

**2022 - 2023**

**Princeton Elementary School  
Student Handbook**







**Princeton Elementary School**  
225 South College Ave.  
Princeton, MO 64673  
Wes Guilkey, Principal  
P: 660-748-3335, ext. 230  
Fax: 660-748-3334  
[wguilkey@tigertown.k12.mo.us](mailto:wguilkey@tigertown.k12.mo.us)

August 23, 2022

Dear Parents and Students:

On behalf of the teachers and staff, it is my pleasure to welcome you to a new school year at Princeton Elementary. The purpose of the Princeton Elementary Handbook is to allow you the opportunity to familiarize yourself and your child with the school's policies and procedures. An understanding of school processes and policies keeps our school functioning smoothly and efficiently and helps create a positive relationship between the students, parents, staff and administration that is beneficial and necessary for creating an environment that focuses on student learning and achievement.

Please take the time to read the handbook in its entirety and then sit down with your child to review the policies and set your own personal, academic, and behavioral expectations for your child at school. This handbook is yours to keep for future reference. It is also available online at [www.tigertown.k12.mo.us](http://www.tigertown.k12.mo.us).

I am very proud of our excellent teachers and support staff who are fully prepared and excited to educate, challenge and advise your child throughout their elementary education. We realize that these years are very precious to you as parents and want to reassure you that we take the responsibility of your child's education very seriously and will do everything within our knowledge and power to ensure that your child's individual needs are met beyond your expectations.

Please fill out the final page of the handbook and return it to your child's teacher. We look forward to working together with your family to make this a wonderful year. Please feel free to stop by or contact us if you have any questions.

Sincerely,

Wes Guilkey  
Elementary Principal

The Princeton R-V School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Mr. Jerry Girdner	or	Mr. Wes Guilkey
1008 E. Coleman		225 S. College Ave.
Princeton, MO 64673		Princeton, MO 64673
Telephone No: (660)748-3211 ext. 225		Telephone No: (660)748-3335 ext. 230

For further information on Notice of Non-Discrimination, see the list of OCR Enforcement Offices for the address and phone number for the office that serves your area, or call 1-800-421-3481.

### **PRINCETON R-V SCHOOLS MISSION STATEMENT**

The faculty and staff of the Princeton R-V School District believe that all students can learn. We strive to foster the academic and social/emotional development of all children by setting levels of high expectation for learning and providing a safe and orderly school environment.

### **DESIRED EXIT BEHAVIORS FOR STUDENTS**

Princeton R-V faculty and staff identify the following as characteristics a Princeton R-V graduate should possess:

#### **Self-esteem**

Includes self-confidence and adaptability

#### **Motivation**

Includes life-long, self-directed interest in learning

#### **Responsible Citizenship**

Includes concern for others and global awareness

#### **Cognitive Skills**

Lower to higher levels of thinking including creativity

#### **Process Skills**

Problem solving, decision-making, communication, personal relations

# 2022-2023

## Princeton R-V School District

BOE Approved 2/14/23

Option 2

July '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
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28	29	30	31			

September '22						
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October '22						
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23	24	25	26	27	28	29
30	31					

November '22						
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27	28	29	30			

December '22						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 17 New Teacher In-Service  
 Aug 18-19 Teacher Work Days  
 Aug 22 Teacher Work Day  
 Aug 23 1st Day, Dismiss @ 12:30

Sep 5 Labor Day, No School  
 Sep 19 No Classes, Teacher In-Service

Oct 21 End of 1st Quarter  
 Oct 27 No Classes-PD  
 Oct 27 Parent Teacher Conferences  
 Oct 28 No School

Nov 23-25 Thanksgiving Break-No School

Dec 16 End of 2nd Quarter/Dismiss @ 12:30  
 Dec 19-31 Winter Break-No School

Jan 2 Winter Break-No School  
 Jan 3 No Classes, Teacher In-Service  
 Jan 4 Classes Resume  
 Jan 16 No School- MLK JR. Day

Feb 10 No Classes, Teacher In-Service  
 Feb 20 No School- President's Day

Mar 10 End of 3rd Quarter  
 Mar 17 No Classes, Teacher In-Service

Apr 7 No School-Easter Break  
 Apr 10 No Classes, Teacher In-Service

May 19 Last Day of School/Dismiss @ 12:30

Make-Up Days are built into the calendar & the last day is May 18.

\*\* NEW HOURS = School Day is 8:00am - 3:00pm

KEY
Teacher In-Service Day
No School
Early Dismissal

166 Full Student Days @ 6.5 hours = 1095.6
3 Early Dismiss Days @ 4.5 hours = 13.5
169 Student Days Total Hours = 1109.1

† Teacher-In-Service Days, 170 Total Student & In-Service Days, Make-up Days are built in Days in Oct: 1(46), 2(26), 3(45), 4(47)

January '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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29	30	31				

February '23						
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March '23						
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April '23						
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23	24	25	26	27	28	29
30						

May '23						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

## PRINCETON R-V ELEMENTARY DIRECTORY

Ext. 230	PRINCIPAL-Wes Guilkey
Ext. 231	ELEMENTARY SECRETARY-Tamme Schwartzkopf
Ext. 285	ELEMENTARY COUNSELOR-Lori Puls
Ext. 232	SCHOOL NURSE-Kim Rardon
Ext. 229	SPECIAL EDUCATION DIRECTOR-Merideth Ussery
Ext. 291	PRESCHOOL – Lacey Power
Ext. 291	PRESCHOOL—Crissy Weber-paraprofessional
Ext. 267	PRESCHOOL – Kelsey Allen
Ext. 267	PRESCHOOL-- Donna Bears-paraprofessional
Ext. 280	KA-Renee Dailey
Ext. 273	KB-Stacy Girdner
Ext. 275	1A-Shelly Hanson
Ext. 270	1B-Britni Oshel
Ext. 271	2A-Dennie Berti
Ext. 272	2B-Melissa Renfro
Ext. 274	3A-Kathy Schwenneker
Ext. 268	3B-Kacie Miyama
Ext. 286	4A—Holly Meek
Ext. 282	4A--Danette Snapp-paraprofessional
Ext. 266	4B—Alisha Marsh
Ext. 276	5A-Anna Fitzpatrick
Ext. 233	5B-Kaylee Parmer
Ext. 277	6A—Ranae Shahan
Ext. 278	6B-Toni Powell
Ext. 255	SPECIAL ED. – Ashley Woods
Ext. 255	SPECIAL ED. –Angie Stockman, paraprofessional
Ext. 255	SPECIAL ED. –Jamie Power, paraprofessional
Ext. 257	BAND/MUSIC-Jessie O’Dell
Ext. 287	ART-Ashlie Powell (p.m.)
Ext. 239 H.S.	PE-Damon Collins
Ext. 281	LIBRARY-Ashlie Powell
Ext. 281	LIBRARY-Velma Allen, paraprofessional
Ext. 282	TITLE 1-Danessa Stout
Ext. 282	TITLE 1-Erica Miller, paraprofessional
Ext. 265	SPEECH-Hilary Girdner
(660)748-3527, Ext. 291	PAT-Crissy Weber
Ext. 292	FOOD SERVICE DIRECTOR—Sylvia Pauley
Ext. 234	FOOD SERVICE- Sylvia Pauley, Sue Smith & Meri Power
Ext. 262	Elementary Computer Lab
Ext. 284	Elementary Teachers’ Workroom
660-748-4500	Lonny Lovett—District Transportation Director

## **BUILDING ACCESS**

Our school is a place where both parents and members of the community are welcome, but for safety reasons, access to the building through the west doors will only be from 7:45 a.m. to 8:00 a.m. during school hours, Monday-Friday. All other access to the building will be through the east doors from 7:45 a.m. to 3:15 p.m. Any parent, visitor, guest, or community patron coming into the building must check in at the school office to be identified. To protect instructional time, no one, other than school personnel will be allowed in the classroom areas unless there is a scheduled conference or activity with a staff member. The office personnel will summon students from the classroom area when parents request to speak to their child or to pick their child up to leave. We need your help in teaching your child to be independent. Please allow your child to come into the room by his/her self.

