

West County Elementary

Student Handbook

2016 -2017



Welcome

The West County Elementary School teachers and staff welcome you to a new school year. To help you enjoy your experience at West County, we would make the following suggestions:

1. Get to know your school. Become familiar with the classroom locations, school office, library, cafeteria, and playground.
2. Become familiar with the teachers and staff. We are all here to help you.
3. Study and learn as much as you can. We will always be available to help with any problem you have.

We are proud of our school, faculty, students, and staff. You can help us keep our good record of doing our best. We urge parents to support the school, teachers, and programs. Parents' positive attitude and support make a significant difference. It is our sincere hope that your experience at West County Elementary School will be one filled with happiness and success.

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Stacy Stevens, Superintendent, (573) 562-7535 Ext. #4

Todd Watson, Elementary Principal, Ext. #3

Kevin Coffman, Middle School Principal, Ext. #2

Eric Moyers, High School Principal, Ext. #1

Sheri Price, Director of Special Services, Ext. #5

West County Elementary Mission Statement

“Empowering students for successful lives”.

Purpose of the Handbook

The purpose of this handbook is to acquaint the students and parents of West County Elementary School with the school’s programs, services, and policies through an understanding of the regulations that keep the school functioning efficiently and an awareness of the opportunities offered.

Student’s Rights and Responsibilities

Each student has the right to:

1. A free education in the best possible environment.

2. Expect that the school will be a safe place with no fear of bodily harm.
3. Be free from discrimination on the basis of sex, race, religion, ancestry, or disability.

Citizenship

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, and in the classroom. West County teachers want students to become good citizens. Expect teachers to remind you of your mistakes. They give special emphasis to honesty, respect, and courtesy. Obedience to law, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

Visiting the School

For the safety of our children, visitors will not be able to visit the classrooms during the school day. This includes the cafeteria and playground. All visitors may only enter through the main entrance to obtain a visitor's pass for a prearranged appointment. ALL visitors must first report to the principal's office.

Conferences should be arranged in advance and at a time when the teacher does not have children in their classroom, or is not on duty elsewhere. Scheduled conferences should be during each individual teachers plan time.

West County Elementary Attendance Policy

West County Elementary is striving to teach students the importance of good attendance. Punctuality, dependability, and promptness are all traits employers seek in employees and are necessary for good citizenship. Children, who have good attendance generally achieve higher grades, enjoy school more and are more desirable employees after leaving school. Each child's attendance is the legal responsibility of the student and parent/guardian.

The principal's office will provide intensive monitoring of attendance. Parents are expected to phone the school when their child is absent, if they do not, the school will phone the family. Phone contacts, letters, parent meetings, and home visits are seen as preventative measures to maintain good attendance among all students.

If the absence or absences are due to medical reasons the school does request that documentation be provided. All documentation is kept on file. The only absence that is not counted against a child toward his or her perfect attendance record is a **school related activity**.

When a child misses a number of undocumented absences the Counselor and the Principal's Office will make contact with the parent/guardian reminding them of the Missouri Compulsory Law (MO.R.S.167.031). Conferences may be requested and possible solutions offered to assist with attendance barriers. **Missouri State Law requires ALL students be in attendance a minimum of 90% of the time.**

The following steps will be taken when the school has no documentation of absences:

- Daily automated phone calls are made to verify a student's absence.
- 15 days – a referral will be submitted to the Division of Family Services.
- 20 days – a referral will be sent to the county Prosecuting Attorney's office.

Absences/Assignments

It is the child's responsibility to ask for all assignments he or she might have due to absence from school. Any time a student knows in advance of an upcoming absence either for one (1) or more days, assignments should be requested in advance.

Attendance Incentives/Tardies

West County Elementary will provide incentives for students who regularly attend school and arrive to school on time. Tardies can be disruptive to the learning process. Students will be recorded tardy after 8:20 a.m. Multiple tardies can disqualify the student from any incentive.

Grading Scale

100 – 97	A	84 – 82	B-	67 – 66	D+
96 – 93	A-	81 – 78	C+	65 – 63	D
92 – 90	B+	77 - 71	C	62 – 60	D-
89 – 85	B	70 -68	C-	59	F

Honor Roll Criteria

Students must have 90% or above in all classes. It is the teachers' responsibility to report all names to the office for newspaper submission of the Honor Roll.

