involved with the student.

Parents must report to the school office and sign a dismissal record when they take their child from school.

A note or a phone call to the office from the parent is required if a child is to leave school other than in the ordinary way. If the child does not present a note from the parent, he/she will be sent home the usual way.

LOST AND FOUND

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, caps, etc. should be marked with the student's name for identification. Such markings will increase the chance of children finding lost items. Lost articles found in the building or on school property will be kept for two months, and then they will be given to charity or discarded.

MEDICATION AT SCHOOL

Each student will need to complete a yearly data sheet. On this sheet, parents may give permission to staff to dispense Tylenol. Dispensing prescription medication at school should be kept to a minimum, but if required, should be delivered to the school health room/office by a parent or a designated adult on the school emergency card. The medication must be in a current prescription bottle or the original container. (Pharmacies will provide two bottles, one for school and one for home.)

PRESCRIPTION MEDICATION MUST HAVE A PHARMACEUTICAL LABEL THAT INCLUDES: 1) student's name, 2) current date, 3) name of the medication and 4) specific directions for dispensing.

The district and employees or agents shall incur no liability as a result of any injury arising from the self-administration of any medication by a student.

NO CHILD LEFT BEHIND ACT OF 2001 (Public Law 107-110)

According to the *No Child Left Behind* Act of 2001 (Public Law 107-110), our district is required make certain information available.

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.
- The 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 regarding the achievement level of the parent's child in each of the state academic assessments and
- Timely notice that the parent's child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NO CHILD LEFT BEHIND: A Parent's Right to Know

The Concordia R-2 school 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.

NO CHILD LEFT BEHIND: Complaint Resolution

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such

a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy **1480**.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

NON-DISCRIMINATION STATEMENT

It is the policy of the Concordia R-2 School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

PARENT-TEACHER CONFERENCES

At the end of the first quarter, Parent-Teacher Conferences will be held. Parents have the opportunity to schedule an appointment with the teacher. The first quarter grade report will be available during the conference. Parents are encouraged to contact teachers and schedule additional parent-teacher conferences if needed.

PARENT INFORMATION RESOURCE CENTER

Concordia Elementary School receives Title One Funds and must assist parents and parental organizations by informing them of The Parental Information and Resource Center (PIRC). Information about PIRC can be found below or on the district website www.concordia.k12.mo.us on the elementary page. For more information you may contact the special services director George Vandiver at (660) 463-2246.

PIRC program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30

percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization at CES supports the educational mission of our school. Meetings are held four times a year.

PAYMENTS TO CES

All payments to CES for meals and tuition should be made out to Concordia R-2.

PHONE CALLS

Students will not be called from class to answer phone calls. Office personnel will deliver messages. Teachers cannot answer telephone calls when in class.

POSITIVE BEHAVIOR SUPPORTS

Concordia Elementary School is in the fourth year of becoming a Positive Behavior Supports school. The purpose of CES Positive Behavior Supports is to support academic achievement for all students by creating a social curriculum that develops students who are respectful, responsible and safe. Our school strives to provide a clear set of positive expectations and behaviors. At CES we believe that there is a direct connection between academic success and behavior.

PROMOTION AND RETENTION

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. "Double promotions," that is, acceleration beyond the normal grade placement, will be approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. The parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.

3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts, mathematics, Science or Social Studies:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the

Concordia Elementary School Positive Behavior Supports Behavioral Expectations

| Expectation | All Settings | Classroom | AM Gym | Hallways | Restroom | Cafeteria | Playground/Recess | Assemblies | Bus |
|-----------------------|---|--|---|--|--|--|---|---|---|
| Be Respectful | <ul style="list-style-type: none"> Follow instructions Treat others like you want to be treated | <ul style="list-style-type: none"> Raise your hand Be a good listener | <ul style="list-style-type: none"> Voice Level 2 Leave others' belongings alone | <ul style="list-style-type: none"> Voice Level 0 KHAFOOTY | <ul style="list-style-type: none"> KHAFOOTY Give others privacy Voice Level 0 | <ul style="list-style-type: none"> Voice Level 2 Use your manners | <ul style="list-style-type: none"> Play Fair Be a good sport | <ul style="list-style-type: none"> Eyes and Ears on the speaker Voice Level 0 | <ul style="list-style-type: none"> Voice Level 2 |
| Be Responsible | <ul style="list-style-type: none"> Clean up after yourself Be responsible with materials | <ul style="list-style-type: none"> Follow directions quickly Be prepared | <ul style="list-style-type: none"> Sit on the line Face the stage Sit in the order you arrived | <ul style="list-style-type: none"> Get there quietly and quickly Follow directions quickly | <ul style="list-style-type: none"> Flush Use materials wisely Clean up after yourself | <ul style="list-style-type: none"> Keep your area clean KHAFOOTY | <ul style="list-style-type: none"> Line up when the whistle blows Be a problem solver | <ul style="list-style-type: none"> Listen attentively Respond when appropriate Ignore inappropriate behavior | <ul style="list-style-type: none"> Face forward Be on time Watch your step |
| Be Safe | <ul style="list-style-type: none"> KHAFOOTY | <ul style="list-style-type: none"> KHAFOOTY All four on the floor Keep your space clean | <ul style="list-style-type: none"> Walk safely KHAFOOTY | <ul style="list-style-type: none"> Walk in line Walk safely | <ul style="list-style-type: none"> Walk safely Wash hands with soap and water | <ul style="list-style-type: none"> Walk safely Sit on your pockets | <ul style="list-style-type: none"> Use equipment appropriately Use safe hands | <ul style="list-style-type: none"> Sit on your pockets KHAFOOTY | <ul style="list-style-type: none"> Follow instructions KHAFOOTY |