## **COMMUNICATION WITH YOUR CHILD**

If you need to get a message to your child, please call the office at 748-3335, ext. 231. Please remember that children cannot be dismissed from their classes to answer telephone calls and phone calls to students will not be transferred into classrooms. In case of an emergency, the office will call for your child to come to the office to speak with a parent. Please plan ahead and provide your child with pertinent information before he or she leaves for school as students are discouraged from calling home during the school day. If plans change, or if you're afraid your child will forget, feel free to contact the office, **before 2:00 p.m.**, and a reminder or note of changed plans can be taken to your child's teacher for distribution before school is dismissed. Please notify the school immediately if your cell phone, home phone or address changes, as it is extremely important that we are able to contact you in case of an accident or illness at school.

## **SCHOOL HOURS and DISMISSAL PROCEDURES**

School hours are set from 8:00 a.m. to 3:00 p.m. In the interest of safety and order, it is important that children not arrive earlier than 7:45 a.m. as they will not be supervised. Once your child does arrive, he or she should enter the building and report directly to the cafeteria. Students arriving after 8:00 a.m. will be counted tardy and should check in at the office upon arrival. School dismisses at 3:00 p.m.

Students who ride the bus will be dismissed at 3:00 P.M. on the south side of the building. Buses will enter the parking lot on the east side and will travel west so students can load on the appropriate side of the bus. All parents picking up their child, will line up in the west parking lot of the elementary building. All car riders (K-6) will dismiss at 3:00 p.m. from the west entrance. Walkers will wait in the commons for all buses to leave campus before being dismissed.

Students who are unsure about where to go or those students who were listed as car riders and not picked up will go back to the commons area to wait. The office will place reminder phone calls if parents do not pick up their child within ten minutes. If the parent cannot be contacted, family emergency contacts will be notified. Parents should make appropriate arrangements for their children and not rely on teachers and office staff to monitor students before and after school. Please adhere to the school's operational hours of 7:45 a.m. – 3:15 p.m. unless your child has scheduled tutoring or special services arranged beyond those hours.

To ensure the safety of our students, the following dismissal procedures are in place:

- \*Elementary students must have a note to ride a bus that is not their assigned bus route. This would apply when a student is spending the night with another student or going to a backup babysitter, etc. If there is no note, your child will NOT be allowed to ride the bus and you will be contacted for pickup.
- \*Students will be released only to their parents unless we receive a note or phone call.
- \*Special arrangements can be made for weekly activities (scouts, choir, etc.) through the office.
- \*If you are picking your child up early or bringing him/her late, please check in at the office.
- \*If you forget to write a note for your child, please contact the office **before 2:00 p.m.** with dismissal directions.

## **SCHOOL CLOSINGS**

There may be times when school will be canceled or dismissed early because of emergencies or inclement weather. We try as early as possible to decide if weather conditions are severe enough to cancel school for that day. Whenever school is to be canceled, it will be announced on the following radio stations: KTTN and KAAN. Parents should develop early dismissal plans with their child, and notify the school. Parents can also utilize the text alert notification for closings provided by Farmer's Bank. Anyone choosing to receive text alerts may sign up on the district website. ([www.tigertown.k12.mo.us](http://www.tigertown.k12.mo.us))

## **LATE START**

If there is a late start due to weather the following will take place: Full day preschool will begin at the delayed start time and breakfast will not be served to students.

## **CURRICULUM**

The curriculum at Princeton R-V Elementary School is currently aligned with the Missouri Learning Standards set forth by the state of Missouri. As curriculum evolves on the state and national level, it will also evolve at our district level as we work to comply with state and federal regulations and to offer your child a cutting-edge education that best prepares him or her for the technological world in which we live.

## **REPORTING TO PARENTS**

In addition to daily work that is sent home at least on a weekly basis, report cards are sent to parents on a quarterly basis in grades Kindergarten through six. Conferences with the parents are held at the end of the first quarter. We urge both parents to come to conferences when possible. If the parent/s and teacher discuss together the goals they have for the child, and the ways in which these goals may be reached, much more can be accomplished. We welcome any questions you may have about your child's progress. If a conference is desired at some other time, feel free to call your child's teacher or the principal for an appointment.

## **TUITION**

Princeton R-V School District requires proof of residency from all families of students enrolling in the district.

### Resident Students:

A resident student shall be defined as a student who meets the following Board Policy requirements:

- Parent or guardian resides within the boundaries of the Princeton R-V School District.
- Student resides in the Princeton R-V School District and is providing sole, self-support.
- Student lives with an adult twenty-one years of age or older, who has legal custody of the student or power of attorney and who is a resident of the Princeton R-V School District.

Non-Resident Student - shall be defined as not meeting the above. The tuition for nonresident students is **\$6,375** per year.

If a student moves from the Princeton School District, and still attends Princeton schools, he/she will be considered non-resident. Tuition will be charged according to the number of days attended as a non-resident prorated at the above figure. A more thorough explanation of tuition charges can be obtained by contacting the superintendent or principal.

A high school student living in an adjoining "elementary district" may attend the Princeton School System and the elementary district will pay high school tuition. This plan is coordinated through the administrative offices of both districts. If a student moves from the elementary district and not into the Princeton district and still continues to attend Princeton, tuition must be paid.

## **GRADING SCALE**

Grades K-1 will adopt and apply uniform Standards-based Grading techniques for the current school year indicating student progress in terms such as: Mastered; Progressing; Improvement Needed

Grades 2-6 will use the following grading scale:

A	96-100
A-	90-95
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

## **STUDENT AWARDS**

In addition to being recognized for individual achievement and goal attainment in the classroom, Princeton Elementary School will recognize a Student of the Month each month of the school year. Teachers will select a student who has gone above and beyond by setting a positive example for others, exhibiting strong work ethic, exhibiting consistent good character, or for meeting a personal goal of overcoming an obstacle. Students will be recognized at a monthly assembly, at the monthly school board meeting, and in the local paper.

The Bring Up Grade (BUG) Award will be given to each 4th, 5th, and 6th grade student who brought up their grade without F's from the previous quarter or maintained an A- or better average. Students will be recognized at the monthly assembly.

## **ATTENDANCE AND GRADING POLICY FOR GRADES 4-5-6**

The Princeton R-V District finds that regular school and classroom attendance is the key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Consistent attendance by all students also has a profound positive effect on the district's resources, which in turn affects the quality of instruction and student achievement district wide.

If a student is absent, parents should send a note or call the office first thing in the morning explaining the absence and make arrangements to pick up homework.

By law, it is the parent's responsibility to ensure the regular attendance of a child in their care. Parents of students who miss 7 days per semester, either excused or unexcused, will be notified with a letter and appropriate documentation of the days missed.

Attendance or absence will be calculated on an hourly basis.

All make-up work will be due the second day after a student returns from being absent. For example, if a student is absent on Monday and returns on Tuesday, all work is due on Thursday morning. Parents are encouraged to pick up homework in the office daily any time their student is absent. All missing work will be recorded as a zero in gradebooks until work is turned in.

When a student is absent, he/she shall not attend extra-curricular activities held on the same day unless prior approval is given by the principal. Students must attend school on Friday, when the extra-curricular activity is on a Saturday unless prior approval is given by the principal.

Each Tuesday, teachers in grades 4-6, send home weekly grades with missing assignments (zeroes) in each subject. Students have until the end of day **Friday** to turn in late work, or it is counted as a permanent zero. If a student has two or more missing or late assignments in one week, (homework marks) the teacher will assign a detention. Missing or late work is considered to be assignments that have not been completed as directed or not turned in at the beginning of class. After two detentions for late or missing work in one quarter, the student will be assigned a full day of In-School Suspension. (ISS)

If a student is absent several consecutive days, the teacher will use their discretion as to the completion date of missing work.

