

EAST PRAIRIE ELEMENTARY SCHOOL HANDBOOK 2022-2023





"About Our School" Great Happens Here!

East Prairie Elementary School is a Franklin Covey "The Leader in Me" School. We began implementation of the 7 Habits school-wide in 2011. All students have the capacity to lead in their own lives and affect those around them by making positive choices. Your child is about to embark on an exciting journey at East Prairie Elementary, and our hope is that you will come along on the journey with us. Ask your child to re-teach what is learned about the 7 Habits to you, giving them an even deeper understanding and an opportunity for them to share with you!

"Our Journey"

THE LEADER IN ME (2010 - Present) - www.theleaderinme.org

The Leader In Me is a whole-school transformation model that acts like the operating system of a computer — it improves performance of all other programs. Based on *The 7 Habits of Highly Effective People®*, The Leader in Me produces transformational results such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, The Leader in Me equips students with the self-confidence and skills they need to thrive at school, at home, and in the community.

East Prairie Elementary began our work with The Leader In Me model in 2010 when two kindergarten teachers began to pilot the model inside their classrooms. Finding positive results in communication and problem-solving in the classroom and seeing decreased discipline referrals, this prompted the move to pursue a deeper connection with the 7 Habits school-wide. After training and official implementation, our school was officially recognized by the FranklinCovey Learning Center as a "Leader In Me" school in 2011 and currently continues the mission of creating leaders through training and daily practice of the 7 Habits:

- * Habit 1: Be Proactive® • You're in Charge (of your actions and choices)
- * Habit 2: Begin With the End in Mind® • Have a Plan
- * Habit 3: Put First Things First® • Work First, Then Play
- * Habit 4: Think Win-Win® • Everyone Can Win
- * Habit 5: Seek First to Understand, Then to Be Understood® • Listen Before You Talk
- * Habit 6: Synergize® • Together Is Better
- * Habit 7: Sharpen the Saw® • Balance Feels Best

East Prairie Elementary also practices several of the behavioral strategies of Conscious Discipline. Conscious Discipline is a leader in brain-based social and emotional learning that builds resilience in children, families, educators, and schools. It is a comprehensive self-regulation program that integrates social-emotional learning, school culture, and discipline. Conscious Discipline strongly promotes what we believe at East Prairie Elementary: We are FAMILY!

These two guiding behavioral and character-building schools of thought can be observed on a daily basis on our school campus. Your student's day begins with songs, chants, and pledges in the cafeteria that reflect and reinforce the 7 Habits and behavior practices of self-regulation and self-control. This process of learning and life building flows right into the classroom where a common language can be heard among our East Prairie Elementary Little Eagles.

All of our students and staff embrace these two transformational systems within the classrooms, throughout the buildings, and into the community. The positive school climate of East Prairie Elementary is interwoven through the application of the 7 Habits and Conscious Discipline, and it's combined with a strong academic program modeled and taught by highly qualified educators and staff.

Our ultimate goal at East Prairie Elementary School is to build an academic and social foundation with you and your child that leads to positive growth and success in the years that will follow.



EAST PRAIRIE R-2 SCHOOLS



DISTRICT MISSION STATEMENT:

"The East Prairie R-2 Schools will educate students to become productive citizens of the 21st Century."

DISTRICT BELIEF STATEMENTS:

We Believe:

- All students can learn.
- All people have inherent value.
- All students are accountable for their actions.
- Teachers are responsible for providing instruction and guidance.
- All students want to learn and succeed.
- Every person is responsible for himself/herself.
- Teachers are responsible for motivating students toward achievement.

DISTRICT VISION STATEMENT:

East Prairie R-2 School District will provide an educational program that prepares students for the future by being visionary in our application of knowledge, technology, and educational methods. We will provide educational programs that will meet the needs of college bound students as well as those with interests in vocational and school-to-work programs of study. We will offer a breadth in school programs at all levels that will provide for all students' individual needs, interests, desires, and abilities. We will provide quality instruction that will help each individual develop his/her intellectual, emotional, social, and physical potential to the highest level.

EAST PRAIRIE R-II BOARD OF EDUCATION & SUPERINTENDENT

Bryan Mainord, President
Dr. David Dahlbeck, Vice President

Dr. Justin Bain
Dr. Steven Douglas
Dana Brown Ellis
Chad Grissom
Claire Secoy Poley

Dr. Aaron Cornman, Superintendent

EAST PRAIRIE ELEMENTARY SCHOOL

MISSION STATEMENT:

It is our mission for students, staff, parents, and community to work cooperatively to provide a safe, child-centered environment for all of our students. This includes an environment that builds self-esteem, self-discipline, and the essential skills for lifelong learning. Our belief and training supports the vision of the PassageWorks Institute "of an education system in which all young people are supported to develop compassion, character, academic excellence, and a sense of deep connection to themselves and the world around them." **At East Prairie Elementary, we believe by working together each person can "Make a Difference". We teach the 7 Habits of Happy Kids and provide opportunities for all students to apply their understanding of the leadership habits in their daily lives.** We also recognize the *Positive Behavior Supports Model* of teaching students to practice behaviors that help them to be *safe, responsible, and respectful*. The common language of these models is heard throughout our school.

VISION STATEMENT:

We are a FAMILY who LEADS with HEART.

Happiness

We choose to be happy and help others feel the same.

Empowerment

We have the power to be our best.

Acceptance

We value one another.

Responsibility

We are in charge of our actions and choices.

Togetherness

We are a school family.



EAST PRAIRIE ELEMENTARY SCHOOL

STAFF ROSTER

School Principal

Aimee Scruggs
Tammy Irby (Vice Principal)

School Counselor

Marlina Jones

School Nurse

Melissa Knight

Technology Team

Ashley Jernigan, Director
Jill Aters, Technology Assist.

Office Staff

Tammy Aters-1st/2nd
Tristin Sutton-3rd/4th

Custodial/Maintenance

Supervisor

Carl Wallace
Kaleb Gifford
Chuck Baker

Custodial Team

Shirley Williams
Linda Williams
Melissa Woods
Alex Tinnon

Preschool Teachers

Leslie Allgier
Nicole Phillips
Stephanie Taylor
Jessica Walton

Parents As Teachers

Program/Psych

Examiner/Testing Coord.