same grade unless there is positive improvement in the student's work.

- c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
 - d. An academic program including remediation will be offered the student.
4. In recommending promotion or retention, these factors will be considered:
- a. Academic achievement in all subject areas, (especially attainment of grade level objectives) as determined by tests, teacher assignments and work samples.
 - b. Chronological age.
 - c. Study habits.
 - d. Attendance.
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.
5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

READING LEVELS AND STATE-MANDATED RETENTION

Second/Third Grade Students

Second and third grade students will be administered a reading assessment within forty-five (45) days prior to the end of the school year.

If this assessment indicates that the student is reading at least one year below grade level, the District will design and implement a reading improvement plan for the student's next year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the next year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below a third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed a summer program for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six, and who have been determined to be reading below grade level.

The permanent record of a student who is determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions from Reading Level Retention

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504, whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

Appeal of Retention Decisions

The parent/guardian who wishes to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Concordia R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Concordia R-2 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Concordia R-2 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the

parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Concordia R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at any time.

This notice will be provided in native languages as appropriate.

RECESS/PLAYGROUND POLICIES

Recess is a natural and beneficial outlet for students during the course of the day. The school provides a modern playground and all necessary equipment for student use. There are times that recess will occur outside (playground and/or field), inside the gym or in the classroom. As a part of our Active & Healthy School Program, students may sign up for specific activities during the allotted time. Students should wear appropriate footwear for activities in PE class and for recess. Flips flops, or other backless footwear are not to be worn for recess or PE class.

The following are expectations that we have for students at recess:

- Students can be Respectful at recess by:
 - Playing fair
 - Being a good sport
- Students can be Responsible at recess by:
 - Lining up when the whistle blows
 - Being a problem solver
- Students can be Safe at recess by:
 - Using equipment appropriately
 - Using safe hand (keeping hands, feet and other objects to yourself)

RECESS PARTICIPATION

Children are expected to participate. A note is required for a child if the child is not to participate in recess.

RECESS: Weather Conditions Limiting

Students will go outside for recess every day, weather permitting. The children do not go outside if it is raining, bitter cold, and in some cases, snowing. Please send your child with proper attire for existing weather conditions. His/her classroom teacher will see to it that he/she dresses the way you sent him/her to school.

ROOM PARTIES

Parents may be invited to become involved in classroom activities. Each teacher has the discretion to use parent help or not. Parents involved in room parties are required to enter through the front doors and sign in at the office.

There will be three classroom parties: Halloween, Christmas, and Valentine's Day.

SAFETY PROCEDURES

Fire, tornado, earthquake and intruder drills are held regularly throughout the school year and appropriate instructions are provided in each class.

SCHOOL INSURANCE

An accident insurance policy, through a private insurance carrier, is made available to those parents who wish to purchase it. Through the plan, students are covered while traveling to and from school and during school hours. Insurance letters will be sent home the first week of school explaining the coverage.

SCHOOL PICTURES

Pictures are taken in color each fall and spring. A picture of each child is needed to use in the office for identification and for permanent records. All children should have pictures taken, but no parent is required to purchase pictures. A yearbook is available for purchase in the spring.

Suspension is another means of disciplinary action that will be used. The principal may suspend any student whose conduct tends to interfere with the educational process or is derogatory to the school. Students are subject to school policies while at school, at a school event, on school property or on school busses.

SICKNESS AT SCHOOL

Students demonstrating appropriate symptoms may be sent home from school. The school nurse and principal will make decisions based on each situation.