### **DEPARTMENTALIZATION ASSIGNMENT BOOKS FOR GRADES 3-6**

All students in grades 3-6 will be given assignment books at the beginning of the year. Maintaining an assignment book is an excellent lesson in organization and time management. Students are required to copy down assignments for each subject on a given school day. Once an assignment is completed and turned in, the student will check off the item in the assignment book. Parents can easily identify what assignments were completed during the day and what assignments remain to be completed as homework. Please, check your student's assignment book daily and verify that they have completed all homework assignments. Once you have discussed the daily assignments with your student, [please sign the page](#). The school district provides the student with the first assignment book. Any replacement books cost \$4.00.

### **PRINCETON R-V ELEMENTARY CARE TEAM**

The Princeton R-V Care Team's goal is to assist teachers who have identified students who are experiencing academic, social and/or behavioral problems in school. Using a problem-solving approach, the Care Team will assist teachers in identifying research-based, high quality interventions. The Care Team is coordinated by the elementary principal and will include the Title 1 instructor, two classroom teachers, and the elementary counselor.

- The classroom teacher requests assistance from the Care Team by informing the principal.
- Parents will be notified if their child has been referred to the Care Team Committee.
- Notification will be sent to parents informing them of Care Team procedures.
- A meeting is scheduled with the purpose of defining the problem (gathering data).
- A second meeting is scheduled with the purpose of problem analysis and intervention development.
- Implementation of strategies and support step (typically 1-3 weeks).
- A third meeting is scheduled for evaluation and decision-making.

### **PLAGIARISM/ACADEMIC INTEGRITY**

Princeton R-V Elementary School, in attempting to prevent plagiarism by students, has provided this definition of plagiarism. According to Webster's New World College Dictionary, to plagiarize is "to take ideas, writing, etc. from another and pass them off as one's own."

Plagiarism is considered to be cheating and negatively affects a student's education. All efforts will be made to educate students about plagiarism. If a student is caught cheating, or plagiarizing, the following action will be taken:

#### **FIRST OFFENSE:**

- Warning
- Conference with teacher
- Teacher calls parent to notify of incident

#### **SECOND OFFENSE:**

- Zero on assignment
- Detention
- Teacher makes phone call to parent to confirm knowledge of incident
- Conference with Principal

#### THIRD OFFENSE

- Zero on assignment
- Two detentions
- Student must write a report on Plagiarism (length and level of writing to be determined by Principal)
- Teacher makes phone call to parent to confirm knowledge of incident
- Documentation placed in student's discipline record
- Conference with Principal

## PROMOTION, ACCELERATION AND RETENTION OF STUDENTS

Princeton Elementary Staff believe that all children are capable and can learn. For some children, meeting the grade level expectations can be very frustrating and challenging. Once a teacher determines that a student is struggling, all attempts will be made to help the student achieve success through use of tutoring and intervention strategies. If a student continues to struggle, the teacher will begin progression documentation and will make arrangements to meet with parents to discuss student progression.

### GRADES K-3

In grades K-3, students will be promoted to the next grade if they have shown that they have the academic readiness and maturity for the upcoming grade level. If there is concern with student progress, the teacher will contact the parents for an initial conference to discuss concerns before the end of 1<sup>st</sup> semester. If significant issues do not arise until 2<sup>nd</sup> semester, the teacher will contact the parents as soon as the concern arises. At least two parent-teacher conferences will be held to discuss the student's progress, applied intervention strategies, and efforts explored to remediate the student's deficiencies. Teachers will keep documentation of student progress and interventions to share with the parent and principal at conferences. The student progression documentation will be placed in the student's file for future reference. By the month of May, the teacher and principal will make a recommendation to retain or promote the student based on the student's ability to meet academic requirements. The parent may or may not agree with that decision and may indicate his or her opinion in the student progression documentation notes. If the parent strongly disagrees with the teacher and principal's decision to retain, he or she may appeal that decision with the superintendent and school board. The decision of the school board is final. If the parent so chooses, they may also request to retain their child even when the teacher and principal recommend progression to the next grade. In order to do so, the parent must sign a form indicating that the retention was their personal request as a parent.

### GRADES 4-6

In grades 4-6, students will be promoted to the next grade if they pass all core classes offered for the year, (Core classes are math, English, reading, science, and social studies). First Semester and Second Semester grade percentages for each individual core class must average a 60% or above for the year to be considered passing. Teachers will contact parents as soon as it is apparent that the student is in jeopardy. At least two parent-teacher conferences will be attempted to be held to discuss the student's progress, applied intervention strategies, and efforts explored to remediate the student's deficiencies. Teachers will keep documentation of student progress and interventions to share with the parent and principal at conferences. The student progression documentation will be placed in the student's file for future reference. By the month of May, the teacher and principal will make a recommendation to retain or promote the student based on the student's ability to meet academic requirements. The parent may or may not agree with that decision and may indicate his or her opinion in the student progression documentation notes. If the parent strongly disagrees with the teacher and principal's decision to retain, he or she may appeal that decision with the superintendent and school board. The decision of the school board is final. If the parent so chooses, they may also request to retain their child even when the teacher and principal recommend

progression to the next grade. In order to do so, the parent must sign a form indicating that the retention was their personal request as a parent.

## **ACCELERATION**

The Board strongly urges the staff to see that students are assisted in moving ahead as rapidly as they wish in accordance with their capabilities. While provisions for individual differences should be adequately accomplished with a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration ahead in a grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor, and with the joint approval of the parents/guardians, the principal and the superintendent of schools.

## **BAND**

Princeton Elementary School offers band to students in grades 5 and 6. The band instructor will send home information once school has started. Once a student begins band, he or she may only drop band at semester break. In order to drop band at semester, the parent must first conference with the band teacher.

## **FIELD TRIPS**

Field trips are an exciting learning opportunity for students. They are an extension of our normal school day and our curriculum. Any student not participating in the field trip, as part of their class, will be counted absent for the school day. If chaperones are required, the classroom teachers will contact parents. Those parents who do accompany students on field trips will be assigned a certain number of students to supervise during the trip. All parent chaperones will be required to ride the bus with the students to help with supervision.

Younger siblings and other extended family members may not accompany parents on field trips.

Field trip participation, with the class or a reward trip, is a privilege that may be taken away from any student based on behavior. The removal of the privilege of a field trip will be made by the Principal based on the student's past behavior and likelihood of being able to exhibit appropriate conduct on the trip.

## **ATTENDANCE**

With certain exceptions, to be eligible to attend classes in the Princeton R-V School District, a student must live with his/her parent(s) or guardians within the defined boundaries of the district. Students not meeting these criteria may request a waiver from the Board of Education.

The Princeton R-V Board of Education has adopted the following attendance policy for grades K-6.

### Attendance for Grades K-6

Students are expected to attend school every day except when illness, injury, or a condition beyond their control prevents them from doing so.

Student absences shall be limited to seven (7) days per semester. This limit will be calculated for each hour of the day. Extended illnesses will be treated on a case by case basis. The only days not affected by this policy will be school-sponsored events, court appearances with documentation, and the funeral of an immediate family member. All other absences will count toward the student's 7 day limit per semester.

Written or oral communication (a phone call before 9:00 am is recommended) from parents or guardians will be required for all absences. When a student is absent, he/she shall not attend extra-curricular activities held on the

same day unless prior approval is given by the principal. Students must attend school on Friday, when the extra-curricular activity is on a Saturday unless prior approval is given by the principal.

Parents have a legal and moral responsibility to require regular attendance at school. If a student's absences become excessive, a report of educational neglect may be made to the Missouri Child Abuse and Neglect Hotline.

