

Harry S. Truman Elementary

1001 East 18th Street

Rolla, MO 65401

Phone: 573-458-0180

<https://www.rolla31.org>

Principal: Dr. Mandy Welch

STUDENT HANDBOOK 2020-2021



This handbook belongs to:

Name _____ Grade _____

Principal's Welcome

Dear Parents and Guardians,

Welcome to the 2020-2021 school year at Truman Elementary School. We are thrilled to have the opportunity to work with you and your child! We hold the belief that each child has the potential to succeed, and we invite you to partner with us in helping your child reach their full potential.

At Truman, we are committed to creating a nurturing, inclusive school climate where all individuals feel respected, supported, and safe. Your active involvement is welcomed and encouraged. Together, in partnership with family and community members, we'll engage students in meaningful, active learning and empower them to do and be their best.

Prior to the start of the school year, please take time to familiarize yourself with the student handbook which contains policies and guidelines followed at Truman and within our school district. Once familiar with the content, please share critical information and student expectations with your child. If you have any questions regarding the handbook, contact us at 573-458-0180.

Once again, welcome to Truman Elementary School and thanks for being part of the team. We look forward to a phenomenal year filled with learning, collaboration, and fun!

Best,

Mandy Welch, Ed.D.
Truman Elementary Principal

ROLLA PUBLIC SCHOOLS

MISSION

The responsibility of the Rolla School District is to provide in partnership with the community, the best educational opportunities possible for our students through a commitment to excellence in personnel, facilities, curriculum, and instruction.

BELIEFS

We believe that all students:

- Should be prepared to compete and excel in a global society.
- Should be prepared to become lifelong learners and responsible citizens.
- Deserve a safe and nurturing learning environment.
- Deserve the opportunity to realize their potential through early learning opportunities and intervention.
- Deserve the best educational opportunities possible through a community-wide commitment to excellence.
- Deserve the best teachers, and the school district is responsible for attracting and retaining high-quality educators.
- Deserve a stable educational environment, provided by secure fiscal management of the school district.

TRUMAN ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Truman Elementary School is to Promote Achievement With Students (PAWS).

GOALS

Goals are important and influence teachers' decisions. We agree that the best way to create interest in a subject is to render it worth knowing. Organizing the principles of thinking into clearly defined goals; will allow us to facilitate our mission, validate district goals, and reflect school needs and priorities.

1. Develop positive self-esteem in all students.
2. Teach higher levels of cognitive thinking in all curriculum areas.
3. Communicate an appreciation for reading and its practical application.
4. Continue to work toward improvement in student writing in all grades.
5. Continue to make decisions based on individual merit and not gender.
6. Yearly assessment scores will show improvement.
7. Continue to incorporate multicultural views and values in instruction.
8. Develop the ability to make global inferences based on knowledge obtained from instruction and life experiences.

STAFF

Office:

| | | |
|-----------|---------------|-------|
| Principal | Dr. Welch | 18010 |
| Counselor | Mrs. Hauck | 18030 |
| Nurse | Mrs. Rhodes | 18020 |
| Secretary | Mrs. McCauley | 18001 |
| Secretary | Mrs. Young | 18002 |

PK:

| | |
|----------------|-------|
| Mrs. Dablemont | 18101 |
| Mrs. Zalis | 18101 |

Kindergarten:

| | |
|----------------|-------|
| Mrs. Callen | 18107 |
| Mrs. Hoffman | 18106 |
| Mrs. Sneed | 18108 |
| Mrs. Swyers | 18105 |
| Mrs. Yarbrough | 18103 |

First Grade:

| | |
|-----------------|-------|
| Mrs. Brookshire | 18110 |
| Mrs. Edwards | 18204 |
| Mrs. Heimbaugh | 18202 |
| Mrs. Jennings | 18109 |
| Dr. Lukefahr | 18201 |

Second Grade:

| | |
|---------------|-------|
| Mrs. Barnes | 18203 |
| Mrs. Cross | 18208 |
| Mr. Durrett | 18207 |
| Mrs. Register | 18205 |
| Ms. Ruder | 18206 |

Third Grade:

| | |
|--------------|-------|
| Mrs. Bahr | 18209 |
| Ms. Hoffman | 18210 |
| Mrs. Lonning | 18211 |
| Dr. Williams | 18212 |

Specials:

| | | |
|---------|---------------|-------|
| Music | Mrs. Wolff | 18311 |
| Art | Mrs. Robinson | 18310 |
| P.E. | Coach Reeves | 18309 |
| Library | Mrs. Hook | 18040 |
| | Mrs. Goff | 18040 |

Title:

| | | |
|------------|----------------|-------|
| Math | Mrs. Lewis | 18102 |
| | Mrs. McKnight | 18102 |
| Reading | Mrs. Ledbetter | 18104 |
| | Mrs. Raymond | 18104 |
| Comm. Arts | Mrs. Hoss | 18104 |

Special Services:

| | | |
|--------------|-----------------|-------|
| Teacher | Mrs. Bunter | 18301 |
| | Ms. Cyrus | 18301 |
| Teacher | Mrs. Reed | 18303 |
| | Ms. Schmid | 18303 |
| | Mrs. Johnson | 18303 |
| Teacher | Mrs. Leathers | 18304 |
| | Mrs. Sbabo | 18304 |
| Teacher | Mrs. Rothermich | 18305 |
| | | 18305 |
| Speech | Mrs. Moreland | 18302 |
| Proc. Coord. | Mrs. Neef | 18026 |
| ELL | Ms. Erenmemis | 18401 |
| | Mrs. Lim | 18401 |

Custodial:

| | | |
|---------------|---------------|-------|
| Day Custodian | Mr. Tucker | 18123 |
| Custodian | Mr. Heflin | 18123 |
| Custodian | Ms. Stanfield | 18123 |

Food service:

| | | |
|---------|--------------|-------|
| Manager | Mrs. Houston | 18050 |
|---------|--------------|-------|

To leave a message for your child's teacher during the day, please call
458-0101 and enter the extension number.