School Dress

Students should dress in an appropriate manner for safety, comfort, and the weather.

1. Shorts must be no shorter than mid thigh and no spandex bike shorts.
2. Shirt designs and writing must be appropriate; no long armholes, made of mesh, have spaghetti straps, or halter designs. Shirts must cover the stomach.
3. Caps/hats are not to be worn in the building.
4. Shoes should be appropriate for the playground. **(No flip-flops)**
5. Hair must be clean and well groomed. Only natural hair colors are permitted.
6. No distracting or unsafe jewelry may be worn; including dangly earrings, facial piercings, and wallets with chains.

School Policy

1. Students should report directly to the cafeteria upon arrival and remain there unless directed elsewhere by school personnel.
2. Students are expected to be on time and present in the classroom. Students are considered tardy at 8:20 and must report to the principal's office to check in and pick up a tardy slip.
3. Parent/guardian must sign student out in the principal's office. If someone other than the parent/guardian comes to sign a student out, a phone call from the parent/guardian or a written note will be required before the school will release the student.
4. **Anytime there is a change in a student's regular mode of transportation, the teacher must be notified IN WRITING.** All notes should be presented to the school office and/or teacher immediately upon the students' arrival on campus. If you have a change in your child's regular mode of transportation after school has started, the parent/guardian will be required to bring a note to school before the end of the school day.
5. Students will not be allowed to sell items on school grounds.
6. Students should NOT bring toys or electronic equipment to school. If so, they will be confiscated!
7. Student pranks resulting in vandalism and damage to school property will result in punishment and turned over to appropriate law enforcement.

Snow Day Procedures

The Bad Weather Policy for the West County Board of Education state, "schools shall be open for Instruction purposes as often as possible, taking into consideration, first, the safety of the students". It is the plans of the

Board to have school on a regular schedule every day the roads are judged to be safe for bus travel. School officials will make decisions concerning operation of school on the basis of the best information available at the time. **Cancellations will be made over local radio stations, Channel 2 News, automated phone calls and texts.**

Leaving School

Parents arriving to pick up children before the end of the school day are required to come to the principal's office to sign the child out. No student may leave without being signed out. ID will be required.

Custody Orders and Enforcement

It is the school district's obligation to protect the student. If a Custody Agreement and Parenting Plan is in place, it is the parents' responsibility to provide the most current copy to the school. All documents must be signed by a judge.

Notice Regarding Searches

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment. Additional searches of bags, purses, coats, electronic devices, and other personal possessions will be done in accordance with the law. The district will conduct periodic and unannounced searches.

Telephones

Students should ask to use the telephone only in case of an EMERGENCY. Permission must be granted by the classroom teacher. Arrangements for after school activities should be made BEFORE coming to school. If an after school activity is cancelled, students will automatically be sent to the ASAP Program.

*****Cell phones are not permitted at school unless permission is granted from the office.**

Change of Address/Phone

Please notify the teacher and school office of any changes as soon as possible.

Textbooks

Textbooks are the property of the West County Elementary School. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use.

Riding a School Bus

Safe school transportation is considered an integral part of the total educational program within the West County Schools. Riding the school bus is a privilege not mandated by Missouri State Law and can be taken away at any time for disruptive or unsatisfactory behavior. The primary purpose of school buses is to transport pupils from home to school and return safely. The West County Board of Education recognizes that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff.

Please read the following duties and responsibilities of school bus passengers:

- No student shall be out of their seat while the bus is in motion. Students are to remain seated until the bus comes to a complete stop while loading and unloading.
- No metal cans, glass bottles, or drinks of any kind shall be taken on the school bus at any time.
- No smoking or tobacco will be permitted.
- No fighting or rowdy behavior; loud, abusive or profane language will be permitted.
- No material of any type is to be thrown out the windows or door of the bus.

Health/Immunizations/Medications

It is unlawful for any student to attend school without an "up-to-date" immunization record upon enrollment in the school district. Prescription medication **WILL NOT** be administered to a student without a written doctor's order. Over-the-counter medication can be administered only with the parents' authorization. Forms may be found in the student folders and nurses' office.