Dee Dee Douglas

District Social Worker/Foster Care and Homeless Liaison

Magen Berry

Kindergarten Teachers

Kelsie Cooper
Brooke Childers
Emily Garner
Lydia Thomure

1st Grade Teachers

Kasey Cogdill
Jamie McCutchen-Transition
Jamie Shoffner
Cindy White

2nd Grade Teachers

Kristin Byassee
Kristen Walton
Jansen Williams
Mandy Youngblood

3rd Grade Teachers

Presley Derrington
Amy Hayes
Brittany Pemberton
Jessica Walton

4th Grade Teachers

Long Term Sub?
Montana Cook
Macie Tanksley
Lou Underwood

Classroom Support Team:

Becky Miller PK/Kdg Para/RTI
Deborah Crowley - PK Asst.
Jennifer Parker-PK Asst.
Becky Patrick-PK. Asst.
Liz Maxwell- Kdg. Asst.
Cindy Counts-Kdg Asst.
Sheila Wagner-Kdg Asst.
Jalyn Jarvis-Kdg.
Dawn Kelly-1st Gr.
Jade Marcum- 1st Gr. Asst
Ruth Hart-2nd GradeAsst.
P/TSandra Griffin -PK Asst.

Special Education Director

Jamie Scott-interim

Special Education Teachers

Shari Cook-Teacher
Brittney Helderman-Teacher
Angie Howell-ECSE Teacher
Susan Rogers-Teacher

Speech/Language Therapists

Haley Browning

Special Area Support Team:

Lauren Arington, Para.
Tanner Jones, Para.
Tammy Kirby, Para.
Marsha Poyner, Para.
Christa Guzman, Para.
Crystal Simms, Para.
Rebecca Johnson, Para+.
Dara Woods, Para+
Savannah Aters, Para.

CLAMP-Special Area Teachers

Computers-Kerri Benyoussef
Library-Hannah Baldwin
Art-Lauren McKinley
Music-Meghan Wasson
P.E.-Scot Davis

Title I Reading Specialist

Sarah Dorris
Michelle McGruder
Regina Mickel

Title I Math Specialist

Regina Mickel
Hunter Thurmond

PROCEDURES/RULES/GENERAL INFORMATION

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule.

7:30 All students may be dropped off and will go to their school cafeteria until 7:45 a.m.

7:45 Each classroom will be open to student arrival..

8:05 Any child arriving after 8:05 a.m. is considered tardy and must report to the office before going to class to receive an entry pass. Any student arriving after 8:19 will be counted absent for the first period.

2:50 Bus riders are dismissed.

3:05 Car riders are dismissed.

3:15 Walkers are dismissed. (Only third and fourth graders will be allowed to be a walker. Walkers are not allowed to be picked up on campus.)

SCHOOL ARRIVAL & DISMISSAL

The district will determine bus transportation options for students at a later date. Buses will deliver students to school each morning and drop students off. Students should not be dropped off in the mornings until after 7:30 a.m. There will not be supervision available until this time. Students are to report to their classroom and sit quietly until the bell rings to start classes.

If it is necessary to bring your child in late, after classes have begun, YOU ARE REQUIRED to check the student into the office located in his/her building. At no time can we have adults or children entering classrooms without stopping in the office for a pass. Classroom doors are locked at 8:00 a.m.

CHECK-IN/OUT PROCEDURES

All students must be checked in and out through the school office.

If your child MUST leave school early due to a doctor's appointment or an emergency, call the office or send a written note to that effect. Come to the office at the designated time. Students will then be called to the office. DO NOT go to the classroom. Parents or guardians will be required to sign their child out. There are only two dismissal times. Bus riders will be released at 2:50, Car rider students are released at 3:05, and walkers will be released at 3:15. *There is not an office pick-up time. Students must be picked up in the car line, ride a bus home, or walk home by themselves (third or fourth graders only).*

DEPARTURE FROM SCHOOL

Students riding home with their parents will be dismissed at 3:05 pm to the car line. (The car line is at the back of the school through the main parking lot.) Please discuss with your child how important it is to stand or sit quietly in an orderly manner. The duty teachers will call the names of the students who will need to be ready to get in the car. If students are not listening, this holds up the line.

Duty teachers will assist children into the cars. Please display a sign on the car window with your child's name visible to the duty teachers. * For your child's safety, we ask that no one walk up to the car line to get his or her child. Students riding buses will be dismissed at 2:50 p.m. **Again, there is not an office pick-up. Students are only called to the office to be picked up for a doctor's appointment or in case of an emergency.**

STUDENT TRANSPORTATION CHANGES

If it is necessary for your child to ride a different bus, be picked up by someone else, or if there is a change in any way from the previous day, please send a note to your child's teacher or call the office at 573-649-3521. **BEFORE 2:00 p.m.** Students will be required to do what they normally do unless the office is notified otherwise.

When sending notes to school or calling the office for transportation changes for your child, be sure to include the following information:

- Bus/Car Rider/Walker
- Student's full name
- The address of where the student is going and who lives there?
- Date the note was written
- The teacher's name

ALL CHANGES MUST BE MADE BY 2:00 P.M. DAILY!

33rd Circuit Truancy Program

All students are expected to maintain good attendance. The best way to ensure learning and achieve good grades is through regular school attendance.(face-to-face teaching or online components supplied by the EPR2 School District)

To address the issue of regular school attendance the East Prairie R-2 School District, with the cooperation of the 33rd Circuit Juvenile Office and the Juvenile Court, will consult and address any issues with attendance. All students under the age of 17 and/or their parents/custodians will be referred to this program when the student's unexcused absences meet the guidelines as explained below.

R 2310 Student Attendance

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Attendance Policy

- **Students with 6 or more unexcused absences will be referred to the Attendance and Truancy Program.**
- Students enrolled in the East Prairie R-2 school district should not be absent more than 8 days each semester.
- Students who arrive after 8:19 are considered absent, not tardy.
- Absences resulting from long term illness or other unusual circumstances will receive consideration for modification of this policy or the student may be considered for homebound educational services.
- Students are **NOT** eligible to attend or participate in any school activity if they are absent on the day of the event. If one is too sick to come to school, he/she is too sick to participate in a school activity. A student must attend at least 4 complete class periods before attending a school activity (exceptions will be made only by the Principal). If a student is not in attendance on Friday before an activity on Saturday, he/she will not be allowed to participate (exceptions will be made only by the Principal).

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school by **8:30 a.m. on the day of the absence**. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student
2. Days of religious observance.
3. Death in the family
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Building Administrator shall define the degree of emergency required to excuse absence).

Unexcused Absences

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or **designated staff member**, and appropriate action will be taken:

(Disciplinary Option)

1. After a student has been absent for three (3) consecutive days, it is the building principal's/**designated staff member's** responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the **principal/designated staff member** is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies that further detail procedures for making up work and reporting absences.