ROLLA PUBLIC SCHOOLS CALENDAR



2020-2021 Rolla Public Schools Calendar

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
|---|----|----|----|----|----|----|--|----|-----|-----|-----|----|----|--|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | 1 | 2 | 3 | 4 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 30 | 31 | | | | | | | | | | | | |
| 3: Independence Day Observed 4: Independence Day | | | | | | | 12-14: New Teacher Orientation 17: Professional Development 18-21: Teacher Workdays 24: First Day of School | | | | | | | 7: Labor Day (NO SCHOOL) 25: Professional Development EARLY RELEASE (1 pm) | | | | | | |
| 2020 | | | | | | | 2020 | | | | | | | 2020 | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 27 | 28 | 29 | 30 | 31 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | | | | | | | |
| 16: End of 1st Quarter 23: Parent/Teacher Conferences (NO SCHOOL) | | | | | | | 9: Professional Development (NO SCHOOL) 25-27: Thanksgiving Break (NO SCHOOL) | | | | | | | 18: End of 2nd Quarter / Dismiss at 1:00 21 Dec - Jan 4: Winter Break (NO SCHOOL) | | | | | | |
| 2020 | | | | | | | 2020 | | | | | | | 2020 | | | | | | |
| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | | | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | |
| 4: Teacher Workday/Professional Dev. (NO SCHOOL) 5: Classes Resume 18: Martin Luther King Day (NO SCHOOL) | | | | | | | 15: President's Day/Professional Development (NO SCHOOL) | | | | | | | 5: Prof. Dev/EARLY RELEASE (1 pm) 12: End 3rd Quarter 19: Parent/Teacher Con. (NO SCHOOL) 22-26: Spring Break (NO SCHOOL) 29: Classes Resume | | | | | | |
| 2021 | | | | | | | 2021 | | | | | | | 2021 | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | 1 | 2 | 3 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25* | 26* | 27* | 28 | 29 | 27 | 28 | 29 | 30 | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 30 | 31 | | | | | | | | | | | | |
| 16: Professional Development (NO SCHOOL) | | | | | | | 16: Commencement 27: Last Day of School (Dismissed at 1:00) 28: Teacher Workday 31: Memorial Day | | | | | | | June 3-30: Summer School | | | | | | |
| 2021 | | | | | | | 2021 | | | | | | | 2021 | | | | | | |

Holiday - No School*
 New Teacher Orientation
 TW/Prof. Dev. - No School
 TW/Prof. Dev. 1 pm Release
 End of Quarter
 Break - No School
 Classes Begin/End/Resume

* INCLEMENT WEATHER MAKE-UP DAYS

Days of school lost to inclement weather will be made up in the following order: May 25; May 26; May 27

Any of the 3 days listed at end of school year (May 25, 26, and 27) not needed as inclement weather make-up days will be dropped and the last day of school year will be adjusted accordingly.

JUL 4: Independence Day
 AUG 12-14: New Teacher Orientation
 AUG 17: Professional Development
 AUG 18-21: Teacher Workdays
 AUG 24: First Day of School
 SEP 7: Labor Day (NO SCHOOL)
 SEP 25: Professional Dev. Dismiss @ 1pm
 OCT 16: End of 1st Quarter
 OCT 23: Parent Teacher Conf (NO SCHOOL)
 NOV 9: Professional Dev. (NO SCHOOL)
 NOV 25-27: Thanksgiving Break (NO SCHOOL)
 DEC 18: End 2nd Quarter / Dismiss @ 1:00
 DEC 21 - JAN 4: Winter Break (NO SCHOOL)
 JAN 4: Teacher Workday/Professional Dev. (NO SCHOOL)
 JAN 5: Classes Resume
 JAN 18: Martin Luther King Day (NO SCHOOL)*
 FEB 15: Professional Dev. (NO SCHOOL)
 FEB 15: President's Day (NO SCHOOL)*
 MAR 5: Professional Dev. Dismiss @ 1 pm
 MAR 12: End of 3rd Quarter
 MAR 19: Parent Teacher Conf (NO SCHOOL)
 MAR 22-26: Spring Break (NO SCHOOL)
 MAR 29: Classes Resume
 APR 16: Professional Dev. (NO SCHOOL)
 MAY 16: Commencement
 MAY 27: Last Day of School (Dismiss @ 1 pm)
 MAY 28: Teacher Work Day
 MAY 31: Memorial Day
 JUN 3-30: Summer School

Adopted by Board of Education: January 9, 2020

Inclement Weather Information Line: 458.0101 (#2) | www.rolla31.org

DAILY SCHEDULE

| | |
|-------------|--|
| 7:35 a.m. | Building doors open for students to enter. Breakfast is served until 8:00 a.m. |
| 7:35 a.m. | Buses start arriving |
| 7:55 a.m. | Students are dismissed to classrooms |
| 8:05 a.m. | Tardy bell |
| 8:10 a.m. | Announcements |
| 10:55-12:20 | Lunch periods (continuous) |
| 11:15-12:40 | Recess periods (continuous) |
| 3:15 p.m. | Dismissal begins for "early buses," car riders and walkers |
| 3:25 p.m. | Remainder of bus riders dismissed from classrooms to the cafeteria |

All Truman Students Are Expected To:

*Be Respectful
Be Responsible
Be Ready to Learn*



Character Education Monthly Themes:

*August: Be on Time
September: Be a Hard Worker
October: Be Polite
November: Make a Difference
December: Be Caring and Share
January: Be a Goal Setter
February: Be Healthy
March: Be Prepared
April: Be Confident
May: Be Your Best*



| Truman Elementary Behavior Expectations PBS Matrix | | | |
|---|---|--|--|
| Expectations⇒ Settings ↓ | Be Respectful | Be Responsible | Be Ready to Learn |
| Always | <ul style="list-style-type: none"> ● KAHFOOTY | <ul style="list-style-type: none"> ● KAHFOOTY | <ul style="list-style-type: none"> ● KAHFOOTY |
| Classrooms/ Specials | <ul style="list-style-type: none"> ● Stay in personal space ● Be honest ● Invite others to join in ● Use kind words | <ul style="list-style-type: none"> ● Turn in completed assignments on time ● Stay seated and raise your hand for permission to get up ● Bring needed materials to class | <ul style="list-style-type: none"> ● Be prepared ● Make good choices |
| Cafeteria | <ul style="list-style-type: none"> ● Use kind words and actions ● Be considerate of others sitting around you ● Use a quiet voice | <ul style="list-style-type: none"> ● Stay seated and raise your hand for permission to get up ● Eat your own food ● Put trash in trash cans | <ul style="list-style-type: none"> ● Be polite ● Use “please” and “thank you” |
| Restrooms | <ul style="list-style-type: none"> ● Allow for privacy of others ● Clean up after self ● Use one paper towel and one pump of soap | <ul style="list-style-type: none"> ● Wash hands with soap and water ● Keep water in the sink ● Flush the stool or urinal ● Clean up after self ● Place trash in trash can | <ul style="list-style-type: none"> ● Use bathroom quickly and quietly ● Wait your turn patiently ● Return to class promptly |
| Playground | <ul style="list-style-type: none"> ● Invite others to join ● Share equipment ● Enter/exit building SSS ● Use kind words ● Freeze on signal | <ul style="list-style-type: none"> ● Use equipment appropriately ● Keep rocks on the ground | <ul style="list-style-type: none"> ● Be a problem solver ● Learn new activities ● Respond appropriately |
| Assemblies | <ul style="list-style-type: none"> ● Keep eyes on the speaker ● Sit criss-cross applesauce, hands in lap | <ul style="list-style-type: none"> ● Be a good listener ● Sit quietly ● Applaud with appreciation ● Be courteous and polite | <ul style="list-style-type: none"> ● Stay silent during presentation ● Raise hand to ask or answer questions |
| Hallways | <ul style="list-style-type: none"> ● SSS-short, straight, silent lines ● Stay on the right side of the hall ● KAFHOOTY | <ul style="list-style-type: none"> ● SSS-short, straight, silent lines ● Stay on the right side of the hall | <ul style="list-style-type: none"> ● SSS ● Carry items appropriately ● Be considerate at the water fountain ● Return to class promptly |
| Bus Room | <ul style="list-style-type: none"> ● Stay in assigned area ● Use quiet voice | <ul style="list-style-type: none"> ● Face forward ● Keep backpack closed at all times and in lap or on back ● Follow teacher into bus room | <ul style="list-style-type: none"> ● Enter/exit with a quiet voice |

| | | | |
|--|--|---|--|
| Early Bus Riders/Walkers/Car Riders | <ul style="list-style-type: none"> • Walk to bus or car quietly | <ul style="list-style-type: none"> • Keep backpack closed at all times • Listen for announcements | <ul style="list-style-type: none"> • SSS |
| Bus | <ul style="list-style-type: none"> • Follow directions • Use kind words • Stay seated • Respect personal space and property of others • Use quiet voice | <ul style="list-style-type: none"> • Take all belongings when exiting • Be ready to get on and off the bus • Give all bus passes to the driver immediately • Go directly home | <ul style="list-style-type: none"> • Make good choices • Practice all bus rules |
| Field Trips | <ul style="list-style-type: none"> • Wait your turn • Use kind words and actions • Listen and follow directions • Use appropriate voice for the activity | <ul style="list-style-type: none"> • Follow school rules • Stay with your group • Dress appropriately for activity • Keep track of belongings | <ul style="list-style-type: none"> • Walk when moving between activities • Be a Truman student |
| Outdoor Classroom | <ul style="list-style-type: none"> • Respect plants/animals • Respect classroom privacy and learning | <ul style="list-style-type: none"> • Listen and follow directions • Stay on paths | <ul style="list-style-type: none"> • Enjoy the area as a peaceful, learning environment |
| Computer Lab | <ul style="list-style-type: none"> • Treat the computer with respect • Keep hands off the monitor • Gently use the keyboard and mouse | <ul style="list-style-type: none"> • Raise your hand if you need help • Keep food/drink outside of lab | <ul style="list-style-type: none"> • A teacher must be with you at all times |
| All Settings | <ul style="list-style-type: none"> • Treat others the way you want to be treated • Be an active listener • Follow adult directions • Use polite language | <ul style="list-style-type: none"> • Stay in personal space • Allow others to resolve own problems • Accept outcomes of your behavior | <ul style="list-style-type: none"> • Include others • Be an active participant • Give full effort • Be a team player • Do your job as a student |

ATTENDANCE

Regular school attendance is required by Missouri Law and an important factor in a child's academic progress. Unless a child is ill, he/she should be in attendance. Please call the office at 458-0180 the morning of your child's absence.

Students absent for medical appointments should furnish the office with a note from the doctor, dentist, or other medical authority. If at all possible, doctor appointments should be made after school to promote attendance and increase achievement.

Once a student has 5 absences, a letter will be sent to the parent/guardian informing them of the district's attendance policy and concerns for the student's progress. If a child has had 15 absences, the matter will be referred to the Department of Family Services or the Phelps County Juvenile Office.

If you have a question as to whether to send your child to school, please see the Student Health Services section in this handbook. (See Board Policy JED)

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 8:05 is considered tardy. Tardiness will prevent a child from having perfect attendance.

A student arriving late must be signed in at the school office by their parent or an adult.

ARRIVAL AND DISMISSAL

CAR RIDERS

Arrival: Front Parking Lot

School begins at 8:05 A.M. each day. Students who are brought to school by private vehicle should not arrive at school prior to 7:35 A.M. Please do not drop off children any earlier as there will not be supervision. All students arriving late or being dismissed early must be signed in or out through the school office by their parents or an adult.

Parents dropping off students by private vehicle are asked to pull through the drop-off lane to unload. To keep traffic flowing, please pull forward as far as possible, and unload in a timely manner. For safety purposes, students should only exit the vehicle from the passenger side.

There is no parking in the drop-off lane during morning arrival times. Do not attempt to pass a vehicle that is unloading – this is not a safe practice. For safety purposes, the bus lane is designated and is reserved for buses only. Please do not use this lane for private vehicles.