Nutritional Guidelines

The West County School District Wellness Policy promotes a healthy lifestyle by supporting regular physical activity and good nutrition. **Only healthy foods and snacks are allowed to be distributed to other students during the school day.** Parents may still choose to send non-nutritional items in their child's lunch, however, are not encouraged to do so.

Holiday parties and Easter are exempt from the wellness guidelines. **Non-nutritional items such as cupcakes, cookies, cakes, and soda will not be allowed to be brought in for birthdays, but healthy snacks are allowed.**

Listed below are some suggestions for healthy snacks:

Yogurt	Raisins
Fresh Fruit	Pretzels
Sugar Free Jell-o	Low Fat Pudding
Granola Bars	Cheese Crackers
Vegetables & Dip	100% Fruit Juice
Cheese	Popcorn

****Only store bought or prepackaged items can be served at school.**

Classroom Parties

The West County Elementary School will have the following parties:

<u>Party</u>	<u>Date</u>	<u>Time</u>
Fall Festival	October 27 th	12:00 – 12:45
Christmas	December 21 st	12:00 – 12:45
Valentine's	February 14 th	2:00 – 2:45

Each classroom teacher may select room mothers to help with the parties, if they so desire.

School Lunch Program

A well-balanced meal is provided in our school's cafeteria every day. Prices are:

- \$1.85 per day for lunch
- \$.40 per day for reduced lunch
- Breakfast is FREE for all students

All students will be expected to eat a lunch. If a student does not bring a lunch they will be served a school lunch at their Parents' expense.

Monthly menus are sent home along with the monthly calendar.

Fines/Debts to the District

I understand as Parent/Guardian I will be financially responsible for debts/fines associated with and owed the West St. Francois County School District by my child/children. Debts/fines should be paid by the end of each

week. PowerSchool access will also be denied. Progress reports and report cards will be held for any student owing more than \$10.00 in lunch charges.

Ideas for Helping Your Child

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and **TURN OFF THE TELEVISION.**
4. Encourage your children but avoid undue pressure.
5. Show interest in what your children are doing but do not do the work for them.
6. Understand the school expects homework to be completed and returned.

August 16, 2016

West County Elementary Families:

It is a pleasure to welcome you to a brand new school year at West County Elementary! We are excited to be involved in learning with your child and look forward to a very positive year!

At West County Elementary, we use a process called Positive Behavior Support. This process is designed to educate all children on appropriate social skills and to prevent inappropriate behavior by teaching and expecting all students to be safe, respectful learners. We have created a positive school environment for all students by defining, teaching, and supporting appropriate student behavior.

As an important part of your child's education, we want to invite you to be a part of Positive Behavior Support at West County Elementary. One way you can do that is read through this handbook to acquaint yourself with the process and the language we use with children as we teach and reinforce appropriate social skills. Inside this booklet, you will find information

concerning our Discipline Policy, a list of our Expectations, and the Continuum of Intervention, which is the process we will use when a student is not meeting the expectations.

As always, if you have questions, please contact me. Our faculty and staff look forward to working with you to help your child have a very successful school year!

Sincerely,

Todd Watson
Principal

West County Elementary Discipline Policy

One of the major goals of education is to prepare and equip students to live with others in order that they may be an asset to their school, community, and nation. To accomplish this, West County Elementary will endeavor to provide a school environment that gives each student opportunities to experience success, thus enhancing their sense of security, self-concept, and personal worth. Discipline is therefore, **character education** in that discipline uses standards and habits of conduct. Students grow in character as they become more aware of the consequence of their decisions. The administration of this school believes that Elementary School students are growing towards exhibiting themselves in accordance with accepted standards of behavior.

For the purpose of this document, discipline shall be defined as: The POSITIVE action taken by a supervising adult directed toward the correction of unacceptable actions/behaviors on the part of the student. It should be noted that actions directed toward preventative measures are far more effective as deterrents to behavior problems than reactive measures.

The fundamental objectives of any discipline administered at West County Elementary School are:

1. To create and preserve the conditions essential to the orderly progress of the school.
2. To prepare the student for effective participation in adult life.
3. To instill the fundamental lessons of self-control.

Therefore, students are expected, at all times, to keep in mind that their conduct should not interfere with that of others, but, that it should be a good example for them.

Professional judgment will be used by administrators to determine the processing of specific incidents. Most types of school discipline issues are listed in this document. However, it is impossible to list every problem which might interfere with the smooth operations of the school.