RECORDING OF ATTENDANCE

Each day of attendance is recorded in sevenths. If your child misses 2 periods, it is recorded as 2/7 of a day. Any child who arrives after 8:19 (according to the office clock) will be counted absent for 1/7 of the day. Please note that absences are accumulated during the year. Example: If a student arrives after 8:19 seven times, it will be considered the same as missing one day.

TARDIES

A student will be counted as tardy if he or she arrives at school after 8:05 a.m. according to the office clock. Tardiness will be reported on the report card each quarter. Please do not just drop off your child or take him/her directly to the classroom. ALL students who arrive late must be checked in at the office by the parent/guardian. Teachers are instructed to record tardiness in their grade books. Students, who are tardy, leave early, or a combination of both 10 or more times during a semester will not be permitted to participate in the good attendance incentive even though they may otherwise qualify.

STUDENTS TRANSFERRING FROM THE DISTRICT (P 2290)

Parents/Guardians of a student transferring out of the district should contact the building counselor and provide a specific reason for withdrawing the student from the district. Parents/Guardians should also contact the school the student will be transferring to and fill out a request for records from the EPR-2 district. Our district will respond within five (5) business days to the requests by other schools for the records of students transferring from our district. Records transferred pursuant to such requests will include written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Board Policy R2673.

BREAKFAST AND LUNCH PROGRAM

All students who attend East Prairie R-2 Schools will be offered a nutritious breakfast and lunch during each school day. Breakfast will be provided free to every child by the school district and served inside the classrooms. If your child chooses to bring his/her lunch, remember our school allergy policy and please be sure to send only what your child can eat during a 20 minute lunch period. Also, make certain that your child can open any container or package that is included. **DO NOT send sodas for your child's lunch. Only drinks in a box, plastic carton, or thermos should be sent.**

Send only SMALL plastic bottles or containers of drinks. NO large containers. Drinks may only be brought if bringing lunch.

USE OF OFFICE TELEPHONE

Students' use of any of the school telephones is discouraged unless in cases of emergency.

NOTES & ANNOUNCEMENTS

During the year, we will send home notes and newsletters concerning school activities, rules, and other information, which we feel are important for you to know. Please read these notes and announcements. Also, we will do School-Reach calls and post information on our East Prairie Elementary Facebook page to inform you of important information or events.

SEVERE WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, a School-Reach call will announce the school district decision no later than 7:00 am. It will also be announced on the local radio station (KYMO FM 105.3), television station (KFVS CHANNEL 12), and the school website www.eastprairie.org

If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, a School Reach call will be made, plus each local radio and television station will be notified. *If the procedures for your child's transportation after school will be different than normal, you need to discuss in advance with your child who will pick him/her up or what to do in case school is dismissed early.*

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire, tornado, earthquake, active shooter, and bomb threat drills are conducted on a regular basis. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area and safe distance from the building. Teachers also have an emergency backpack with all emergency supplies and information needed to exit the building quickly and efficiently.

EMERGENCY NUMBERS---VERY IMPORTANT

The school must **ALWAYS** have a **working home/work/emergency phone number for the parent to be notified in the event your child becomes ill or is injured at school and requires your presence.** Should there be an emergency involving an accident and we cannot reach you, the child will be taken to the hospital emergency room and the doctor on call will be used for emergency treatment. Please remember to notify the school of any changes of address or telephone numbers throughout the school year.

CHILD ABUSE AND NEGLECT

By law, educators are required to report any suspicions of child abuse and/or neglect to the proper authorities. If any teacher or administrator suspects abuse or neglect in any of the areas listed below, they will be reported to the Child Abuse Hotline. Areas of suspect may include but are not limited to physical or emotional abuse, medical, or educational neglect.

HEALTH SERVICES

At times it may be necessary for your child to be sent home during the school day because of various health reasons. The following are examples:

- A fever of 100.4 or greater. The student may not return to school until 24 hours fever free without the use of fever reducing medication unless documentation provided by a primary care physician.
- Students who are suspected or determined to have a contagious disease until 24 hours of treatment have been established.
- Vomiting-unless previous condition has been discussed with the nursing staff.
- Bladder/bowel accident.
- Students with live head lice infestations will be excluded from school to the minimum extent necessary for treatment.

All Students must complete an over the counter medication form in order to receive Tylenol at school by trained staff. Anything beyond Tylenol or Tums must be provided by the parent and the medication administration form must be completed.

Medication should not be sent with students. If medication is brought to school by a student it cannot be given until proper documentation is completed and received by the nursing staff.

IMMUNIZATIONS

The State of Missouri requires that all students enrolled in a public school provide a record of up-to-date immunizations to the school district in which that student is enrolled. No students will be enrolled or placed on a class list without the proper immunization records on file. The school nurse will be reviewing each child's records annually and will inform parents of needed immunizations. Students who are currently enrolled in the EPR2 school district who become due for a required vaccine, will have 30 days from the beginning of school to provide proper documentation of the vaccine. If proper documentation is not received by the 30 day notice, the student will be excluded from school, unexcused, until documentation is received.

STUDENT BIRTHDAYS

You may send store bought cupcakes or individually packaged treats for your child to share with his/her class for your child's birthday. **(Please do not send a sheet birthday cake that needs to be cut.)** The treat needs to be sent to school with your child or dropped off in the office. The teacher will decide when during the day to hand them out. *NO drinks are permitted. If invitations are handed out at school for a future party, there has to be one for everyone in your child's homeroom. Teachers or any school staff, are NOT permitted to give addresses or phone numbers of students in their classroom. SEE: Food Allergy Policy for acceptable snacks and treats.*

PROTECTION OF INSTRUCTIONAL TIME

In order to protect the instructional time in the classroom, interruptions will be kept to a minimum. Only in the case of an emergency or as routine evaluation procedures, will interruptions be made. Bells and use of the intercom system will be kept to a minimum. Parents and other visitors may help in the protection of instructional time by arranging your child's appointments after school, arranging conferences with teachers during their planning period, and making sure your child has everything needed for the day when he/she leaves home in the mornings. Please remember that when a parent or other visitor comes to school, they must come to the office first. Only after the principal and/or teacher have approved it, will any visitor be allowed to go to a classroom. At no time are students called to the office to talk on the telephone. If it is necessary to get a message to your child, the building secretary will do it at the appropriate time.

SCHOOL SUPPLIES

A supply list for each grade level will be available. At times your child's teacher will request an item that is not on the list. These requests are made for the benefit of the students. Each student should come to school with the necessary school supplies.

REPORTING PUPIL PROGRESS

In an effort to keep parents informed about student progress, the following measures are used:

1. Pupils are encouraged to share papers and experiences with parents.
2. Intermittent notes, phone calls, and conferences are encouraged.
3. Progress reports will be sent home after the fifth week of each quarter.
4. Report cards will be issued at the end of each quarter.
5. At least one school wide parent/teacher conference will be held during the year.