Dismissal: Back Parking Lot (East Lot)

Parents are not allowed to park and pick up their children. During dismissal, adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Please be patient during the first two weeks as everyone is learning a new routine. Once established, the car rider line will move quickly and efficiently.

The school provided vehicle tag should be displayed in the vehicle window. The teacher on duty has been instructed to require the tag for release of a student. If you or the person you have designated to pick up your child does not have the tag, you or he/she will have to come to the office and present a picture ID.

WALKERS

For safety purposes, Kindergarten students are not allowed to walk. There may be an exception, if they have an older sibling present. Otherwise, Kindergarten students must ride the bus or be picked up in the car rider line.

Children that walk to school should never be on the parking lot, as a sidewalk to 18th Street has been installed for their safety. A crossing guard is located on 18th Street, in front of the school. Students arriving from the south of 18th Street should plan their walking route so that they will cross where the guard may assist them. Children walking along the north side of 18th Street should always use the sidewalk and avoid “horseplay” that results in endangering their safety as well as that of other students.

CHANGES TO DAILY DISMISSAL

Your child’s teacher or the Truman Elementary office must be informed in writing if a student deviates from his/her regular routine. If it is not possible to notify the school in writing, please call the school as early in the day as possible. If it becomes necessary for a permanent change in routine, please notify the school in writing.

EARLY DISMISSAL

If weather conditions make it necessary to close or cancel school, parents may call 458-0101. A voice mail message will announce school cancellation. Parents will also be notified by school messenger and over the local radio stations KTTR (AM-1490), KZNN (FM-105.3), KUMR (FM-88.5). Parents are requested to develop a plan for early dismissal so that students will know what to do when this occurs. All irregular dismissals will be given as much advance notice as is possible. In case of an emergency or an unexpected early dismissal, parents and patrons can also check the [District website](#).

FIELD TRIPS

Field trips may be planned which are aligned with the grade specific curriculum during the year. These trips are for instructional purposes and often are the highlight of the student’s year. Parents and grandparents may be asked to accompany the class on the trip as a chaperone. No siblings or relatives (non-parents) are allowed to come on the field trip. If the parent drives their own vehicle, no other children except the driver’s own child may ride in a private vehicle. A parent must provide written authorization to the Principal to allow a child to be transported by a non-custodial adult. On field trip days, the students must report to school for attendance or they will be reported absent.

CHAPERONE POLICY

If you would like to chaperone any field trips or school activities (Field Day, classroom parties, etc.) please know that the Rolla Public School District now requires a background check to ensure the safety of all students. You can register with [FCSR online](#) or in person at the RPS Administration Building. Information can be found by selecting the volunteer program found in the community dropdown menu on the District website. Questions can also be answered by contacting Truman Elementary. Only those approved through Central Office will be permitted to chaperone students.

GRADING AND REPORTING

Teachers regularly send home graded papers so parents are informed about a child’s progress in school. In some subjects, students work in groups based on individual levels of functioning and ability so that each child has the opportunity to be successful. Each “grade” must be interpreted in light of all other information on the report card. Questions about grading criteria should be directed to the child’s teacher. A separate grading and reporting system is used for kindergarten. This is explained to kindergarten parents through material given to them throughout the year..

RECESS

Weather permitting; students are given recess each day. Shorter outside recess times are scheduled on very cold days. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. Students will have supervised indoor recess on days when bad weather prevents outside recess. All students must be on the playground during outside recess. (Please inform your child's teacher or the office by written note if there are special needs which prohibit your child from going outside.) After three consecutive days, a written doctor's note must be provided.

SAFETY DRILL PROCEDURES

Fire, tornado, earthquake, and intruder drills are held regularly throughout the school year. Students receive appropriate instructions for these procedures in each class. In case of an emergency parents and patrons will be notified by school messenger or through local radio stations KTTR (AM-1490), KZNN (FM-105.3), KUMR (FM-88.5) and on the [District website](#).

STAFF CONTACT

Parents are encouraged to contact the school staff any time there is a question or concern. Appointments may be arranged by calling the school office at 458-0180 or leaving a voicemail message for the teacher. Teachers welcome contact with parents, in addition to the parent-teacher conferences scheduled at the end of the first and third quarters.

The Board of Education's policy for addressing complaints related to a student states the concern must first be expressed to the child's teacher. If satisfaction is not achieved at that level, the principal may become involved, then the Assistant Superintendent, Superintendent, and finally, the School Board. Board policy KL addresses the proper procedure for making a complaint. This policy can be found on the [District website](#) under Board policies.

VIRTUAL COURSE ENROLLMENT

In accordance with state law, our district provides the option to enroll in approved virtual courses. Please visit the [District website](#) for more information.

VISITORS

Parents and patrons of the school district are welcome to visit district schools, district events, or their child's classroom. Arrangements should be made with the appropriate teacher(s) prior to the visit. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. Children who are not students of the district are not permitted to visit classrooms during the instructional time without previous arrangements. (Board policy KK). This policy can be found on the [District website](#) under Board policies.

All visitors must report to the office, sign in and receive a visitor's pass before proceeding elsewhere in the buildings.

VOLUNTEERS

Parents and community members are encouraged to volunteer in classrooms, programs, and extracurricular activities. Please contact the Coordinator of Volunteer Services at 458-0100 or visit the [District website](#) if you are interested in volunteering.

CAFETERIA

The cafeteria opens daily at 7:35 AM. All breakfast and lunch menus offered meet the National School Breakfast/Lunch Program guidelines. Please see the [District website](#) to find monthly menus, online payment information etc.

FREE & REDUCED SCHOOL MEAL APPLICATIONS

Please apply online at <https://www.myschoolapps.com/Application>. Returning students must apply before the cutoff date in September or meals will automatically be charged at full price. Payment will be due for any meal charges accrued prior to application approval.