Students may return to school after 24 hours of medication-free normal temperature (under 100 degrees). Students may return to school after 12 hours without vomiting.

STUDENTS WITH COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

STUDENT ALCOHOL & DRUG ABUSE POLICY

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Concordia R-2 School District. Therefore, the use, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle used to transport students to and from school or school activities or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are the jurisdiction of the school district, is prohibited.

STUDENT FILES AND PERMANENT RECORDS

Permanent records are kept on each student in the school office and are available to parents upon request. The counselor or principal must be present while the parents examine any permanent records, to explain records and test data. Permanent records may include family information, attendance, grades, standardized test scores, discipline records and social and personal habits. The school shall use the legal name of each student in all records.

SUPPLIES

A supply list is available from the teacher and on the [school website](#). Local stores also have copies of the list.

SUSPENSION

Students may be disciplined for:

1. Use of a weapon.
2. Violations of the Missouri Safe Schools Act.
3. Willful destruction of school property.
4. Refusing to abide by school policy.
5. Fighting.
6. Disrespect to a teacher, school official or fellow student.
7. Participation in unauthorized or unscheduled activities.
8. The use of tobacco on school grounds, in buildings or parking lots.
9. Drinking or possession of alcoholic beverages, tobacco or drugs.
10. Falsifying or forging excuses, passes, daily agendas or progress reports.
11. Truancy or leaving without office approval.
12. Stealing.
13. Cheating.

Students may receive a loss of privileges, in-school suspension and/or out-of-school suspension.

A suspension shall be treated as days absent. As in all cases involving severe school discipline, the parents will be notified as soon as possible and informed of the decision. In extreme cases, the parents will be required to meet with a school administrator or possibly the Board of Education to show just cause for the re-entry of their child. During the time of suspension, the student will not participate in or attend any school activity on or off the school grounds. Students are required to make up assignments missed while under suspension.

TESTING

The Missouri Assessment Program (MAP) will be administered to grades three through six in Communication Arts and Math each spring, usually in April. The MAP Science test will be administered to fifth grade as well. The Stanford Achievement Test will be administered to students in kindergarten through grade two, also in the spring. A reading assessment will be given to students in the fall and the spring to determine reading levels. A writing assessment will be given to all students in the fall and the spring.

TEXTBOOKS

Textbooks are furnished free of charge at CES. School property lost or damaged becomes the responsibility of the student and family.

TRANSFER AND WITHDRAWAL OF STUDENTS

If possible, please notify the office one day in advance of moving to another school district so transfer papers can be completed. Educational records will be forwarded to other schools/agencies upon request by parents or other education institutions. Original records are not released to parents.

TRANSPORTATION GUIDELINES

Bus service is provided for students living one mile or more from the school. For routes and pick-up information contact Mr. Kenneth Hemme at Fowler Bus Company at (660) 463-2756 for pick up time. Students not observing the following rules are subject to disciplinary action:

1. Be on time; the driver will not wait beyond the regular schedule.
2. Demonstrate safe and orderly conduct.
3. Allow the bus to come to a complete stop before boarding.

While on the bus, riders must:

1. Obey the driver promptly.
2. Not engage in unnecessary conversation with the driver.
3. Observe regular classroom conduct.
4. Remain seated until the bus has come to a complete stop.
5. Not extend arms/head out of bus.
6. Not throw objects from the bus.
7. Not eat or drink on the bus.

After leaving the bus, riders must:

1. Cross the road at least ten feet in front of the bus, taking care to observe traffic.
2. Wait for the driver's signal before crossing.
3. Not run beside the bus or hang on it in any way.

Also, the district will abide by all state rules and regulations regarding transportation. Students must ride the bus to which they are assigned.

TRANSPORTATION GUIDELINES FOR OUT-OF-TOWN ACTIVITIES

Students must ride the bus or authorized vehicles to all out-of-town activities (**if provided**). Students who wish to return home from the activity with their parents will be allowed to do so. The parent will need to contact the sponsor at the activity and sign a transportation release form that he or she is taking responsibility for the student's return home. Students may be allowed to return home with a friend's parent. However, prior approval from the principal is necessary. Under no circumstances will students be allowed to go home with anyone other than parents.

OTHER TRANSPORTATION POLICIES

1. The district will abide by all state rules and regulations regarding bus transportation.
2. No student will be able to ride a different bus from the one he or she has been assigned. The only exception will be in an emergency, and it must be approved through the school office.
3. If a student's daily babysitter is on a bus route, arrangements may be made for pick-up and drop-off.