Administrators have the responsibility and authority to deal with all issues even though the specific problems might not be listed in the guide. Parents will usually receive written notice of the disciplinary actions. The district reserves the right to contact police and file a report whenever it is deemed appropriate. Note: All requirements and procedures will be followed for students who have Individual Educational Plans (IEP) under IDEA and 504.

The discipline policies apply at all times while students are on school premises, on school transportation, or at any activity under the supervision of the school, even though the activity may be at another location such as a school trip.

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting learning experiences and responding effectively to unacceptable student behavior.

LEVEL I

These are inappropriate behaviors that disrupt the school environment or distract from the educational experience of others. These behaviors require intervention by school personnel to maintain a safe and orderly learning environment.

Misbehavior Examples:

1. Possession of cell phones, electronics, toys, gum, candy, etc.
2. Wearing of clothing that is disruptive or inappropriate (See Dress Code).
3. Failure to participate appropriately in class.
4. Scuffling, pushing, shoving, or jostling which could lead to a fight.
5. Classroom/lunch room disruptions.
6. Bus misconduct
7. Cheating, forgery, verbal misrepresentation, or copyright violations.
8. Disruptive conduct and speech: oral, written, or symbolic language and behavior that disrupts the classroom, school activities, or school environment.
9. Disrespectful conduct and speech: oral, written, or symbolic language and behavior directed at a staff member or other person present at school or at a school-related activity; including obscene or insulting remarks, gestures or written statements.
10. Technology misconduct: any use of computer/internet technology that is inappropriate or detrimental to the educational environment - obscenity, profanity, pornography, inappropriate websites and email, etc...

DISCIPLINARY RESPONSE PROCEDURES OF INAPPROPRIATE STUDENT BEHAVIOR:

1. There is immediate intervention on the part of a staff member who is supervising the student or who observes the behavior.
2. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator.
3. The student is referred to the administrator for appropriate disciplinary action.
4. An accurate record of the offense and disciplinary action is maintained by the staff member and or office.

RESPONSE OPTIONS: (Not necessarily in order of administration)

1. Verbal reprimand
2. Time out/Withdrawal of privileges
3. Restriction from school activities
4. Parent notification
5. Parent/Teacher/Student/Administrator conference
6. Counseling
7. Bus suspension
8. Behavioral contract
9. Academic Reassignment
10. ISS (In school suspension)
11. OSS (Out of school suspension)
12. Referral to outside agency
13. Change in length of school day

LEVEL II

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

The acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students. Consideration will be given to the seriousness of the inappropriate behavior, the intensity and duration of the inappropriate behavior, and the frequency of referrals for this or similar inappropriate behavior. The administrator may use any of the consequences in the appropriate order or combination taking into the consideration the child's age, grade, and other extenuating circumstances.

Misbehavior Examples:

1. Repeated violations of Level I inappropriate behaviors.
2. Bullying: unreasonable and/or inappropriate behavior which intimidates, offends, degrades, insults, or humiliates another person.
3. Cyber Bullying: sending or posting harmful, sexual or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm
4. Insubordination: Defiant behavior - Failure to carry out directions.
5. Fighting: combat in which both parties have contributed to the situation by verbal or physical actions.
6. Threats to others or self.
7. Sexual harassment: Unwelcome sexual behavior such as touching, sexual name calling, spreading sexual rumors, jokes, pictures, etc...
8. Vandalism: Destruction of school and/or personal property.

RESPONSE OPTIONS: (not necessarily in order of administration)

1. Parent/Teacher/Student/Administrator conference
2. Academic Reassignment
3. Social Probation/Counseling
4. ISS (In school suspension)
5. OSS (Out of school suspension)
5. Restriction from school activities
6. Restitution of damages
7. Referral to outside agency

LEVEL III

Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of Education.

Examples:

1. Unmodified Level II behavior
2. Bomb threats
3. Assault/Battery (punishable according to the MO Safe Schools Act of 1996).
4. Possession/use/transfer of dangerous weapons (punishable according to MO Safe Schools Act of 1996).
5. Arson
6. Possession / selling / furnishing of controlled, unauthorized substance: drugs, alcohol, etc...