HOMEWORK POLICY

The teachers at East Prairie Elementary are committed to the success of all students in their classrooms. During the course of the day, students are given the opportunity to demonstrate their understanding of the particular concepts through a variety of activities and tasks. At times, however, it may be necessary to provide additional activities to reinforce what has been taught.

All homework is required to be turned in during the next school day unless otherwise specified by the teacher. It will be at the teacher's discretion to give a consequence for repeated offenses of not completing homework. For example, the student may lose recess time for repeat offenses of not completing homework.

MAKE-UP WORK

If an extended absence of two or more days is expected, please arrange for your child's work to be sent home. You may call 573-649-3521 to make arrangements to get your child's work. It may be picked up in the office after 2:00 p.m. that afternoon. Each teacher will determine which assignments will be made up at home or at school. If a brother or a sister is to take work home, please send a note to the office.

GRADING POLICY

Student progress will be indicated by teachers' recordings of daily work, homework, tests, and student observation. Kindergarten student progress will be reported on a report card checklist. First through fourth grade student progress will be recorded on a report card, which will indicate both the letter grade and the performance grade level. It is most important that parents are aware of whether the student is working on grade level. A student should attend at least 40 days during the nine-week quarter to receive grades.

GRADING SCALE FOR 1ST/2ND GRADE CLASSROOMS

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

RETENTION POLICY

Students will be considered for retention if:

1. Academic achievement grades are viewed to be in the failing or deficient range.
2. Absenteeism is excessive.
3. Scores on appropriate achievement tests and in-class grades on assignments and tests are at the AT RISK level.
4. A team of appropriate staff personnel comes to a consensus that it is in the student's best interest that he/she repeats a grade in order to gain the necessary skills and material required by that grade level.

No student will be retained without consultation between parents and teacher, principal, and/or a team of educators who have been involved in the student's educational process (with the exception of excessive absenteeism.)

PHYSICAL EDUCATION AND RECESS

All elementary students are required to participate in a regular physical education program. If at any time your child is unable to participate due to illness or injury, we will require a written note from the parent. If the child cannot participate for more than one PE class or day of recess, a note from a doctor would be required. All information and communication with the parent will be reviewed and monitored by the school principal. Students should be prepared

for PE class on their assigned day. Proper clothing and tennis shoes should be worn on those days. It will be the student's responsibility to be prepared.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Students should check for lost items outside the school office and school cafeteria in the Lost and Found Buckets. It is the responsibility of each student to keep up with his/her belongings.

SCHOOL DISCIPLINE

Certain basic rules are necessary for maintaining proper order in school and at school activities. Discipline, the process of enforcing school rules, begins with the teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated behaviors may be reported to the principal, superintendent, and school board in an ascending order with due process procedures being observed at all levels. Parental/guardian assistance and cooperation will be solicited in efforts to encourage behavioral changes in those students who choose not to abide by school rules.

The enforcement procedure for a standard of student conduct must be broad and flexible enough to allow for individual differences and various circumstances. At the same time, they must be specific enough to enhance consistency of disciplinary action and uniform understanding of those involved. Students with disabilities will be disciplined according to their Individualized Education Plan (IEP).

STUDENT BEHAVIOR CODE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school.

The following is a list of possible infractions that may occur. Of course, it is impossible to list every possible offense, but this is a broad range that could happen. *Possible discipline actions that could result from violation of school rules will range from student conference, loss of privileges, detention, lunch detention, in-school suspension, corporal punishment, out of school suspension, placement in the alternative school, or expulsion.* A violation of the rule will occur whether the conduct takes place on the school grounds, at a school activity, function, or event, or en route to and from school.

Any student receiving a 10-day suspension will be required to meet with the superintendent, along with his/her parent/guardian, before being allowed to return to school.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences for inappropriate behavior are listed from minimum to maximum and may be assigned at the discretion of the building principal depending on the discipline record of the student and the severity of the offense. For example, third and fourth offense punishment may be assigned if the behavior is extreme even on the first offense. The principal may decide on specific offenses not listed in the handbook.

****STUDENTS WHO REFUSE TO TAKE A DISCIPLINARY ACTION WILL RECEIVE A MINIMUM 3 DAY OUT OF SCHOOL SUSPENSION.**

EAST PRAIRIE BOARD OF EDUCATION POLICY: CORPORAL PUNISHMENT (P 2670)

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

Expulsion (P 2663)

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

SUSPENSION (P 2662)

Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

IN SCHOOL SUSPENSION (P 2661)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

HOMEBOUND PROCEDURES

Homebound instruction is available to students too ill to attend school for an extended period or having a condition that requires long term absence from school. The amount of instruction and support shall be determined by the needs of the individual student. Students on homebound are not eligible for extracurricular activities.

Missouri Course Access Program (MOCAP) The East Prairie R-II School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP). MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the MOCAP website.

EAST PRAIRIE ELEMENTARY STUDENT RULES

The teachers will be responsible for handling the discipline when the following rules are broken. A discipline folder will be used to record rule violations. If the behavior continues, the child will be referred to the principal.

- Talking without permission
- Disrupting class
- Not following directions
- Running in the building
- Littering
- Having food or drinks outside the cafeteria
- Chewing gum
- Failure to do assignment/homework
- Unprepared for class
- Name calling (not bullying)
- Violation of playground rules
- Having electronic devices (CD players, DS, iPad, iPod, cell phone, etc.)
- Misc. minor misbehavior*BREAKING the above rules can result in the following discipline actions: Conference with teacher, loss of recess, and/or conference with the principal.

MULTIPLE MINOR INFRACTIONS

Any student who continues to have multiple minor infractions after having lost recess and after school detention

- 1st offense After school detention, corporal punishment, ISS, 1-180 days out of school suspension or expulsion, possible notification of law enforcement officials, and documentation in the student's discipline record.

- Subsequent offense: Corporal punishment, ISS, 1-180 days out of school suspension or expulsion, possible notification of law enforcement officials, and documentation in the student's discipline record.

BUS RULES

Bus riders are expected to conduct themselves so as to not interfere with the rights of others or endanger the safety of themselves and others by distracting the attention of the bus driver.