VISITORS

Parents, patrons and volunteers are welcome in our schools. All visitors must register in the school office upon arrival. Classroom visits by parents and/or advocates are allowed with prior approval by the school principal. If a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

Parents are welcome to eat in the cafeteria provided that notification is given by 9:00 am for the morning lunch count.

VOLUNTEERING AT CES

Parents and patrons are encouraged to become involved at CES by volunteering. Please contact the office for details. Background checks are necessary for all volunteers at CES. Information about background checks is available at the Central Administrative Office (204 SW 11th Street) or by calling (660) 463-7235.

CONCORDIA R-2 STUDENT/PARENT/SCHOOL COMPACT INFORMATION

What is Schoolwide Title I?

In the past, Concordia Elementary has been provided targeted assistance to select students who demonstrate an

academic need in English Language Arts and Math. Beginning with the 2013-14 school year, our school will be designated a Schoolwide Title I School.

The purpose of Schoolwide Title I is to ensure that all students demonstrate proficient and advanced levels of achievement on State Academic achievement standards. By converting our program to Schoolwide, we can upgrade the entire educational program of the school.

What services are available through Title I?

Students will still get required attention as they have in the past. This may occur in the student's homeroom or in a special resource room.

Who is eligible for Title I services?

At Concordia Elementary school, all students are eligible for Title I services.

At St. Paul Lutheran Elementary, students will still qualify using the Multi-Criterion Checklist.

Goals for the Schoolwide Title I Program at CES

In regard to Schoolwide Title I services, it shall be the goal of the Concordia Elementary School:

1. Increase student achievement in English Language Arts as measured by local, state and nationally normed assessments.
2. Increase student achievement in Mathematics as measured by local, state and nationally normed assessments.
3. Using research based methods, staff will regularly analyze data based on frequent local, criterion-referenced assessments.
4. Research-based interventions, accommodations and modifications will be developed through data team collaboration and will be applied to students.
5. The effect of research-based interventions, accommodations and modifications will be measured and evaluated by staff.
6. The staff will create a reporting mode that more accurately describes student learning.
7. The staff will integrate Core Academic Standards into the curriculum and Essential Learning Outcomes of the School.

Where can I get more information about Title I services?

At CES, contact [Tara Looney](#), [Peggy Sartin](#), [Debbie Brandt](#), or [Joe Beydler](#) at Concordia Elementary (660)463-2261.

- You can find more information by checking out our website at www.concordia.k12.mo.us
- Web links:
<http://www.concordia.k12.mo.us/vnews/display.v/SEC/Parents|Special%20Education/Title%20I>
(Complaint Resolution Procedure, Right to Know, Policies and Regulations)
www2.ed.gov/programs/pirc/index.html—Parent Information Resource Centers

How can parents help their child succeed in school?

Show and interest in their school day.

- Ask questions-be specific: For example, ask your child what the class is studying and what your child did at recess.

Get to know your child's school.

- Attend school events.
- Join parent teacher organizations.
- Visit the classroom.
- Attend parent-teacher conferences.

Share a love of learning.

- Set good examples. Let your child see you read newspapers, magazines or books. Write letters, grocery lists or a diary. Use math to prepare budgets, compare prices, etc.
- Read to your child.
- Talk about the story as you read. Ask your child what will happen next or how he/she the character(s) feel, etc.
- Visit your public library together.
- Help your child pick books to read just for fun.
- Limit T.V. time.
- Have your child choose programs by reading the program guide-not by switching channels. Watch T.V. with your child and discuss programs afterward.
- Ask to see schoolwork and projects.
- Don't criticize the work or compare it to another child's- just show your interest. Talk about school in a positive way.
- Praise efforts and improvements.
- Praise your student no matter how small it may seem.

STUDENT RESPONSIBILITIES

I, as a student, will share the responsibility to improve my academic performance and will:

- Attend school every day possible.
- Be Respectful, Responsible and Safe following our School-wide PBS Guidelines.
- Do my homework every day and ask for help when I need it.
- Read at least 15 minutes every day outside of school time, and
- Give all notes and information from my school to my parents daily.

PARENT SUGGESTIONS

I, as a parent, will support my child's learning in the following ways:

- Make sure the child is in school every day possible.
- Listen to my child read daily.
- Praise my child's efforts.
- Check to see that homework is completed.
- Monitor the amount of television that is watched/video games played.
- Visit my child's classroom.
- Volunteer in my child's classroom or school.
- Be aware of my child's extracurricular time and activities.

- Stay informed about my child's education by reading all communications from the school and responding appropriately.
- Insist that my student accepts responsibility for his/her own learning and conduct.
- Reinforce academic excellence with my child.
- Provide a quiet time and appropriate place at home for study and reading.