DISCIPLINARY RESPONSE PROCEDURES:

1. The administrator verifies the offense, confers with the staff involved, and meets with the student.
2. The student is immediately removed from the school environment.
3. Parents are notified.
4. School officials contact law enforcement agency.
5. A complete and accurate report is submitted to the superintendent for board action.
6. The student is given a full due process hearing before the board.

RESPONSE OPTIONS:

1. Parent/Teacher/Student/Administrator conference
2. Academic Reassignment.
3. OSS (Out of school suspension)
4. Restitution of damages
5. Referral to outside agency.
6. Notification of authorities.
7. Recommendation for expulsion.

Please be aware that positive reward and reinforcement is given for GOOD Behavior. The staff at the Elementary school believe that is important to acknowledge positive behaviors; but we are realistic and know that misbehaviors will and do occur. Our handling of all behavior is consistent and objective. The action of the student is rewarded or punished, NOT the child.

Our overall goal is to promote **self-control**, **responsibility**, and **respect for others** and themselves.

WEST COUNTY ELEMENTARY **POSITIVE BEHAVIOR SUPPORT EXPECTATIONS**

B.A.R.K. Motto: ***B**ulldogs **A**ct **R**esponsibly **R**espect Others and **K**eep Safe*

These expectations are designed to help create a climate of cooperation, academic excellence, respect and safety at West County Elementary. All Social Skills will be taught in the context of these expectations. The power of this process is the continuity of the expectations and the common language used by parents and staff. All students will hear the *same expectations* from all adults.

The West County Expectations and Social Skills are based on seven guiding principles. We believe these principles will help create an optimal learning environment for the students. The guiding principles are:

- Clear **expectations** for student behavior.
- Clear and consistent strategies for **teaching** appropriate behavior.
- Clear and consistent strategies for **encouraging** appropriate behavior.
- Clear and consistent consequences that **discourage inappropriate behavior**.
- A **support** system and individual behavioral programs for students with unique or exceptional needs.
- Clearly designed methods for **evaluating** and **revising** the Expectations and Super skills.
- Clear plans and strategies for **communicating** the characteristics and philosophy of the behavior plan to students and parents.

I am ... A SAFE...RESPECTFUL...RESPONSIBLE...LEARNER

Helping our students become familiar with the four expectations of the building and the classroom is a part of the process of establishing climate and developing community and keeping our students safe.

Please cut and return to classroom teacher

I/We the parent(s) of _____ have read the student handbook and understand its contents. We have discussed the policies, procedures and expectations with our child and understand the importance of developing a respectful and responsible learner.

Signature

Teacher's Name

I, _____, a student at West County Elementary, have read and discussed the student handbook with my parents and teachers. I now understand its content and agree to follow the Expectations.

After School Achievement Program (ASAP)

The West St. Francois County 21st Century Community Learning Center or A.S.A.P. program provides academic enrichment, remediation and tutoring opportunities during non-school hours for children free of charge. The program helps students meet state and local standards in core academic subjects, such as reading, math, science, and social studies. It offers students a broad array of activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

We will have ASAP each day, Monday through Friday, from the end of the school day until 5:30 p.m. with the exception of early out days.

Many programs are offered:

- Science (Mon & Thurs)
- Math (Tues & Fri)
- Tutoring in Reading (Mon, Tues, Thurs & Fri)
- 4-H (Mondays)
- Enrichment (Daily)
- Physical Fitness (Daily)
- Homework Help (Mon, Tues, & Thurs)
- Other programs as needed

A free meal will be served daily around 4:00 p.m. All students attending any after school program should enroll in ASAP; this includes students attending the tutoring programs, clubs and extra curricular activities.

A bus will leave the elementary at 4:50 to take students to designated drop off locations listed on the enrollment form.

Parents may pick their children up at anytime during the evening by coming by the **ASAP office** to sign them out. All students must be picked up before 5:30. If a student isn't picked up on time, at school, or the drop off location, warnings will be sent home, and then dropped from the program after the **third** incident.

Any student sent to the office for discipline problems will receive a warning for the first offense, be placed on probation for the second offense, and be removed from the program if there is a third offense. This will include incidents on the ASAP bus.

Open enrollment begins the first day of school and ends November 1st. Students must then enroll at the beginning of each new month.

ASAP begins the Monday after school starts.