The following rules will be enforced:

1. Students are to be seated facing the front and keep hands, arms, or any other objects in the bus.
2. No fighting, pushing, wrestling, or aggression of any nature will be allowed.
3. No horseplay, excessive loud talking or offensive language is allowed.
4. Students are to ride only those buses to which they have been assigned. No special stops will be made.
5. Students must have an office approved bus note before getting on a bus if there has been a transportation change.
6. Students are to be respectful to the bus driver or bus monitor. The bus driver or monitor has the right to assign seats to students.
7. Report bothersome behavior to the bus driver when the bus is stopped.
8. Students are liable for intentional or careless damage done to the bus.
9. Absolutely no tobacco, drugs, firearms, or dangerous instruments are allowed on school property or school buses.

PLAYGROUND RULES

1. Always play safe by being careful and showing courtesy.
2. Students are to keep hands and feet to themselves at all times.
3. All game rules must be followed at all times. (basketball, soccer, kickball etc.)If there is a disagreement, use a strategy to solve it-SYNERGIZE-take a vote, rock-paper-scissors, or seek the help of a staff member on duty.
4. No gum, candy, or food is allowed on the playground unless it has been given by a staff member for a reward.
5. Bad language, swearing, teasing or name calling is not permitted.
6. No objects such as sticks, rocks, dirt, etc... are to be thrown on the playground.
7. All accidents and injuries should be reported immediately to the playground duty teacher.
8. Report serious arguments or threats to the playground teacher—try to avoid tattling.
9. All students must stay on the playground at all times, no child may be in the classroom unsupervised.
10. “Keep Away”, wrestling, tackle football, any games involving physical contact, or hardballs are not permitted.
11. Hard baseballs, baseball bats from home, swords or sticks are not allowed at school.
12. Slide down slides feet first, sitting down.
13. You must be seated when using the swings. You may not swing side to side or jump out of swings.
14. Children must walk when entering or leaving the school building at all times.
15. When the end of recess siren sounds, students are to line up and remain quiet to listen for the duty teacher’s directions.

RESTROOM RULES

School is our “home away from home,” and restrooms should remain clean at all times. Please help us keep the restrooms clean! Also remember we have a camera system that can see when and who goes in or out of the bathrooms at all times.

- Always use proper manners in the restrooms.
- Always flush the toilets and/or urinals.
- Help keep the floor, mirrors, and walls neat and clean.
- Never write on the walls. (Pencils, crayons, and pens must be left in the classroom.)
- Throw paper towels in the wastebaskets, not in the toilets, sink, urinals, or on the floor.
- Never stand on toilet seats, urinals, or swing/hang from doors or support bars.
- Always respect your classmates’ privacy.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. We want the students to visit with their friends but require that low voices be used. We encourage the use of good manners at all times.

1. Students should enter the cafeteria quietly, orderly, and be seated.
2. Respect and politeness must be shown to all, including the cafeteria staff and lunch duty teacher.
3. Students must be patient while waiting to be served. A single file line must be maintained.
4. Students must be seated at a table when eating. Once seated there is to be **NO** moving without permission. Students should refrain from shouting across tables.
5. Students must remove trash from tables and the floor when exiting the table to take their tray to the trash can.
6. Throwing food or other objects is not allowed. Running, excessive noise, “horseplay”, or other disruptive behavior is not allowed. All unacceptable behavior will result in school detention, an assigned seat, and/or removal from the cafeteria for a specified time period.

EAST PRAIRIE R-2 SCHOOLS PROHIBITED CONDUCT (BOARD POLICY)

ACADEMIC DISHONESTY

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

- 1st Offense No credit for the work, grade reduction, or replacement assignment.
- 2nd Offense No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

ARSON (R 2610)

Intentionally causing or attempting to cause a fire or explosion

- | | |
|--------------------|---|
| First Offense | Detention, In -School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate. |
| Subsequent Offense | 1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate. |

ALCOHOL (R 2610)

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

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|--------------------|--|
| First Offense | In-School-Suspension or 1-180 days Out-of-School Suspension. |
| Subsequent Offense | 1-180 days Out-of-School Suspension or Expulsion. |

ASSAULT (R 2610) (Refer to Policy and Regulation 2673 - Reporting Violent Behavior)

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

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|--------------------|--|
| 1st Offense | Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School- Suspension or Expulsion. |
| Subsequent Offense | Corporal Punishment, In-School-Suspension, 1-180 Days Out-of-School Suspension or Expulsion. |

BULLYING - *Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).*

- | | |
|---------------------|--|
| First Offense: | Detention, In-School-Suspension, or 1-180 days Out-of-School- Suspension |
| Subsequent Offense: | 1-180 Days Out-of-School Suspension or Expulsion. |

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

- | | |
|--------------------|---|
| First Offense | Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension LE |
| Subsequent Offense | Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. |

ELECTRONIC DEVICES/CELL PHONES

Students may use phones, personal laptops, and other electronic devices under the supervision of a school instructor and for school related business only. Use of such devices for reasons other than school related business will result in confiscation of the device and other specified punishment. The school is not responsible for theft or loss of electronic devices.

DEFIANCE OF AUTHORITY (R 2610)

Refusal to obey directions or defiance of staff authority.

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|--------------------|--|
| First Offense | Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension |
| Subsequent Offense | Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. |

DISRUPTIVE BEHAVIOR (R 2610)

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

DRUGS/CONTROLLED SUBSTANCE (R 2610)

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense	1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

PRESCRIPTION MEDICATION (R 2610)

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense	1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion

STUDENT TRANSPORTATION SERVICES (R5620)

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such a period of time as deemed proper by the Superintendent, building principal or designee.

1st Offense	Warning
2nd Offense	Loss of bus riding privileges for 1 day
3rd Offense	Loss of bus riding privileges for 3 days
4th offense	Loss of bus riding privileges for 5 days
5th offense	Loss of bus riding privileges for 10 days
Subsequent Offenses	Loss of bus riding privileges for remainder of quarter, semester or year.

DISHONESTY

Any act of lying, whether verbal or written, including forgery.

First Offense	Nullification of forged documents. Principal/Student conference, Detention, In-School Suspension, or 1-10 days Out-of-School Suspension.
Subsequent Offense	Nullification of forged documents. Detention, Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

EXTORTION (R 2610)

Verbal threats or physical conduct designed to obtain money or other valuables.

1st Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

FALSE ALARMS

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense	Restitution. Principal/Student conference, Corporal Punishment, In-School Suspension, or 1-180 days Out-of-School Suspension or Expulsion.
Subsequent Offenses	Restitution. Corporal Punishment, In School suspension, 1-180 days Out-of-School Suspension or Expulsion.