SCHOOL RESPONSIBILITIES

Concordia Elementary School teachers and staff will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Grade Level Expectations as follows:
 - Provide books for reading at home,
 - Retain highly qualified principals and teachers,
 - Provide instruction, materials and high quality professional development which incorporates the latest research, and
 - Maintain a safe and positive school climate.
- Hold annual parent/teacher conferences to:
 - Discuss your child's progress and grades during the first quarter,
 - Discuss this compact as it relates to your child's achievement, and
 - Examine the child's achievement and any pending options at the end the third quarter.
- Provide parents with frequent reports on their child's progress as follows:
 - Weekly newsletters from the school,
 - Weekly assignment sheets from the classroom teacher,
 - Progress reports at mid-term and end-term for students in Kindergarten and first grade,
 - Progress reports every 2 ½ weeks for students in grades two through six,
 - Online access to progress reports for students in grades two through six, and
 - Quarterly grade reports.
- Be accessible to parents through:
 - Phone calls, emails or person to person meetings,
 - Scheduled consultation before, during or after school, and
 - Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
 - Provide opportunities for parents to visit your child's Title I class.
 - Listen to children read,
 - Help with classroom decorations, art projects, etc., and
 - Assist with holiday programs or parties, educational trips, etc.

CONCORDIA R-2 2015-16 CALENDAR

August 2015

| | |
|----|-------------------|
| 11 | Staff Inservice ① |
| 12 | Staff Inservice ② |
| 13 | Staff Workday ③ |
| 17 | Staff Workday ④ |
| 18 | School Begins |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

10 school days, 4 Inservice Days

September 2015

| | |
|----|-----------------------|
| 7 | No School Labor Day |
| 11 | 11:30/11:40 Dismissal |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

21 School Days

October 2015

| | |
|----|---|
| 16 | End of 1 st Quarter (42 Days) |
| 21 | Parent Teacher Conferences (4:00-7:30 pm) |
| 22 | Parent Teacher Conferences (4:00-7:30 pm) |
| 23 | No School |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

21 Days

November 2015

| | |
|----|--------------------|
| 25 | Thanksgiving Break |
| 26 | Thanksgiving Break |
| 27 | Thanksgiving Break |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

18 Days

December 2015

| | |
|-------|---|
| 18 | 11:30/11:40 Dismissal |
| | End of 2 nd Quarter (42/84 Days) |
| 21-25 | Christmas Break |
| 28-31 | Christmas Break |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

14 Days, 0.5 Inservice Days

January 2016

| | |
|----|---|
| 4 | Inservice Day ⑤ |
| 5 | Classes Resume |
| 18 | Martin Luther King, Jr. Inservice Day ⑥ |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

18 School Days, 2 Inservice Days

February 2016

| | |
|----|--------------------------|
| 15 | No School-Presidents Day |
|----|--------------------------|

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

20 School Days

March 2016

| | |
|-------|--|
| 9 | End of 3 rd Quarter (45 Days) |
| 25 | 11:30/11:40 Dismissal |
| 27 | Easter |
| 28-31 | Spring Break |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

19 School Days

April 2016

| | |
|---|--------------|
| 1 | Spring Break |
|---|--------------|

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

20 School Days

May 2016

| | |
|-------|---------------------------------|
| 18 | 11:30/11:40 Dismissal |
| | Last Day of School (45/90 Days) |
| 19 | Inservice ⑦-weather make-up day |
| 20-26 | Weather make-up days |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

13 Days, 1 Inservice Day

Quarter 1 42
 Quarter 2 42
Semester 1..... 84

Quarter 3 45
 Quarter 4 45
Semester 2..... 90

Total Days..... 174

Incident Weather Dates

- Thursday, May 19
- Friday, May 20
- Monday, May 23
- Tuesday, May 24
- Wednesday, May 25
- Thursday, May 26

11:30 Dismissals (4)

Friday, September 11
 Friday, December 18
 Friday, March 25
 Thursday, May 19

Teacher Days (7)

Tuesday, August 11
 Wednesday, August 12
 Tuesday, August 13
 Monday, August 17
 Monday, January 4
 Monday, January 18
 Thursday, May 19

1:45/1:56 Dismissals (17)

*(Staff Inservice)

| | |
|-------------|--------------|
| August 26 | |
| September 9 | September 23 |
| October 7 | October 21 |
| November 4 | November 18 |
| December 9 | |
| January 13 | January 27 |
| February 10 | February 24 |
| March 9 | March 23 |
| April 13 | April 27 |
| May 11 | |