**Student Right to Due Process:** When it is felt a student may have a valid reason for missing more than the allowable number of days, administration will determine whether an exception to the rule should be made. This will need to be done for each subsequent absence after seven. The administration reserves the right to ask for a medical opinion for prolonged and chronic illnesses. The determination will be undertaken on a case by case basis.

## **ATTENDANCE INCENTIVE**

For the purposes of the attendance incentive program we are sponsoring at Princeton R-V Elementary, Perfect Attendance (Zero days or minutes missed – 100%) and Exemplary Attendance (96% or greater up to 99.99%) shall be announced quarterly. Perfect Attendance and Exemplary Attendance shall be recognized and rewarded for those students who qualify.

## **PRE-ARRANGED ABSENCES**

If a student has prior knowledge of an absence, homework should be obtained in advance for all classes to be missed. The principal's office shall be notified of such intent by the student or parent/guardian so work can be gathered ahead of time.

## **TRUANCY**

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant.

## **TARDINESS**

Those students arriving after 8:00 a.m. will be considered tardy. The student and parent must report to the office to sign in with the building secretary. If the student walks to school the parent will be called and informed of the tardiness. This is to ensure that our records are correct, and to inform the parent if tardiness becomes a habit unknown to the parent. Please encourage promptness when discussing attendance with your child.

## **DISCIPLINE**

Princeton Elementary teachers, staff, and administration will consistently treat your child with kindness and respect. In return, your child will be expected to treat the school staff and other children with kindness and respect as well.

If a student is not abiding by the rules of the classroom teacher, policies adopted by the Board of Education, and the Federal Safe Schools Act, action will be taken to correct student behavior. Each case will be looked at on an individual basis by the school principal who will consider the details of the incident, its effect on the education of the student and others, and the overall seriousness of the incident prior to taking action. Before placement on the Behavior Management Plan the following actions may take place:

- Conference with student
- Conference with the parent (via phone call or in person)
- Time-out in the office (short period of time for student to calm down, write letter of apology, etc.)

## BEHAVIOR MANAGEMENT PLAN

LEVEL 1	LEVEL 2	LEVEL 3
<b>1 HR DETENTION</b>	<b>In-School Suspension</b>	<b>1 DAY OUT-OF-SCHOOL SUSPENSION</b>
<ul style="list-style-type: none"> <li>● General Misconduct</li> <li>● Disrespectful action to student, staff, or school property</li> <li>● Leaving the classroom without permission</li> </ul>	<ul style="list-style-type: none"> <li>● Possession of tobacco product</li> <li>● Student to student harassment</li> <li>● Acts with no regards to consequences</li> <li>● Truancy</li> <li>● Possession of pocket knife</li> </ul>	<ul style="list-style-type: none"> <li>● Harassment of staff</li> <li>● Destruction of school property</li> <li>● Threatening to harm another student or staff member in any manner.</li> </ul>

**After the third violation in levels 1-2-3, student will progress to next level for disciplinary action**

LEVEL 4	LEVEL 5	LEVEL 6
<b>2 DAYS OUT-OF-SCHOOL SUSPENSION</b>	<b>5 DAYS OUT-OF-SCHOOL SUSPENSION</b>	<b>7 DAYS OUT-OF-SCHOOL SUSPENSION/REFERRAL TO SUPERINTENDENT</b>
<ul style="list-style-type: none"> <li>● Physical attack with the intent to do bodily harm</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Verbal abuse to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>● Pulling the fire alarm</li> </ul>	<ul style="list-style-type: none"> <li>● Illegal weapons</li> <li>● Physical abuse to a staff member</li> <li>● Arson</li> </ul>

**After the third violation in levels 4 and 5, student will progress to the next level of disciplinary action**

Additional Inappropriate Behavior:

- Use of tobacco product: Out-of-school suspension for rest of the school day
- Possession or use of drugs/alcohol: 1 – 10 days of Out-of-School Suspension

Note: Due to severity of the offense, students may be placed at a higher level or recommended to alternative placement.

All efforts will be made to discipline a child without physical contact; however, a staff member may use reasonable physical force with a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property in the school district.

### **SAFE SCHOOLS ACT**

District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child’s education or interact with the student on professional basis. The section defines “acts of school violence” and “violent behavior” including a list of felonies that are required to be reported. Any portion of a child’s IEP relating to demonstrated or potentially violent behavior must be reported to any

teacher or district employee who is directly responsible for the child's education or who interacts with the students within the scope of their duties.

Current law requires suspension for a student bringing a weapon to school. Civil war era weapons, when used for civil war reenactment on school property, are exempted. This weapon must be unloaded. The term "weapon" shall mean a "firearm" and the following items: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife. Such definition shall include the weapons defined above but may also include other weapons. Any student who brings or possesses a firearm as defined in 18 U.S.C 921 or a device as defined in 571.010, RSMo on school property or at any school activity will be suspended from school for a least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

Acts of violence shall include but not be limited to exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities shall be reported by the principal or the superintendent to the local law enforcement or the juvenile officer for the school district.

School districts shall for each student enrolled in the school district, compile and maintain records of any serious violation of the district's discipline policy. Investigating school district personnel shall issue separate reports of their findings and recommendations.

## **SCHOOL PROPERTY DAMAGE**

The school building and appropriate upkeep cost the taxpayers of the district much money each year. A great deal of labor and money are spent each summer in cleaning and repairing the facilities. Students are expected to do their part by accepting responsibility to help maintain the quality of the facilities. This is expected during school hours as well as non-school hours.

Penalty:

- Any student willfully destroying or damaging school property will be financially responsible for its repair or replacement, and may be instrumental in its repair.
- According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children up to an amount of \$2,000.00. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

## **LIBRARY/MEDIA CENTER**

1. Lending Library books are to be checked out for 7 days. Main library books are checked out for two weeks.
2. Students may recheck/renew a book if the book has not been reserved for another student or teacher.
3. Reference materials and magazines are not available for check-out and must be used in the library/media center.

**Overdue Materials:**

1. Students who have any overdue books may not check out and take home other materials until the overdue items are all returned or paid for.
2. To allow students with overdue items the ability to still have outside reading materials, the student may check out 1 paperback book to keep in the classroom. These books must be kept in the classroom and returned within 7 days. Once the classroom only book has been returned, the student may check out a

new classroom book. Once the lost or overdue item/items are returned or restitution is made, students may continue their normal checkout procedures.

3. Restitution fees are \$10.00 per lost item. Restitution can be made at any time to restore check out privileges. If the item is then found, the restitution fee(s) will be returned.

#### **Lost/Damaged/Overdue Books**

1. There is a \$10.00 standard replacement fee for any lost item.
2. A \$2.00 fee will be charged to any student who damages a book that can be repaired. If the book cannot be repaired, then the \$10.00 replacement fee will be charged.
3. When a student is charged for a lost or damaged book, the student may not check out any materials, other than the one classroom book, until the charges are cleared from the account.

### **PLAYGROUND RULES**

Students are allowed to play at recess as long as they do not cause harm or problems to self or others. Problems may include but are not be limited to the following:

1. Students should leave the playground only with a teacher's permission.
2. Students are not to play tackle football, hardball, softball, or to bring bats on the playground.
3. Kick balls and soccer balls are the only pieces of equipment that may be kicked.
4. The throwing of rocks, snowballs, sticks, etc., will not be permitted.
5. Avoid roughness in play, such as tripping, kicking, fighting and tackling.
6. Always refrain from petting and playing with dogs and cats that come to the playground.
7. Use playground equipment safely and as it is meant to be used or the privilege will be taken away.
8. Basketballs, kick balls, jump ropes, and Nerf footballs are the only playground equipment students may bring from home. Keep in mind that the school cannot be responsible for such personal items.
9. Students are not permitted to play on the playground before or after school since the playground is not supervised by school staff at this time.
10. Students are prohibited from jumping off of the large play structures.