FIREARMS AND WEAPONS (R 2610)

(Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense:	Out of School Suspension for no less than one (1) year
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HARASSMENT (R 2610)

(Refer to Policy 2130 - Harassment)

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

HAZING (R2920)

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

First Offense	In-School -Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion

IMPROPER DISPLAY OF AFFECTION (R 2610)

Consensual kissing, fondling, or embracing.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

IMPROPER LANGUAGE (R 2610)

Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

INAPPROPRIATE SEXUAL CONDUCT (R 2610)

(Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Use of sexually intimidating language, objects, or pictures.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

STUDENT DRESS (P 2651)

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

First Offense:	Principal/Student Conference and change of clothes
Subsequent Offense:	Change of clothes/Parent Conference

TECHNOLOGY MISCONDUCT (R 6320 Internet Usage)

Personal Responsibility

Access to electronic research requires students to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) clearly apply to students in the District. One fundamental need for acceptable student use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

See District Technology Usage agreement for additional information and clarification.

THEFT (R 2610)

Nonconsensual taking or attempt to take the property of another

First Offense	Return of or restitution for property. Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension.
Subsequent Offense	Return of or restitution for property. In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion.

TOBACCO (R 2610)

Possession or use of tobacco or tobacco products.

First Offense	Confiscation of tobacco products. Principal/Student Conference, Detention, In-School- Suspension.
Subsequent Offenses	Confiscation of tobacco products. Detention, In-School Suspension or 1-10 days Out-of-School Suspension

TRUANCY (R 2610)

(See also Policy and Regulation 2340 - Truancy and Educational Neglect)

Absent or tardy from class or classes with authorization.

First Offense	Principal/Student conference, Detention or 1-3 days In-School-Suspension.
Subsequent Offense	Detention or 3-10 days In-School-Suspension and Removal From Extracurricular Activities

VANDALISM (P2610)

Intentional damage or attempt to damage property belonging to staff, students, or the District.

First Offense	Restitution. Principal/Student conference, Detention, In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion.
Subsequent Offense	Restitution. In School Suspension, 1-180 days Out-of-School Suspension or Expulsion.

REPORTING OF VIOLENT BEHAVIOR (R 2673)

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

Reportable Offenses

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Form 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual assault
22. Sexual misconduct involving a child
23. Sexual assault

CARE OF SCHOOL PROPERTY

A clean, neat school reflects the good reputation of students who attend the school. How the school appears to others will have something to do with what they think of the students.

Never mark, scratch or deface school property.

Do your part to keep the grounds and building clean.

Eat food only in those places that have been set-aside for this purpose.

Keep the restrooms clean and neat.

Consider the efforts of the custodians and help make their work easier.

Students are responsible for books, equipment, etc. checked out to them.

PARENT INFORMATION FOR THE DISTRICT ALLERGEN POLICY

The following guidelines are East Prairie Elementary building specific.

This information is to inform you that East Prairie Elementary is a peanut and nut aware school. Some students have severe peanut and nut allergies. Strict avoidance of peanuts, tree nuts, and nut products is the only way to prevent life-threatening allergic reactions. We are asking for your assistance in providing the students with a safe learning environment. No peanuts or tree nuts or products containing peanuts or tree nuts will be served by the district in the school cafeterias. We ask for your assistance to bring lunches and school snacks. Any exposure to peanuts or nuts through contact, odor, or ingestion can cause a severe life-threatening reaction to those who are allergic to them.

Please DO NOT send any peanut or nut containing products for your child to eat for snack or lunch in school.

What is a tree nut?

Tree nuts – Include, but are not limited to, almonds, beechnuts, Brazil nuts, bush nuts, butternuts, cashews, chestnuts, chinquapin, coconut, filberts, ginkgo nuts, hazelnuts, hickory nuts, lychee nuts, macadamia nuts, nangai nuts, pecans, pill nuts, pine nuts, pistachios, shea nuts and walnuts.

Home-made goods?

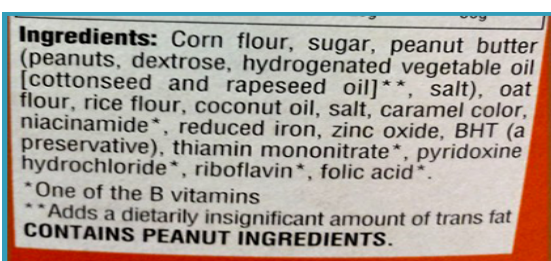
We cannot have any home-baked cupcakes, cookies, cakes or brownies etc. All items must be pre-packaged with a complete ingredient list available. If any home-baked goods are brought to the school office, the parent will be contacted to pick up the items.

Snack guide

SnackSafely.com is a company that has dedicated extensive time to research products to assist with the most common allergens. The safe snack guide can be found on their website SnackSafely.com. It is updated routinely. The company does not have the funds to research all brands of products. In order to be sure please always look at the label.

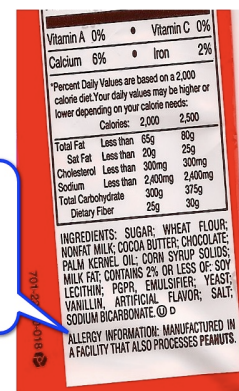
Thank you for assisting us in keeping our children safe.

Melissa Knight, RN BSN
District Nurse
East Prairie School District



Safe Snack  Guide
by SnackSafely.com 

You can usually find an allergy warning below or near the ingredients list.



STATEMENT ON BULLYING

The East Prairie R-2 School District strongly prohibits acts of bullying and/or cyber-bullying. The following is our East Prairie R-2 Board Policy on Bullying (P 2655):

The East Prairie R-2 School District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. ***Bullying** is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.*

***Cyberbullying** means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.*

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

NOTICE OF NONDISCRIMINATION

The East Prairie R-2 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Aaron Cornman
Superintendent of Schools
PO Box 10
East Prairie, MO 63845
573-649-3562

Sandy Barker
504 Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

Dr. Aaron Cornman
Age Act Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

Cole Byassee
Title VI Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

For further information on notice of non-discrimination,

visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

DIRECTORY INFORMATION

The East Prairie R-2 School District strives to provide our students with appropriate instruction and educational services. In order to do so, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with the law, but must also be readily available to district personnel who need the records to effectively serve the district's students.

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The following items have been designated by the school district as directory information:

- **Students in kindergarten through eighth grade**—Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and 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.
- **High school students**—Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and 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.

Please notify the school district if you do not want your child included in the directory of information. If you have any questions about this notice or other questions regarding school records, please contact your child's building principal.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the achievement level and academic growth of the student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015 (ESSA) .