Daily Meal Prices for the school year are:

- Breakfast – \$1.45 full price /.30 reduced price
- Lunch - \$2.15 full price /.40 reduced price

Lunch Milk may be purchased by students who bring their lunch from home. (.50 per carton) Students must have money on their cafeteria account to make lunch milk purchases. Snack Milk is served in grades K-3 classrooms. (25 count tickets are available at \$12.50 ea.)

PAYMENT OPTIONS

- Online Payment – set up your account at – www.mySchoolBucks.com. All parents/guardians are encouraged to open an online account. It's free features will help you to monitor your student's cafeteria account: low-balance email alerts, current balance, transaction and purchase history. A \$2.49 convenience fee applies only when making a payment.
- Send cash or check with your child in a labeled envelope. Include the child's full name, ID#, & teacher. Specify if you are purchasing meals and/or snack milk tickets. Write the student's name or ID # in the memo section of the check.

Students may charge meal purchases only. The charge limit is \$10.80.

School Meal Balance Notifications are sent by email. You may initially need to release these items from your Spam/Junk folder. Charge letters are sent home with students whenever email information is unavailable. Please check backpacks daily and send payment the following day. If your payment will be late, please provide meals from home until money for meals can be sent. Once the maximum charge limit is reached, we will offer our choice of an alternate item and milk at no cost. Students may not purchase *extra items when their account balance is negative. (*snack milk & lunch milk)

All cafeteria balances automatically roll over at the end of the year. Your student's balance transfers with them to the next grade level and district school.

REFUND CHECKS

For balances of \$5 or more, call 458-0100 (ext.11110). Leave a message with your name, phone number, and your new mailing address. Any fees owed will be deducted first. Checks are mailed. Please allow 4-6 weeks for processing. All students in grades K-3, who eat school meals or purchase lunch milk should memorize their 5 digit ID#.

MEDICAL DIETARY NEEDS

Students with health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Meal Modification form to the school nurse before any meal accommodations will be considered. The form must state the medical reason, list the food(s) to be omitted, name substitutions, and be signed by the child's doctor and a parent or guardian. Updated forms will be required when changes to the information on file are necessary. USDA guidelines obligate public schools to furnish substitutions only for those dietary issues which are deemed disabling or severe and only when the required documentation has been submitted. The nurse will notify the cafeteria staff when a completed form is submitted. Appropriate meal replacements may be provided as directed by the Dept. of Elem. & Secondary Education (DESE)

and/or as indicated by the child's doctor. Forms are available from the school nurse and on the [District website](#).

LIBRARY

CHECKOUT

The library is open for checkout during the school day, and students may be sent individually as needed. Students check out books during one of their weekly library visits. The number of books students check out varies by grade level: Kindergarten - one book, first grade - two books, second and third - 3 books. Loan period is one week. Students with overdue books are not allowed to check out additional books.

BOOK CARE

Students are expected to take good care of library materials and to be careful about where the book is kept. Checking out a book is an agreement to take care of it, so other students will be able to use it in the future. Books are checked for damage both during check in and check out.

Students should also check through books as they are checking out and report any problems they see at that time.

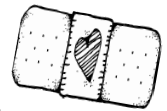
FINES

Charges will be assessed if a book is returned damaged beyond normal wear and tear. Damage that requires fines include: liquid damage, missing pages, broken bindings, food stains, ripped Mylar or missing covers, labels damaged or removed, attempts made to repair the book that damage the book further, destructive treatment of the book. Students are expected to pay fines promptly. A student with a fine will be restricted in the number of books they may checkout.

STUDENT HEALTH SERVICES

We want your child to be in the best of health and ready to learn at Truman. We can do this together, by following this division of responsibility:

- Parents have primary responsibility for their child's health.
- The school nurse is responsible for emergency treatment and sudden illness at school.



In an effort to keep all children safe at school, and to prevent the spread of illness, please observe the following policies:

EMERGENCY INFORMATION

It is of utmost importance that we have someone to contact should an urgent or emergency situation arise. Please keep your personal and emergency contact information up to date.

MEDICATION POLICY

Whenever possible, schedule medication to be given when your child is at home. If your child needs medicine at school, state law requires the following:

- Prescription medicine must arrive in a current, pharmacy labeled container with the correct dose
- Only the parent/guardian can bring the medication to school NOT the student
- Over the counter medication must arrive in the original container
- Tylenol, Advil and cough drops do not require doctor permission
- All other over the counter medication requires written doctor permission
- The first dose of medicine must be given at home
- Please notify the school nurse of any medication changes

FEVER AND COMMUNICABLE DISEASE

Any child with a temperature greater than 99.9 will be sent home. They may return to school if body temperature has been 99.3 or less for at least 24 hours WITHOUT the use of fever reducing medicine (Tylenol, Motrin, etc.).

HEAD LICE

A new district head lice policy was created to keep kids from missing school needlessly. Students will be sent home only when live lice are present and should only be kept home for the minimum time needed for treatment. A parent or guardian must accompany the student to be rechecked by the nurse. The school nurse will work with families to assure proper treatment and complete nit removal. Please be aware that nits will eventually hatch, so it is imperative that the nits be removed as soon as possible.

GASTROINTESTINAL ILLNESS

A child who has vomited or has/had diarrhea in the past 24 hours should be kept home for observation. Since the causes of gastrointestinal illnesses are highly variable (stress, sinus drainage, food poisoning, virus, etc.) please contact the school nurse prior to sending your child to school. Your child should be able to tolerate a normal diet before returning to school. Students vomiting or having diarrhea at school may be sent home under the direction of the school nurse.

PINK EYE

Conjunctivitis may be bacterial, viral, or allergic in origin. A child with redness of the sclera (white part of the eye), drainage (clear or yellow), swelling, complaint of pain, itching or discomfort will be sent home. The child may return to school when symptoms have subsided, antibiotic drops have been given for a full day or a physician sends a note stating the child may return to class.

SPECIAL PROGRAMS

ACCELERATED READER

AR is a reading practice program that allows students to select and read library books that are written at a level that is appropriate for them. Each student takes a STAR test in the fall that determines reading level. Library books are labeled with colored stickers that identify the various reading levels. Students then 1) select and read a book; 2) take an AR reading practice quiz; and 3) the computer adds the quiz results to its database and generates a report for the student and teachers.