### **RECESS WIND CHILL GUIDELINES**

The following guidelines will be utilized to determine when students go outside for cold weather recess:

1. 32 degrees and up, students outside as normal.
2. 20-32 degrees, outside for no more than 15 minutes.
3. 20 degrees or below, no outside recess.

### **BUS TRANSPORTATION GUIDELINES**

It is the intent and responsibility of the Princeton R-V School District to provide safe transportation for students.. The purpose of all rules is to guarantee the safety of all students and drivers, as well as the safety of others on the roads traveled by buses. The policies regarding student transportation apply to regular routes, field trips, and student activity trips.

### **BUS OR TRANSPORTATION MISCONDUCT**

Any offense committed by a student on transportation provided by or through the district, shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked at any time.

Any student living on a turn-around that is not going to ride the bus on the morning route, must PLEASE notify the Bus Barn at 748-4500 that he or she is not riding.

In order to monitor general behavior and to provide documentation of concerns, video cameras are used on Princeton R-V buses. Due to Family Educational Rights and Privacy Act (FERPA), video captured on the bus may only be reviewed by the transportation director and school administration.

Any student rider wishing to transfer to another bus must contact Lonny Lovett, District Transportation Director,

at 748-4500.

Transportation is provided in accordance with state law (RsMO 163.161, 167.291, 167.241). As such, all administrators and staff of the district have the authority to control incidents concerning student actions at the following locations:

1. Within two blocks of the school grounds thirty minutes before and after school.
2. At any place where students represent the Princeton R-V District. This includes bus stops and activity sites.

## **BUS CONDUCT**

The Princeton R-V Administration accepts responsibility in training pupils to be good bus passengers. The following regulations will serve as a guide for good discipline and safety:

1. Bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Students must be on time! The bus cannot wait beyond its regular schedule for those who are tardy. If there are a few moments of unavoidable delay by the students, a member of the family can let the bus driver know.
3. Pupils should never stand in roadway while waiting for the bus. Stand well back from where the bus will stop until the bus has stopped completely.
4. Unnecessary conversation with the driver is prohibited, to avoid distracting his/her attention.
5. Classroom conduct is to be observed by pupils while riding in the bus again to avoid distracting the bus driver.
6. Pupils must not, at any time, extend arms or head out of bus windows, nor throw objects out the windows.
7. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
8. Pupils must cross only in front of bus, at least 10 feet out in front.
9. Any damage to the bus should be reported at once to the driver.
10. No eating or drinking on bus.
11. No smoking or chewing (tobacco, gum, etc.) on bus.
12. No student is to unload from Emergency Door. Emergency Door is for Emergency Only.
14. No animals shall be permitted on the bus. (dead or alive)
15. No glass of any kind allowed on the bus.

## **ACCEPTABLE USER POLICY**

All students have access to computers and the Internet. Use of these resources will be governed by an Acceptable Use Policy. All students using a computer will receive a copy of this policy. Students will be bound by the guidelines stated therein, including possible limitation or prohibition of use of school computers for violating said policies. Students must have a Student Acceptable Use Policy form on file before they are assigned a password.

## **STUDENT DRESS CODE**

Princeton R-V School District's Board of Education, Administration, and teachers expect student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Students should be encouraged to wear appropriate clothing to school both for comfort and good taste, and to take pride in being well groomed. Cleanliness and neatness of dress and hair are important to all children and should be encouraged and supervised by parents.

Any attire deemed to create a health, safety, or discipline concern will be considered inappropriate for school and will not be allowed. No shirts with bare backs, razorbacks, cut out sleeves, or shirts with oversized armholes that allow exposure of student's chest area or underarm area will be allowed. Hats and other head coverings are not to be worn in the building except on especially designated days. Dress and grooming must not disrupt the teaching/learning process or cause undue attention to an individual student. Bare midriffs, spaghetti straps, bra straps or any type of undergarment are not to be visible at school. When wearing leggings, the top garment should cover the front and back. Shorts are not to be worn to school between Oct. 31 and April 1.

Shorts may only be worn during this time while a student is in P.E. class. Pajama pants or sleepwear clothing are not to be worn to school unless it is for a special, designated activity.

When, in the judgment of the Principal, a student's appearance or mode of dress disrupts the educational process, the student may be required to make modifications.

## **STUDENT DISCIPLINE RECORDS**

The Board of Education directs the Superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the District.

- Any offense that occurs on school grounds, on school buses or at any school activity that is required by law to be reported to law enforcement officials.
- Any offense that results in an out-of school suspension for more than ten (10) school days.

Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

## **CONFIDENTIALITY**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

## **DISCIPLINE OF DISABLED STUDENTS**

Students identified as disabled will be disciplined following the structure set forth in the Procedural Safeguards for Students with Disabilities.

## **STUDENT PICTURES AND VIDEO**

Princeton R-V reserves the right to photograph and video your child for educational purposes such as teacher evaluations or projects, yearbook, etc. If you are opposed to your child having his or her photograph published in the paper for positive recognition, please notify the office and all efforts will be made to not use his or her image.

Throughout the school year, there are many picture and video opportunities for parents at concerts and presentations. We applaud you for capturing these wonderful moments, but ask that you respect the privacy of other students and staff. If you choose to make your pictures or video public on the Internet via social media sites, please make sure you only use pictures of your own child.

## **CELL PHONES, SMART WATCHES AND CAMERAS**

Use of cellular telephones at school is prohibited for elementary students. Smart watches are also prohibited for elementary students. Phones, cameras, or video cameras may not be used by students to photograph or video other students or teachers. If such a device is audible or visible, it will be confiscated and the parents or guardians can pick it up during school hours (8:15- 3:30). If the parent/guardian does not pick up the device, the student can pick it up at the **END** of the **NEXT** school day. Repeat offenses will result in additional action being taken.

## **TEACHER-STUDENT COMMUNICATION**

Due to the Amy Hestir Student Protection Act of 2011, the Princeton R-V School District adopted a written policy concerning teacher-student communication and employee-student communication. The written policy states: *employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed inappropriate if such communication is sexual in nature; is sexually aggressive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.*

*Communications between employees and students will be primarily direct, oral, or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.*

If there is a concern regarding teacher-student communication, please contact the building principal or superintendent immediately.

## **REPORTING CHILD ABUSE**

By Missouri Law and School Board Policy, any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report has been made, and will keep him or her aware of the status of the case.

The school, as a mandated reporter, will be entitled upon request to the local DFS office or to the social worker completing the investigation to information on the general disposition of the report. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from DFS. Parents/Guardians should be referred to DFS for information regarding the investigation. Parents or legal guardians have access to the DFS records after the investigation is completed, except that the identity of the reporter is not released.

When a school employee receives a child abuse report which alleges that an employee of a school district has abused a student, the report is immediately referred to the school superintendent (or the president of the school board in situations concerning the superintendent) who must call in a hotline within 24 hours and begin an initial investigation. If a student reports sexual abuse by a school employee to, the hotline must be made by the school employee immediately and the investigation must begin immediately.

If a child abuse report relates to a spanking by a certificated school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. Findings and conclusions will be issued as required by section 160.261, RSMo.

All other reports of any nature will be immediately returned to DFS for investigation, and the superintendent will take no further action. The superintendent/school board president will be considered a member of the multidisciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

Any person who in good faith participates in making of such reports, or in any judicial proceeding resulting there from, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

**Missouri Child Abuse or Neglect Hotline: 1-800-392-3738 or <http://dss.mo.gov/cd/can.htm>**

## **FIRE, EARTHQUAKE AND TORNADO DRILLS**

Fire, earthquake and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.

 Fire Bell – Short Blast Alarm System – groups stay together and exit the building. Teachers leave the room last after closing the windows and gathering the class roster. Roll should be taken once a safe location is reached.

 Tornado – Three Short Rings of Bell or Intercom Announcement – all students report to classrooms and internal rooms with no windows. The teacher should accompany the students with a class roster and take roll once inside.