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency or the Missouri Department of Elementary and Secondary Education has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation: 1. *Record*. A written record of the investigation will be kept. 2. *Notification of LEA*. The LEA will be notified of the complaint within five days of the complaint being filed. 3. *Resolution at LEA*. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. *Report by LEA*. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. 5. *Verification*. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). 6. *Appeal*. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be

continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

SECTION 504 PUBLIC NOTICE

The East Prairie R-2 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to under- take to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The East Prairie R-2 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The East Prairie R-2 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Superintendent's Office, 304 E. Walnut, East Prairie, Missouri, from 8 am to 4 pm Monday through Friday.

This notice will be provided in native languages as appropriate.

SPECIAL EDUCATION 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, highly mobile children, such as migrant and homeless children, 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 East Prairie 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, 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 East Prairie 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 East Prairie 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 East Prairie 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 the Superintendent's Office, 304 E. Walnut, East Prairie, MO 63845, Monday through Friday.

This notice will be provided in native languages as appropriate.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education—
 - (1) Political affiliations or beliefs of the student or student's parent;
 - (2) Mental or psychological problems of the student or student's family;
 - (3) Sex behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of others with whom respondents have close family relationships;
 - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or parents; or
 - (8) Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 - (1) Any other protected information survey, regardless of funding;
 - (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 - (1) Protected information surveys of students;
 - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The East Prairie R-2 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Prairie R-2 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The East Prairie R-2 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys

and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.

- Any non emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5920

East Prairie R-2 School District **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records.

These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- 3) Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 4) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the East Prairie R-2 School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-592



East Prairie Elementary PRESCHOOL PROGRAM

It is a pleasure to welcome you and your child into the Early Childhood Program. We hope to provide your child with activities and experiences that will provide a framework of behavior throughout his/her life and better prepare him/her for kindergarten.

It is our hope that the Early Childhood Program will be a happy experience for your child. The program emphasizes the mental, emotional, physical, and social needs of the child. It also provides indoor and outdoor experiences in all areas of development.

The education of your child is a cooperative enterprise of the home and school. We must all work together to make the transition a pleasant one. It is the purpose of this handbook to provide information to make this adjustment to school the best it can be.

ADMISSION REQUIREMENTS

AGE

Children WHO are 4 years of age before August 1 may enroll for the program.

BIRTH CERTIFICATE

A birth certificate is required of every child enrolled in the program. State issued birth certificates may be obtained at the Mississippi County Health Department. If the child was born in another state, write the Bureau of Vital Statistics at the State Capitol.

IMMUNIZATIONS

The state of Missouri requires that proof of immunization must be shown at the time of enrollment. A student will not be allowed to attend without proof of immunization.

SCREENING

The child must qualify for the program by taking the (DIAL-3) Developmental Indicators for the Assessment of Learning 3rd Edition Screening Test.

SOCIAL SECURITY NUMBER

Social Security Number must be given at time of enrollment. If you do not have the original social security card, please provide the number.

PROOF OF RESIDENCY

Parents will need to provide documentation that proves they are a resident with the East Prairie School district. (Example: current utility bill, copy of lease agreement, family services verification, etc.) Children residing in this district are given priority over non-resident students.

GENERAL INFORMATION AND POLICIES

IS YOUR CHILD READY FOR PRESCHOOL?

Your child must be potty-trained before he or she enters the preschool program. Each child must be able to take care of their own personal needs such as removing their clothes when going to the bathroom, going to the bathroom alone, washing their hands by themselves, etc... Please send your child to school in clothes that are appropriate for them when they go to the bathroom. (Examples: overalls are difficult for some children)

ATTENDANCE

The children attend school on Monday through Friday. We encourage good attendance unless your child is ill and running a temperature. If a child misses five consecutive days without the school being notified or if a child has sporadic attendance issues the principal will be notified. A decision will then be made whether or not the child may remain enrolled. The school holds a preschool waiting list throughout the school year to replace students who move or no longer attend. (This does not pertain to COVID-19 situations)

In case of bad weather, listen to KYMO radio station, KFVS Channel 12, or www.KFVS12.com on the Internet for school closings.

COMMUNICATION

It is important that good communication be established between parents and the school. Please read all notes sent home from school. Call or send a note to the teacher if a problem arises. Your child will not be allowed to leave school with anyone other than the emergency contacts provided at the beginning of the school year. If there are any changes to that list, you must call or send a note designating your permission for that person to pick up your child. If we have no notes from you, we must send them home their usual way.

DISCIPLINE

To ensure your child's health and safety, we have established a set of rules as guidelines for their behavior. If the rules are not obeyed, the child will be disciplined according to the guidelines set in their classroom. Each classroom teacher will explain these guidelines during orientation at the beginning of the year.

TRANSPORTATION

Transportation is not provided for the children in the preschool program. Parents are responsible for bringing their child to school and picking them up ON TIME. It is the parent's responsibility to make sure their caretaker brings the child ON TIME and picks them up ON TIME.

TOYS

The children are not allowed to bring toys from home except when allowed by the teacher. They may, however, bring a stuffed animal or "security friend" until they are comfortable in their surroundings.



GETTING ORGANIZED

- ★ All children should get up early enough to eat a nourishing breakfast and gather things for school. They may eat breakfast in the classroom daily at 8:00 a.m..
- ★ Please send your child's backpack to school daily. (This is our way of keeping them organized.)
- ★ Please check to see that your child's teeth have been brushed, face, body and hands are clean, and that they wear clean clothes appropriate to glue and paint or play outside in.
- ★ Parents should also check weather conditions to ensure the child is dressed appropriately. Please make sure all outer clothing that may be removed at school is properly marked with your child's name. Everything your child brings to school should be labeled.
- ★ During the winter months, your child needs to bring a coat to school every day. Every child plays outside a short time each day if weather conditions permit. If your child has been ill, and/or cannot go outside, please do not send them to school.

EMERGENCIES

In case of an illness or accident at school, parents will be contacted. It is very important that we have our emergency form on file. If at any time during the year the information changes, please contact the teacher or the school office (649-3521) to make sure the appropriate changes are made.

PLEASE see that we have **two "alternative" working phone numbers** on file at all times in case a parent cannot be reached.

CLASS RULES

Please go over the following rules with your child and stress the importance of proper school behavior. We will also discuss these rules in class.

1. Always walk your feet in the classroom, on the sidewalks, and in the cafeteria.
2. Use a soft or normal voice in the classroom or any room at school. Save loud voices for outdoor play.
3. Do not hit, kick, or bite other children.
4. Keep your hands to yourself when walking in line.
5. Always follow the teacher's directions.
6. Do not use bad language.
7. Respect other people's property.
8. Follow playground rules.
9. Be truthful.



HELPING YOUR CHILD

Help your child emotionally by....