Individual goals are set and progress is rewarded throughout the school year. You can find a complete title/author/reading level listing of Accelerated Reader books [here](#).

GUIDANCE AND COUNSELING

Truman's guidance program provides important benefits to all students by addressing the needs of students as they encounter and deal directly with issues concerning their self-concept, interpersonal relationships, character education, educational development, and beginning career exploration. The program revolves around structured Guidance Curriculum Classroom Activities presented every two weeks in all classrooms, grades Kinder through third, by the guidance counselor.

The counselor at Truman works with all students, parents, teachers, administrators, and the community. Responsive Services including personal counseling, crisis counseling, agency referral, and consultation for parents, teachers, and other professionals are all available on an as needed basis. If you have any problems or concerns that you would like to discuss concerning your student at any time, please feel free to contact the guidance counselor at Truman.

LEARNING DISABILITIES

Students who attend the resource room come for particular subjects that they need help with. Subjects that are addressed in the resource room are reading, math, and written language, which includes spelling. For a student to be placed in the Learning Disabilities program, the school must have the parent's permission to test the child to see if they qualify under specific state guidelines. The diagnostic team meets with the parents to go over testing and discuss the child's scores. If the child meets the state guidelines for the program then an Individual Educational Program, an IEP is developed with the parents. The parents must agree to the IEP and sign a permission form to have them in the program. The students come and work in small groups. Modifications are made for them and they work on a level where they can be successful. The classroom has a full time aide, so there are two adults in the room to work with the students in small groups or on an individual basis.

SPEECH/LANGUAGE THERAPY

The Speech/Language Pathologist works to help students with speech and language disorders to eliminate or minimize their problems. There are four main areas of concern in the school setting: Articulation is the way we say our speech sounds. There is a developmental age range for each sound we acquire. Language includes receptive (understanding) and expressive vocabulary and grammar. Fluency is the flow or rhythm of our speech. Voice is the pitch, quality, and loudness of our speech.

Students in kindergarten and first grade are screened annually for misarticulations. Parental permission is required before diagnostic testing can begin. If they meet the criteria for the program, parental permission is required and an IEP developed before the student begins receiving speech/language services. Students attend this class in 15 to 30 minute blocks of time periodically throughout the week.

REMEDIAL CLASSES

Title I Math, Reading, and Communication Arts are federally funded remediation programs. The purpose is to help qualified students learn the necessary skills and concepts that will allow them to work on grade level. At each grade level, the students most in need are served first.

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

The Board of Education believes that the education of each student is a responsibility shared by the school as well as the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents in the educational process including:

- Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:
 - Provide input into district policies.
 - Volunteer time within the classrooms and school programs.
 4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
 5. Perform regular evaluations of parent involvement at each school and at the district level.
 6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
 7. If practicable, provide information in a language understandable to parents.

TITLE I PARENT INVOLVEMENT

District Policy

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parent involvement.
- Coordinate and integrate Title I parental involvement with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Involve parents in the activities of the schools served.

School Policy

Each school receiving Title I funds will jointly develop and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

- The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

- Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

MIGRANT EDUCATION PROGRAM PARENT INVOLVEMENT

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

LIMITED ENGLISH PROFICIENCY PARENT INVOLVEMENT

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program. Parents will be notified of their rights regarding program content and participation.

TITLE I: RESOURCE LABS PARENT INVOLVEMENT POLICY

At Truman, we believe that parent involvement and meeting individual needs of students are essential to student success. Truman Elementary will continue to develop and create an environment in which parents feel welcome and needed, as well as to continue reaching out in new ways to connect with all parents. Parents are encouraged to actively participate in their child's education by supporting their school and realizing the important role they play in their child's achievement.

The following Parent Involvement Plan was developed and agreed upon by the Title I Advisory Council, which included both staff members and parents. Information received from parent evaluations and informal parent feedback will be used in reviewing the plan and if appropriate, revising the plan annually. This plan, in addition to a description of the Title I program, will be discussed at an annual fall meeting. The plan can be found in the school's Title I handbook. This handbook will be sent home with students participating in the program and/or available upon request.

The Title I Program, national educational standards, Missouri educational standards, state and local assessment tools, and the school's performance profile showing progress toward meeting the learning goals, will be communicated to parents in a variety of ways that include:

- Annual fall meeting with an explanation of the Title I program, requirements and rights
- PTO meetings
- Title I Parent Handbook
- Parent-Teacher Conferences

Truman Elementary will provide opportunities for parents to be involved and share in appropriate decision making through:

- Classroom visitations
- Parent Involvement Nights
- Title I Advisory Council – this committee will provide opportunities for parents to be involved in the planning, review and improvement of the school's Title I program and the Parent Involvement Plan
- PTO
- An annual survey to determine what services and information the program can provide that would be of the most assistance to participating families.

Truman Elementary uses a curriculum that is aligned with the Missouri Learning Standards. This curriculum is available for parent's review, upon request, at the school.

Parents will be notified about their child(s) progress and student assessment results through:

- Progress Reports and Report Cards from classroom teachers
- Conferencing – school, home, phone, and/or letters

A Parent-School Compact has been developed and approved by the Title I Parent Advisory Council and outlines the responsibility of parents, staff and students for improving student achievement. The Parent-School Compact describes the following:

- Responsibilities of student to support learning
- Responsibilities of parent to support learning
- Responsibilities of teacher to support learning
- Responsibilities of principal/administrator to support learning

Effective parent involvement and partnerships among the school, parents and community will be ensured by:

- Providing information needed to supply parents the resources necessary to improve the achievement of their child. Parent Involvement activities will be held at various times to accommodate as many parents as possible.
- Coordinating and integrating Title I strategies with other parent community programs such as Parents as Teachers, Head Start and various other programs.
- Developing appropriate roles for community organizations and businesses in parent involvement activities.