 Intruder – Intercom announcement – Shut, lock, and secure doors; turn off lights; keep students quiet and away from windows; pull shades or cover windows. Do not allow anyone in the room. Wait for “all clear” from office.

 Earthquake – Intercom announcement – Drop, cover, and hold that position. Get under a desk, table, or chair if possible. Once tremors stop, wait for an announcement and exit the building. Do not reenter the building until told to do so.

**Tampering with or setting off the fire alarm is prohibited. This will result in 5 days out of school suspension.**

## FOOD SERVICE

An application for free and reduced breakfast and lunch will be sent home with all children during the first week of school. To be placed on free or reduced breakfast and lunch, applications should be received in the principal’s office by August 31. Please read the application forms carefully. The form must be filled out completely before it can be approved.

All breakfast and lunch money is to be paid in advance, by the week, or by the month. Please send payment in an envelope with child’s name, room number, and teacher’s name on the front. Please send amount for lunches and milk in an envelope, alone, never with party money, book money, etc.

If you have more than one child eating meals at school, it is ok to send one check, but it is important that you note on the outside of the envelope each child’s name, and how the money is to be divided. Otherwise, the money will be divided equally and deposited into each account. Envelopes may be turned into the cafeteria cashier or office secretaries.

Students on full pay, or reduced pay must bring money to be deposited in their account. Students on free meals must bring money to be deposited in their account if they wish to purchase extra milk or second meals.

First payments may be made at PTO Open House, student registration days, or anytime during office hours two weeks prior to the start of school. This will help to eliminate confusion on the first day of school.

When an account reaches a minimum or negative amount, a note will be sent home. A student having a delinquent lunch account may not purchase any extra food. Individuals who have a delinquent amount of \$10.00 or more will automatically be given a peanut butter sandwich and milk for lunch. The student will not be charged for the sandwich, but will continue to be served peanut butter until their balance is paid. At the parent’s request, a report can be generated to show exactly what purchases have been made in the cafeteria so parents will have the opportunity to find out exactly how their child’s money is being spent. This information is also available via the student’s LUMEN portal.

Parents who choose to send their child’s lunch to school are encouraged to make healthy food choices. Do not send soda pop or other carbonated drinks, as they will not be allowed in the cafeteria during meal times as they violate our school district’s Health Plan. These beverages will be confiscated.

*Parents/guardians are always welcome to enjoy lunch with their student. The district asks that parents please limit their visits at lunchtime to one visit per month. Parent lunches must be paid for prior to eating and cannot be charged to the student's account. We also ask that prior notice is given when a parent is planning on eating lunch with their student.*

## **STUDENT VISITOR POLICY**

Students are not allowed to bring other student guests to school to shadow them during the school day.

## **LOST AND FOUND**

Articles found in and around the school should be turned into the principal's office where the owners may claim their property by identifying it. It is advisable to place the student's name in clothing, lunch boxes, etc. At the end of the school year or season - depending on when the lost and found bin is full - clothing will be taken to a local thrift store.

## **MONEY AT SCHOOL**

In the interest of helping children learn the value of money and in eliminating temptation regarding the possession of another's property children must not bring money to school unless it is to be used for a specific school purpose such as milk, cafeteria fund or library books. Money sent to school should be placed in an envelope with the name of child, name of the teacher, amount, what the money is to be used for, and room number on the outside. No money collections will take place in the elementary building without the approval of the principal. Any money making project must first be discussed and plans must be in detail as to the project.

## **TOYS, GUM AND CANDY**

In the interest of safety and good study habits, children should not bring toys and small pocket articles, gum or candy to school unless requested by teachers. Children must not bring knives, toy guns or fireworks to school. Trading cards, MP3 players, music devices or electronic games should not be brought to school.

## **CLASSROOM PARTIES**

Princeton Elementary has three parties a year: Halloween, Christmas and Valentine's Day. Please note the following:

Halloween – The Elementary P.T.O. sponsors a Halloween parade where students parade around the gym in costume. Costumes should be brought to school, not worn to school as we conduct a normal educational day up until party time. Parents are welcome to come to the classroom at 2 p.m. to assist their child with their costume. After the parade, students will return to their classroom for traditional snacks and activities. FYI: No violent, inappropriate costumes or props will be allowed.

Parents who choose to bring treats to school for classroom parties or celebrations are encouraged to make healthy good choices. Examples of foods that would meet the Missouri Smart Snacks in Schools Nutrition Guidelines are: fruit (fresh, dehydrated, or fruit cups packed in water or light syrup), cheese sticks (reduced fat), or veggies and dip.

Christmas – Students will have a party in their classroom on the day prior to winter vacation. Teachers will send home notes with specific information in the weeks prior to this date.

Valentine's Day – Students will have a party in their classroom on Valentine's Day or another designated day should the 14<sup>th</sup> fall on the weekend or be a no-school day. Teachers will send home notes with specific information in the weeks prior to this date.

Any student who does not wish to participate in any or all of these celebrations will have an alternative activity available to them. Parents should write a note to the principal at least a week in advance so that other arrangements can be made for the child during this time.

## **PERSONAL PARTY INVITATIONS**

Invitations to personal parties may not be handed out at school during any part of the day. Please either mail, email or hand deliver to the recipient at their home.

## **HEALTH SERVICES AND THE SCHOOL NURSE**

Princeton R-V School District employs a full time registered nurse whose office is located in the elementary building. If there are questions regarding your child's health, you may reach her at 748-3335 ext. 232. It is advisable that you talk with her about any special needs your child may have.

Students will come to the office with health related problems.

Minor scrapes and bruises will be attended to by the school nurse or school personnel, but students will be sent home if:

- The student has a temperature of 100 degrees or more.
- The student has vomited.
- The student has a severe injury.
- The staff cannot determine the cause of a student's sudden physical or emotional distress.

Remember to dress your children in layers to go with the change in temperature. Please check them closely in the morning and start with a good breakfast. If your child still doesn't feel well, you might want to consider keeping them home. Students must stay home or will be sent home with a temperature of 100 degrees or more. All students must be fever free and vomit free, without the aid of medication, for 24 hours before returning to school.

## **HEAD LICE**

Millions of school children are infected with head lice each year. Head lice are parasites that are spread from head-to-head contact with an infected person or by an exchange of hats, clothing, brushes, combs, pillows, etc. Their presence does not indicate a lack of hygiene. Please call the school and let the principal or school nurse know if you have discovered head lice on your child and what you have done to treat it.

School Procedure - There is no medication that is guaranteed to kill 100% of all head lice and nits. Therefore, the school has chosen to not allow students in school, or on school buses, if they have live lice or nits in their hair.

1. When a child is found to have lice or nits, the child will be removed from the classroom. A parent or guardian will be notified to come and get the child from school. All siblings of the infected child will also be checked. The nurse will give guidance to parents on appropriate treatment procedures.
2. The school nurse will do head checks on all students in that grade and other friends and relatives that might have been infected.
3. To be readmitted to school, a student must be accompanied by a parent/guardian or responsible adult and must be examined by the school nurse. The student will not be allowed to ride the school bus until they have been treated, checked and readmitted to school. If no lice or nits are found, the child may go to the classroom. If lice or nits are still present on the child's head, the child will be sent back home for further treatment. This procedure will be repeated until the child is lice and nit free.
4. Within 6-10 days after being readmitted to school, the student will be examined again by the school nurse to determine if there is a re-infestation.
5. If it appears the parents of an infested student are failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits under these procedures, resulting in a prolonged period of absence of the student from school, the matter may be reported to the appropriate family/youth services and law enforcement agencies.  
By early detection, reporting, and treating, we can keep our school children lice free and nit free.

## **MEDICATIONS IN SCHOOL**

Some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. The district will provide administration of medication for any student if the parent/guardian is willing to comply with requests for documentation of need, provision of medication, and physician orders. A health professional licensed to prescribe by a state regulatory body may recommend that an individual student with chronic health condition assume responsibility for their own medication as part of learning self-care, e.g. inhalers used for asthma. Self-administration medication may be allowed if certain conditions are met.