- Explaining what to do when lost
- Departing from your child as quickly as possible the first day of school
- Eventually allowing your child to walk into the class alone
- Listening to the day's happenings
- Encouraging regular attendance
- Checking for signs of illness before leaving them at school



Help your child physically by providing practice time, and encouragement while teaching your child to....

- Remove and put on coats and sweaters
- Tie shoes, close zippers, and fasten buttons
- Wash and dry hands and bathe unassisted
- Use the bathroom unassisted

Help your child intellectually by....

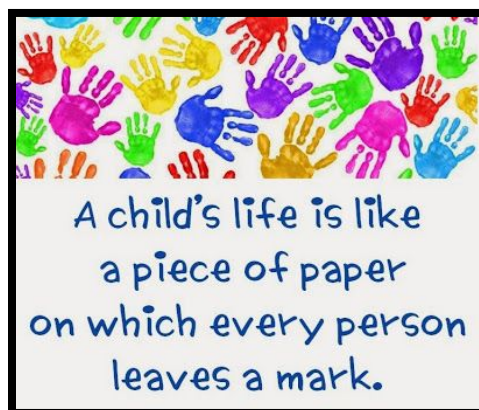
- Teaching full name, birthday, address, and phone number
- Offering praise and encouragement for efforts and accomplishments
- Reading to your child and talking about the stories
- Counting objects in the home such as chairs, dishes, or spoons

Help your child socially by helping them learn to....

- Share with others
- Respect authority
- Say "Please" and "Thank You"
- Pick up and put away belongings
- Return lost articles
- Use tissue properly
- Cover mouth when coughing or sneezing

PROGRAM OBJECTIVES

- ☐ The child will build relationships of mutual trust and respect with adults and peers.
- ☐ The child will build thinking skills and organize information for making judgments.
- ☐ The child will express ideas and feelings through pretend play, movement, music, art, and construction.
- ☐ The child will develop gross and fine motor skills
- ☐ The child will develop an awareness of their environment.
- ☐ The child will develop an understanding of numbers and alphabets. The child will use oral language to communicate effectively.





EAST PRAIRIE R2 SCHOOL DISTRICT

Cole Byassee

P.O. Box 10
304 E. Walnut St.
East Prairie, MO 63845
Telephone: (573) 649-3564
Fax: (573) 649-5455



Dear Parents and Parent Organizations,

We would like to take this opportunity to notify you of a Parent Information Resource Center (PIRC) that is available in the state of Missouri to offer many resources and information to our parents. This is a wonderful website that can answer any questions you may have about education in the state of Missouri. The website is: <http://www.missouri-pirc.org/index.html>

Below you will find more information that will better explain what the center has to offer our parents and parent groups.

If you have any questions, please call the East Prairie Elementary School Office at 649-3564..

Respectfully,
Cole Byassee
Federal Programs Director
East Prairie R2 School District

THE MISSOURI PIRC INFO

The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. A collaborative effort of **LIFT** (Missouri's Literacy Resource Center), the **Parents as Teachers National Center, Inc.** (PATNC), **ParentLink, Practical Parenting Partnerships** (PPP), **Missouri's Department of Elementary and Secondary Education** (DESE), and the **St. Louis Public Schools**, the Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school.

Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri's accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities.

The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent training, workshops, toll-free hotlines, print materials, and websites. The Missouri PIRC also coordinates various Federal, state, and local parental involvement initiatives.

The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement.
- to expand and strengthen partnerships among parents, schools, and community organizations.
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

East Prairie R2 School District

Title I Parental Involvement Policy

1. Statement of Purpose

East Prairie R2 School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way. Grade level goals for the children of East Prairie R2 School District will be distributed to all parents in the district, with the expectation that all students will work toward these goals. We recognize that some students may need the extra assistance available through the Title I program to reach those goals. **East Prairie R2 School District intends to include parents in all aspects of the district's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.**

2. Parental Involvement in Developing the Policy

An Advisory Committee consisting of parents of Title I students, teachers, members of the community, and building administrators will meet to develop our school district's Parental Involvement Policy. Our Advisory Committee will be chosen from individuals in each school attendance area in our district. Parents on the committee should have children that are currently being served by Title I or have been served during the previous school year.

3. Annual Meeting for Title I Parents (to be held in each participating school)

At the annual meeting for parents, which will be held in late September in each school in the district, parents will be given information about the new Title I guidelines and how they differ from the previous Chapter 1 program in their school. They will be given copies of the district's current Parental Involvement Policy, and will be offered a chance to become involved in revising that policy as needed. People may volunteer to serve on either the district-wide or individual school Advisory Committees (or both). Translation (English-Spanish) will be available if needed. Parents will be sent written notices about the meeting times.

4. School-Parent Compact

In order to succeed in our efforts, each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the parents of children participating in the program. These compacts must outline how parents, staff, and students will share responsibility for promoting high student achievement. Parents on each school's Advisory Committee will be involved in designing these compacts. Student responsibilities may vary by grade level. Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents, and students will each have for helping students achieve their goals. Parents are urged to discuss the compact with their children, before signing it and having their children sign.

5. Types of Parental Involvement

There are many ways in which parents can become involved with their children's education. This school district values both the at-home contributions and those, which take place at school and in the community. Reading to children at home and talking with them at a family meal are as important as volunteering at school and serving on advisory committees. Many types of parental involvement are needed in school-home-community partnership that will help all our children to succeed. Parent involvement strategies and activities will be coordinated with other organizations such as Parents as Teachers, Head Start, and Caring Communities in order to offer more opportunities for parents to be involved with their child's education.

6. Matching Programs to the Needs of Our Community

Each year, the school district will assess the needs of parents and children in this community, through a variety of measures - including questionnaires sent home to parents - so that the Title I program will be tailored to meeting those needs. Workshops and other programs will be available (some for parents, some for parents and children) to match the expressed needs. Parents will be notified about these opportunities through the individual schools. Parents may call the

Director of Federal Programs or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions.

7. Staff-Parent Communication

Communication with parents will include a Title I calendar distributed each month. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. They may also call the school office and ask for a translator for conferences. If needed, notices sent home would have English on one side and Spanish on the other. Staff will be receiving training on how to improve home-school communication; some parents will be asked to participate in these training sessions.

8. Evaluations

A district-wide Title I Advisory Committee will be involved in the process of school review and improvement. Parents of children in the Title I program will be part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways, including visits to the schools and observation of classes. There will be an annual evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review. This commitment to family involvement has been approved by the School Board of the East Prairie R2 School District. The policy will be coordinated by Title I supervisory staff and teachers throughout the district and promoted by building principals and other school staff.



**WE ARE
EP PROUD!**