Each year, during the final quarter of the school year, an annual review meeting will be held. This meeting will be in the form of a celebration also honoring the hard work that has been accomplished by the student. The meeting will provide a forum to assess and evaluate the entire Title I program, not just the parent involvement component. All parents are invited and encouraged to attend this meeting and provide valuable feedback on outcomes of the program.

Title I funds may be used to pay for necessary and reasonable expenses associated with parent involvement activities including but not limited to childcare and transportation.

Truman staff will, to the greatest extent possible, communicate with parents in the most appropriate manner and language. Additionally, other reasonable support for Title I parental involvement will be provided as requested by parents.

SCHOOL-PARENT-STUDENT COMPACT

This agreement is a pledge to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

Student Agreement

As a student, I pledge to:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school and learning.
- Know and obey all school and class rules.
- Be respectful of my schoolmates and the adults that help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can and complete all assignments on time.
- Limit my TV viewing and do learning activities instead.
- Discuss with my parents what I am learning in school.

Parent/Guardian Agreement

As a parent/guardian, I pledge to:

- Respect, love, and encourage my child, their ideas, and their growth
- See that my child attends school regularly and on time.
- Support the school in its effort to maintain proper discipline.
- Establish an uninterrupted study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing in school by attending conferences and reviewing schoolwork.
- Respond to communications sent home.
- Limit my child's TV viewing and encourage learning activities instead.

Teacher Agreement

As a teacher, I pledge to:

- Respect, love, and encourage children, their ideas, and their growth.
- Find out what techniques and materials work best for each student.
- Vary techniques, materials, and pace of instruction to ensure all students master the desired outcomes.
- Expect students to master the desired outcomes by focusing on achievement.
- Be available to explain or answer questions about the curriculum.
- Provide necessary assistance to parents so their children can be successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

Principal Agreement

As a principal/administrator, I agree to:

- Create a welcoming environment for students and parents.
- Communicate the school's mission and goals to students and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members
- Provide appropriate in-service training for staff members and parents.

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 Rolla Public School District #31 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Rolla Public School District #31 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 Rolla Public School District #31 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 Rolla Public School District #31 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 Monday through Friday at the Rolla Public Schools Administration Building at 500A Forum Drive, between the hours of 8:00 a.m. and 5:00 p.m.

This notice will be provided in native languages as appropriate.

ROLLA SCHOOL BOARD POLICIES

ASSESSMENTS

Rolla Public School District's policy, Assessment Program-IL, requires notification be given at the beginning of each school year to all students, parents, guardians (or other person responsible) for every student under 18 years of age about the required participation in statewide assessments. The Rolla School District's administrative procedure, IL-API, requires the following participation by students in statewide assessments.

CHILD ABUSE

The Rolla Public Schools and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity 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 that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however, the school official or employee must notify the school principal or designee immediately after making a report. (Policy JHG)

DIRECTORY INFORMATION

Directory information is the information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, parents' name(s), telephone listing, electronic mail listing, date and place of birth, grade level, major field, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended and photograph including photographs of

regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the “Directory Information” the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s “Directory Information” and to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary within the ten (10) school day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent, including in print and electronic publications of the school district.

Parents and students over 18 years of age (eligible students) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,
Washington, DC

FAMILY EDUCATIONAL RIGHTS AND PRIVACY/ STUDENT RECORDS

All parents will have the right to inspect their child’s education records as allowed by law. As used in this policy, a “parent” includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent’s rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student’s privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee. The district will annually notify parents and eligible students of their rights in accordance with law.

HOMELESS POLICY

The district has an obligation to provide education to children who are homeless. (See Policy IGBCA)

MEDICAID REIMBURSEMENT

Rolla Public Schools may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child’s Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district’s participation in the Medicaid program. Questions about such reports may be directed to the Special Programs Coordinator, at 573-458-0100.

PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide 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 teacher's certification.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the achievement level and academic growth of your student, if applicable and available, on each of the state academic assessments as 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.

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 school district, such as the faculty, the principals, the superintendent or the Board.

RIGHT TO SEARCH

The District has the right to search school property. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. (See Policy JFG)

SURVEYING, ANALYZING, OR EVALUATING STUDENTS

The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information. No student shall be required to submit to a survey, analysis or evaluation that reveals any protected information without written consent of a parent. This information would include: political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, antisocial, self-incriminating or demeaning behavior, critical appraisals of family, legally privileged relationships or religious practices, affiliations or beliefs. (Policy JHDA)

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

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

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

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (Board policy KL.) If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

STUDENT DISCIPLINE

The district disciplinary policies are designed to foster student responsibility, respect for the rights of others and to ensure the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense which may result in the use of disciplinary action; however, it is the purpose of this code to list certain offenses which if committed by the student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion. The following is a condensed version of Board policies regarding student discipline. You may view the policies, some of which are not listed here, on the district website. All student discipline matters and resolutions follow Board policies. Note: Removal of any pupil who is a student with a disability is subject to state and federal procedural rights as provided for in the Rolla 31 School District Discipline Policy. Due to the seriousness of offenses any or all of the following actions may be taken:

Violations Against Persons:

Assault to Students: Causing or attempting to cause injury to another by physical acts or with the use of a device that can cause bodily harm; placing a person in reasonable apprehension of imminent physical injury.

- First Offense: Administrative conference, up to a ten (10) day suspension, notification to law enforcement officials, and documentation in the student's discipline record.
- Second Offense: Administrative conference, up to 180 school day suspension, notification to law enforcement officials, and documentation in student's discipline record.
- Third Offense: Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Assault to Staff: Physically causing injury, threatening to cause injury to a staff member either by verbal or physical acts or with the use of a device that can cause bodily harm.

- First Offense: Ten (10) day suspension up to expulsion.
- Second Offense: Expulsion

Verbal Abuse to Staff: Disrespectful, profane or sarcastic language directed to any staff member.

- First Offense: Staff/student conference, up to a ten (10) school day suspension
- Second Offense: 1 to 180 school day suspension
- Third Offense: Expulsion

Bullying (see Board policy JFCF): Intimidation or harassment on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

- First Offense: Administrator conference, detention, and up to 180 days out-of-school suspension.
- Subsequent Offense: Expulsion

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

- First Offense: Administrative conference up to five (5) school day suspension and possible documentation in the student's discipline record.
- Second Offense: Administrative conference, up to a ten (10) school day suspension and possible documentation in the student's discipline record.
- Third Offense: 10-180 school day suspension and possible documentation in the student's discipline record.

Hazing: (See Board policy JFCF)-Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

- First Offense: Administrator conference and up to 180 days out-of-school suspension.

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

Weapons (see Board policy JFCJ): a. Possession or use of any instrument or device other than those defined in 18 U.S.C. 921 or 571.010 RSMo., on school property or at a school sponsored event, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

b. Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2), on school property or a school sponsored event.

- First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- Subsequent Offense: Expulsion

Harassment, including Sexual Harassment (see Board policy AC) : a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- First Offense: Administrator conference, detention and up to 180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature. Examples include but are not limited to touching or fondling.

- First Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

Violations Against Public Health and Safety: Drugs, Drug Paraphernalia, Alcohol—Use of, presence under the influence of, or possession of alcoholic beverages, controlled substances, substances represented to be such controlled substances, or drug paraphernalia. (Policy JFCH)

- First Offense: Ten (10) school day suspension with provisions for reduction to five (5) days, notification to law enforcement officials and documentation in the student's discipline record.
- Second Offense: 180 day suspension to expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Distribution or attempt to distribute Drugs, Drug paraphernalia, alcohol, or Substances Represented to be such. Sale:

- First Offense: 10-day suspension to expulsion
- Second Offense: Expulsion

Distribution Other than Sale:

- First Offense: Up to expulsion, notification to law enforcement officials and documentation in student's discipline record.
- Second Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Tobacco Possession/Use: In all instances tobacco will be confiscated.

- First Offense: Detention, up to a one (2) school day suspension
- Second Offense: Up to a two (4) school day suspension
- Third Offense: Up to four (10) school day suspension
- Fourth Offense: Up to ten (180) school day suspension

Incendiary Devices or Fireworks: Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

- First Offense: Confiscation, conference, up to out-of-school suspension
- Subsequent Offenses: Confiscation, up to 1-10 days out-of-school suspension

Violations Against Property:

Extortion: Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

- First Offense: Conference, up to a ten (10) school day suspension
- Second Offense: Conference, up to 180 school day
- Third Offense: Expulsion

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

- First Offense: Restitution. Ten (10) school day suspension.
- Second Offense: Restitution. Expulsion

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP): Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

- First Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, detention, or up to 180 days out-of-school suspension.
- Second Offense: Restitution. Suspension or loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Theft: Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

- First Offense: Return of or restitution for property. Principal/student conference, up to a ten (10) school day suspension.
- Second Offense: Return of or restitution for property and 1 to 30 school day suspension.
- Third Offense: Return of or restitution for property and ten (10) school day suspension to expulsion.

Vandalism- Willful damage to School Property: Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the school or participating in the littering of the school property. The school will notify legal authorities if the value of the damage exceeds \$50.

Any student who is found by the school principal or designee to have willfully damaged or destroyed school property or participated in the littering of school property will be subject to the following actions:

1. The parents or guardians will be notified.
2. If the student is 17 years of age or older, the police may be notified if the incident is serious enough to warrant it. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.
3. Students may be suspended from school up to ten (10) school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the board of education for a third offense.
4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to 537.045, RSMo., 1979.
 - First Offense: Arrangements for restitution and conference, up to a ten (10) school day suspension.
 - Second Offense: Arrangements for restitution and 1 to 30 school day suspension.
 - Third Offense: Up to expulsion.

Attendance Policy and the procedures for reporting absences and completing missed work (see policy JED and procedures JED-AP1 and AP2 on the school web site www.rolla.k12.mo.us).

Truancy: Absent from school or class without permission (policy JEDA)

- First Offense: Parent conference, up to a one (1) school day suspension
- Second Offense: Up to two (2) school day suspension
- Third Offense: Up to five (5) school day suspension
- Fourth Offense: Up to ten (10) school day suspension

- Fifth Offense: Up to 180 school day suspension

Violations Against Public Decency and Good Order:

Use of Obscene Language: use of words or gestures which are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

- First Offense: Parent conference, up to a three (3) day suspension
- Second Offense: 1 to 5 school day suspension
- Third Offense: Semester suspension

Use of Language that is Disparaging or Demeaning: Words which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin.

- First Offense: Parent conference, up to a three (3) school day suspension
- Second Offense: 1-5 school day suspension and possible documentation in the student's discipline record
- Third Offense: Semester suspension and possible documentation in the student's discipline record.

Use of Disruptive Speech or Conduct: Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

- First Offense: Parent Conference, up to a three (3) school day suspension
- Second Offense: 1-5 school day suspension and possible documentation in the student's discipline record
- Third Offense: Semester suspension and possible documentation in the student's discipline record.

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP): 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 riding privileges may be suspended or revoked.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus-and only at that time-does he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself or herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

- First Offense: Driver will talk to student personally unless infraction breaks other school discipline policy; i.e., fighting.
- Second Offense: Driver will call parents about the problem and assign the student to the front seat for 10 school days unless the infraction breaks another school discipline policy; i.e. fighting.
- Third Offense: Deny bus privilege for 3 school days or other action the principal deems appropriate
- Future Reports: Deny bus privileges for 10 school days or other action the principal deems appropriate.

Other Violations of Good Order, Which may Result in suspension or Expulsion from Classes or School Functions:

1. Participation in unauthorized or unscheduled activities.
2. Habitual absences.
3. Falsifying or forging names on excuses, passes or progress reports.
4. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the school district.
5. Unauthorized entry into or use of school district facilities.
6. Disobedience or disrespect to a teacher or school official.
7. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.
8. Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substance, assault).
9. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress may be suspended.

Suspension shall be subject to review and final action of the Board in accordance with 167.161, 161.171. RSMo.

Students shall have the right to appeal suspensions of more than ten (10) days to the Board of Education. All rulings of the board of Education shall be final.

All school board policies are listed on the [web page](#)