### **I. Prescription Medication**

- A. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber name. When possible, the prescriber should state any adverse effects and any applicable emergency instructions.
- B. A parent/guardian will provide a written request that the school district comply with the authorized prescriber's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g., refrigeration. Medication supplies should not exceed a thirty-day supply.
- D. Documentation records of medication administered will include the student's name, drug, dose, date, time and name or initials of persons administering the medication.

### **II. Over-the-Counter Medications**

A written standing order or written protocol for the administration of over-the counter medications in school has been secured from authorized prescriber for individual students or for a prescriber's group of students. The use of a written standing order or written protocol applies only to registered nurses and licensed practical nurses who will assess the student's need for the medication. Administration of over-the counter medications may be delegated to a qualified person following the nurse's assessment that the medication as an intervention is appropriate and indicated in each instance.

### **III. Emergency Medication**

It is recommended that all schools be equipped with the medication, epinephrine, to be administered in the event of a severe allergic reaction, resulting in anaphylaxis. Emergency medications require orders from an authorized prescriber before their administration.

### **IV. Self-Administration of Medication**

Self-administration of medication means that the student is able to consume or apply medication in the manner directed by an authorized prescriber without additional assistance or direction. Our district allows Jr-Sr. High school students to routinely self-administer their medication. This policy allows the student to carry the medication, with a written statement from the parent requesting self-administration, or to have the permission on file, and medication stored in the health room or school office. Students may be responsible for taking their own medication after the school nurse has determined that the following requirements are met:

1. The student, the school nurse and the parent agree to the conditions under which the medication is to be self-administered.
2. The authorized prescriber request and parent request are on file.
3. The student's health status and abilities have been evaluated by the nurse or his/her designee who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.
4. The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency and time of day for which the medication is ordered.
5. The student follows a procedure for documentation of self-administration of medication.

6. The school nurse establishes a policy for storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room drug storage, or second readily available location.
7. The school nurse will monitor the student's manner of taking medication. This may include observe the student taking medication, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects, and notifying the parent/guardian of any problems including student's refusal or failure to take the medication.

#### **V. Handling, Storage and Disposal of Medications**

- A. A parent/guardian or other responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the school nurse. The medication must be in a pharmacy or manufacturer labeled container.
- B. The school district shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. Schedule II controlled substances e.g. Ritalin) shall be inventoried upon receipt and at least on a weekly basis by either the school nurse or an individual trained and supervised by the registered professional nurse to administer medications.
- C. Expiration dates on stock medication must be checked on a routine basis.
- D. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys shall be restricted to the extent possible. Students who are self-medication shall not have access to other students' medications.
- E. Parents/guardians may retrieve the medication from the school at any time.
- F. When possible, all unused, discontinued or outdated medication shall be returned to the parent/guardian and the return appropriately documented. With parent consent, medications may be destroyed by the school nurse, witnessed by another individual, and documented appropriately. All medications should be returned/destroyed at the end of the school year.

#### **VI. Role of the School Nurse in Medication Administration**

The administration of medication, including over-the-counter medications, is nursing activities which must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby, will supervise the administration of medication by licensed practical nurses and unlicensed personnel who are qualified by education, knowledge and skill to administer medications. A registered nurse should provide and document the requisite education, training, and competency verification.

It is the registered professional nurse's responsibility to:

1. Document the training, education, competency verification, and supervision of licensed practical nurses and unlicensed personnel who are delegated medication administration; provide information regarding product identification, safe dosage limits, side effects, interaction effects, adverse reactions, emergency procedures, and other pertinent drug information as indicated; and periodically monitor procedures.
2. Ensure medications originate from an order from an authorized prescriber and are appropriate, labeled, administered as prescribed, and properly documented after being administered.
3. Provide for safe, appropriate storage of medication.
4. Monitor the use of over-the counter medications and discourage the use of medication that might mask health problems or send the wrong message to students regarding drug use.
5. Communicate to parent/guardian and/or authorized prescriber the effect of the medication on the student's performance and behavior, and appraise them of frequent requests for "as needed" medication.
6. Administer certain immunizations under the direction of the consulting school physician and in cooperation with the local public health unit.
7. Establish a written procedure for dealing with questionable medication orders from a prescriber, including the manner in which medication administration is dealt with when administration pursuant to the prescriber's order is refused when it is believed that the safety of the child is at risk.

Adapted from Medications in Schools from Dept. of Elementary and Secondary Education-July 1996.

# IMMUNIZATIONS

Students cannot enroll and/or attend school unless immunized as required by Missouri Law.

## 2022-2023 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
- First dose must be given on or after twelve months of age.
- There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
- First dose must be given on or after twelve months of age.  
Kinderqarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



## **COMMUNICABLE DISEASE - STUDENT**

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to attend school and to be treated in a nondiscriminatory manner.

All students should receive age-appropriate information about the prevention and control of communicable diseases, to include the use of universal precautions. Instruction should be incorporated within a comprehensive school health curriculum in grades K-12 as stated in Missouri School Improvement Program Standards.

Reporting and disease outbreak control measures will be implemented in accordance with state and local laws and Department of Health rules governing the control of communicable and other diseases dangerous to public health, and any applicable rules promulgated by the appropriate county health department.

Superintendents who supply a copy of a board-approved policy that contains provisions substantially similar to this guideline to the Department of Health shall be entitled to confidential notice of the identify of any district child reported to the Department as HIV infected and known to be enrolled in the district (whether in a public or private school). The parent or guardian is also required by law to provide such notice to the superintendent.

**Universal Precautions** - The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district provides necessary equipment/supplies to implement universal precautions (see attachment).

**Categories of Potential Risk** - Students with infectious diseases that can be transmissible in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) are managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled: Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements promulgated by the local county health department.

A student infected with a blood borne pathogen such as hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

**Exceptional Situations:** There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both blood borne, and non-blood borne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, will be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian (s), 2) medical personnel, 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through the Individualized Education Program (IEP) process. In the case of a student who is disabled, but not identified under the Individuals with Disabilities Education Act, any change of placement would need to be effected through a multidisciplinary team meeting.

Specific mechanisms should be in place to ensure the following are consistently done:

- All episodes of biting, and all children who exhibit continuous testing shall be reported to the designated school administrator.
- The school nurse, and the designated school administrator when appropriate, should be informed of any child who has recurrent episodes of bleeding or who has uncoverable, oozing skin lesions.
- The school nurse, and the designated school administrator when appropriate, should be promptly informed of any child with an illness characterized by a rash.
- The school nurse and designated school administrator shall be informed promptly of any instance which has the significant potential for disease transmission.

## **HEALTH RECORDS CONFIDENTIALITY**

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. Missouri law 191.689 RSMo. (1994) identified two groups of people within a school system who will be informed of the identity of a student with HIV infection on a "need to know" basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school (see recommended Review Committee membership listed above); and
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care. Examples of people who need to know are: school nurse, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Educational Rights and Privacy Act.

## **COMMUNICABLE DISEASE POLICY REVIEW**

Districts should periodically review their policies and procedures and make revisions when necessary. (Revised Spring 1998)

### **APPROVED:**

Legal Refs: SS167.191, 191.650-703 RSMo.

Americans with Disabilities Act (42 U.S. C. 12101 et seq.) P.L. 92-142 Individuals with Disabilities Education Act of 1973 (20 U.S.C. 1400 et seq.) P.L. 92-112, Section 504 of the Rehabilitation Act of 1973 19 CSR 20.20.010 through 20.20.060 and 20.28.010

### **RECOMMENDED PROCEDURES:**

- (1) The district's policy and procedures on communicable diseases, including detailed information about procedures to be implemented should a student with a chronic infectious disease be enrolled, will be disseminated to parents of all students attending schools of the district and to the news media at least annually.
- (2) All employees will follow the most recently issued guidelines of the centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action.
- (3) Any staff member who has a basis for believing a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the building administrator who will request a review of the case by a designated health professional (school nurse, physician, county nurse).
- (4) If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excused from school for the number of days specified in the latest revision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases--A Guide for School Administrators and Control of Communicable Diseases--A

Guide for School Administrators," FHC 16, or until a physician certifies the student no longer is liable to transmit the disease.

- (5) If the designated health professional determines that a student identified as handicapped under the Federal Education for All Handicapped Children Act (P.L. 94-142) may be infected with a chronic infectious disease, the student's medical condition, and educational placement will be evaluated under the procedural safeguards stated in the district's compliance plan for implementing P.L. 94-142.
- (6) If the designated health professional determines that a student not identified as handicapped may be infected with a chronic infectious disease, the student shall be excluded from school and provided education in an alternative setting until the following procedures have been concluded.

The building administrator shall within three (3) working days request a team review and assessment of the student's medical condition. The team shall be comprised of the following:

- (a) the student's parents or guardians;
- (b) the student's personal physician;
- (c) a school health professional;
- (d) a public health official;
- (e) the building administrator; and
- (f) others mutually agreed upon by the district and the parents.

The team members shall be those responsible for determining the fitness of the student to attend school as provided for in Section 191.689, RSMo.

The team will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment and determine whether the student should be permitted to attend school without restriction; attend school under stated restrictions and conditions; or be excluded from attending school and provided an alternative educational program. The team will also establish dates and/or conditions under which the student's status will be reviewed.

The team will also identify the school staff members who have a medical need to know the identity of the infected student because they are responsible for providing proper health care and provide the names of those persons to the superintendent of schools or, in the case of nonpublic schools, to the chief administrative officer of the school as provided in Section 191, 689, RSMo.

- (7) The determination of the team will be made within three (3) working days after the team is convened and communicated in writing to the student's parents or guardians, the building administrator, and to the superintendent. The determination will be final unless reversed on appeal.
- (8) The parents or guardians of the student may appeal the determination of the team to the board of education by submitting notice of appeal in writing to the superintendent within five (5) working days after receiving notice of appeal, the superintendent will confer with the assessment team, review the record and/or receive additional information, and make a recommendation to the board. The board will consider the appeal at its next regularly scheduled meeting or at a special called meeting. The board's decision shall be final. The stated timeline may be adjusted by mutual agreement of the parties.
- (9) If a student with a chronic infectious disease is permitted to attend school, the building administrator will identify and notify the staff members who, for medical reasons, need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.

\*Staff members who have a need to know the medical identity of a student or employee with a chronic infectious disease would include:

- (10) Those who are designated by the school district to determine the fitness of an individual to attend school or work in a school environment;
- (2) Those who are responsible for providing health care to the infected individual, such as the school nurse, and;
- (3) those who are most likely to be in a position to render first aid to an infected individual in case of accident or medical emergency.

## SUPPLEMENTAL EDUCATION SERVICES

Princeton Elementary School takes the academic success of your child very seriously. Currently, the school provides the following services to our students should they need additional learning opportunities:

- Math and Reading Intervention Programs are built into the regular school day to provide additional instruction in those areas. These programs are a part of the normal school day and student participation is determined by assessment tools that the building has implemented. Students who show deficiencies in reading and math will be placed in these supplemental programs.
- FREE Tutoring is available to all students during the school year. If a teacher determines a student would benefit from tutoring, the parent will be contacted and an appropriate employee will be found to tutor the child either before or after school. If the parent would like to request tutoring, he or she may do so by contacting the classroom teacher or the principal. If the teacher and principal agree there is a need for tutoring, an appropriate employee will be found to do so.
- The CARE Team (discussed earlier in the handbook) may also be utilized to assist students with any learning deficiencies they may have.
- The online program Study Island is available free of charge for all students in grades K-6 in the content areas of language arts and math. Students are provided the login and password information from their homeroom teachers and may utilize this program at school and at home.

All questions, comments, concerns, and requests concerning any Supplemental Education Service programs should be addressed to the Princeton R-V Elementary Principal at 748-3335 ext. 230.

## STANDARD COMPLAINT RESOLUTION PROCEDURE FOR ESSA PROGRAMS

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

This guide explains how to file a complaint about any of the programs<sup>2</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

### 1. What is a complaint?

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

**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 Department)?**

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

This complaint resolution procedure applies to all programs administered by the Missouri Department of

Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

## **Notice of Non-Discrimination and Anti-Harassment Compliance**

The Princeton R-V School District may not discriminate in the educational programs and practices of the district. Students, parents/guardians, and community members are entitled to know appropriate procedures to file complaints of discrimination or harassment. The Princeton R-V School District prohibits engaging in unlawful discrimination, including harassment, creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and within regard to employment. Harassment, including sexual and racial harassment, whereby the school or work environment becomes permeated with intimidation, ridicule and insult that is sufficiently severe or pervasive to alter the conditions of a student's participation in the district's programs and activities, or of an employee's employment, is prohibited under district policy. In addition, unwelcome advances, requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature can contribute to rendering an environment hostile, and thereby discriminatory, on the basis of sex. The Princeton R-V School District policies manual has defined grievance procedures to register a complaint. Copies of that policy may be obtained from the superintendent's office or any principal's office. The following individual may also be contacted to aid in resolving discrimination or harassment complaints related to Section 504 and Title IX: Superintendent of Schools, Princeton R-V School District, 1008 E. Coleman, Princeton, Missouri 64673

## **TEACHER QUALIFICATIONS**

Our district is required to inform you of 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 to 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 level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 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.

Anyone wishing to receive information about the qualifications of their teacher may contact the school principal, Wes Guilkey at 660-748-3335, ext. 230, or by email at [wguilkey@tigertown.k12.mo.us](mailto:wguilkey@tigertown.k12.mo.us). Should you prefer mailing a request, the school's address is 225 S. College, Princeton MO, 64673.

## **PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)**

(Information below comes directly from the PIRC website found at <http://www.missouri-pirc.org/>)

The Missouri PIRC at LIFT 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 children's achievement in school. LIFT (Missouri's Literacy Resource Center), with multiple collaborative partners, 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.

Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education and state education agencies (SEAs) 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 (NCLB). The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities. The Missouri PIRC created systemic processes and services to ensure development and implementation of a state board and regional advisory councils. This ensures advocacy and support groups are available across the state to address the educational needs of parents and specific schools and school districts.

The regional advisory councils utilize the direction and guidance from the state board/SEAs and transfer information, resources, and support to parent advocacy groups, clusters of schools, districts, and regional organizations that are vested in families. This process enables the Missouri PIRC to provide direct impact to local schools and districts as a way to ensure families receive school-based and school-linked services. Most importantly, the systemic process educates families and schools about supplemental education services (SES) and who the local education agencies (LEA) providers are, and how to access the services.

The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent and school staff training, workshops, toll-free warm lines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, state and local parental involvement initiatives to help bridge families, communities, and schools. The goals of the project 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.

## **PUBLIC COMPLAINTS**

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

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

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed in writing to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school district as directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education.

Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the State, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Princeton R-5 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Princeton R-5 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 Princeton R-5 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 Princeton R-5 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 in the Special Education Director's office during school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Merideth Ussery, Special Educator Director at 660-748-3335, ext. 229.

This notice will be provided in native languages as appropriate. Last revised September 14, 2007.

# Princeton Elementary Student Handbook

## Acknowledgement of Receipt

I have read a copy of the Princeton Elementary School Student Handbook for the 2022-2023 school year. I understand that the policies set forth herein apply to all students of the school.

All elementary students in a family should be listed. Only one form per family needs to be returned to Elementary Office by the end of the first full week of school. Thank you!

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Student's Name

Grade

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Parent/Guardian Signature

Date

If you have any other information you would like to provide us regarding your child, please do so below: