

Cecil Floyd Elementary

School Handbook 2009-2010 School Year

CECIL FLOYD ELEMENTARY SCHOOL MISSION STATEMENT

We, the staff of Cecil Floyd Elementary, are committed to providing all students with the academic and behavioral skills to reach their fullest potential and to become responsible life-long learners.



Cecil Floyd Elementary School

Mrs. Elaina Edman, Principal

Mrs. Barb Rooker, Assistant Principal

2201 W. 24th Street

Joplin, Missouri, 64804

417-625-5320

417-625-5324 (Fax)

The information contained in the following pages is compiled for the purpose of assisting parents/guardians and students. It is not an inclusive handbook but will provide guidelines of essential information that will ensure a smooth educational venture for all.

JOPLIN PUBLIC SCHOOLS MISSION STATEMENT

The Joplin R-VIII School District, in serving the diverse, regional hub of the four-state area, will ensure that every student can achieve his/her potential to become a productive member of society by providing quality educational opportunities through a school, home, and community partnership.

JOPLIN R-VIII BOARD OF EDUCATION PHILOSOPHY

The philosophy of the Joplin R-VIII Board of Education shall be to develop, maintain, and, as necessary modify an educational environment wherein each individual student within the district will be encouraged and will have the opportunity to develop their maximum capability intellectually, physically, socially, and vocationally. The goal of this Board shall be to develop students who are adequately prepared to enter the next phase of their lives in a dynamic and rapidly changing society.

SCHOOL ADMINISTRATION

THE SCHOOL DISTRICT OF JOPLIN R-VIII
1717 EAST 15TH STREET
JOPLIN, MISSOURI 64801
625-5200

Dr. CJ Huff - Superintendent of Schools

Dr. Steve Doerr - Asst. Superintendent

Mr. Doug Domer - Asst. Superintendent, Instructional Operations

Mrs. Angie Besendorfer - Asst. Supt. of Teaching and Learning

Mrs. Elaina Edman - Principal, Cecil Floyd Elementary School

Mrs. Barb Rooker - Asst. Principal, Cecil Floyd Elementary School

BOARD OF EDUCATION

Mr. Mike Landis - President

Mr. Randy Steele - Vice President

Ms. Annie Sharp

Mr. Jim Kimbrough

Mrs. Ashley Micklethwaite

Mr. Jeff Flowers

Mr. Phil Willcoxon

CECIL FLOYD STAFF AND FACULTY ASSIGNMENTS 2009-2010

Principal:	Mrs. Elaina Edman	Secretary: Kay Johnson Tina Hermann
Asst. Principal:	Mrs. Barb Rooker	Counselors: Stacy Webster Michele Vorhees
Kindergarten :	Carolyn Chavez Lora Seward Cathy Lankford Ann Thompson Maggie Adams	Instructional Coach: Robin Duke Nurse: Carolyn Burgess Librarian: Lisa Erickson Aide: Terri Weisensee
First Grade:	Cathy McCord Rhiannon Moser Karla Thelen Krista Goddard Stacy Massey	Music: Monica Reynolds Brittany Parker Art: Arlie Templeton
Second Grade:	Teresa Morris Misty Southard Stephanie Reither Maggie Eastman Vanessa Gage	Physical Education: Natalie Womack Susan Flowers Strings: Marian Addington Cindy Oster
Third Grade:	Brenda Williams Rachel McFadden Shelli VanCleave Julie Woolever Teresa Jackson	Speech: Joan Hatfield Lyn Murdock Bethany Bandy
Fourth Grade:	Erica Stagner David Culbertson Jessica Stribling Dale Hoggatt	Occupational Therapist: Sabrina Davis Reading Recovery: Kim Kellogg Janie Lamp

Fifth Grade: Shanna Morris Ashley
Ruth Dillow
Kerri Williams
Kim Brown

Early Literacy:
Debbie Brown
Donna David
Sally Junkins

Special Education: Brian Bandy
Amber Blankenship
Jessica Carter
Nancy Hite
Mikka Jensen
Andrea Jordan
Liz Sternes

Physical Therapist:
Mary Lowry
Teresa Ruppel

Building Engineer:
Stan Glines

Paraprofessionals: Maeghan Albious
David Banta
Amy Carver
Megan Denman
Lana Forkner
Dustin Heritage
Sarah Moore
Kimberly Obert
Nicole Segal
Danette Skocy
Matt Swinney
Amber Trudueu
Joyce Turner
Jamie Vainio

Custodians: Gerald McAllister
Mark Judd
Jerry Morey
Richard Cameron

Cafeteria Manager:
Sherry Shaw

Cafeteria: Thelma Anderson
Carol Fartash
Shirley Ferro
Janice Henderson
Jessica Hodge

2009-2010 SCHOOL SCHEDULE

7:15	Office Personnel Arrives
7:15	Breakfast Begins
7:30	Faculty Arrives
7:40	Teachers escort students to classrooms
7:40	Breakfast Ends
7:45	Classes Begin
7:50	Students Tardy
10:50	Lunch-Kindergarten
11:00	Lunch-Grade 1
11:20	Kindergarten and Grade 1 Dismissed
11:20	Lunch-Grade 2 and 3
11:40	Grade 2 and 3 Dismissed
11:40	Lunch-Grade 4 and 5
12:00	Grade 4 and 5 Dismissed
2:45	Classes End - Students Dismissed
3:00	Faculty Leaves
3:45	Office Personnel Leaves (Secretary)

SCHOOL ADMISSIONS

Any school age child whose parents or guardians are residents of the Joplin R-VIII School District, live within the district boundaries for Cecil Floyd and who meets the legal and Board of Education requirements, may enroll.

- Proof of residence
- State birth certificate - Kindergartners must be 5 before August 1
- Immunization records as required by the State of Missouri
- Social Security number

When admitting transfer students, grade placement will be determined by the principal.

The School District has adopted a policy of school choice. This means a parent can apply for a permit to attend any public school in the Joplin R-VIII School District. Permits will be reissued yearly, on or after June 1st, on a first-come, first-serve basis. Classroom enrollment may not exceed 25 students in grades K, 1, and 2; and 27 students in grades 3, 4, and 5 in order to remain on permit. Additional conditions to retain permits are regular attendance, lack of tardies, and proper behavior.

THE SCHOOL DAY

The instructional school day begins at 7:45 a.m. and ends at 2:45 p.m.

Students should not arrive at school earlier than 7:15 a.m. Student supervision is not available before 7:15. Students who do not eat breakfast at school should not arrive until 7:30 a.m. Time is valuable to teachers before the school day begins. Therefore, we as an entire faculty ask for cooperation and understanding with daily arrival time.

Upon entering the building, students going to breakfast should go directly to the cafeteria. **Students not going to breakfast but arriving before 7:40 will report to the lunchroom until 7:40.** At that time, students will be dismissed to the classrooms.

Students should make every effort to be back from the cafeteria by 7:45 a.m. for opening classroom exercises. If a student is late to class after 7:50 a.m., then a tardy pass must be obtained from the office. Parents will be informed of excessive tardies.

ARRIVAL TO SCHOOL

If you bring your child to school, please drop off in front of the school. If you are dropping your child off please do not park in the drop off lanes. If you walk your child into the building please park your vehicle on the street or in a parking space.

DEPARTURE FROM SCHOOL

If you are picking up your child, please do not park in the drop off lanes. If you walk up to the building to pick up your child, please park your vehicle on the street or in a parking place.

If your child is picked up before 2:45 p.m. he/she will receive an afternoon tardy. Three tardies will equal one absence.

ATTENDANCE

Compulsory Attendance

Missouri Statutes require any child between the ages of five (5) and seven (7) who is enrolled in a Missouri public school to attend classes on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child.

In addition any child who is a resident of the school district and who is between the ages of seven (7) and seventeen (17) years is required to regularly attend a public, private or a home school for not less than the entire school term of the school that the child attends. Students between the ages of seventeen (17) and twenty-one (21) enrolled in a public, private or home school are required to attend on a regular basis for not less than the entire school term of the school which the child attends or until a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the student.

Any child not meeting the compulsory attendance law will be considered as educationally neglected and the District will report this information to the appropriate legal authorities when necessary.

Expectation of Regular Attendance

Regular and punctual patterns of attendance will be expected of each student enrolled in the Joplin Schools. Students should strive to maintain a good attendance record because there is a direct relationship between school attendance and grades, citizenship and success in school.

Because of the availability of proper supervision, students are expected to arrive at school no earlier than half an hour before the start of the day and are expected to be picked up from school no more than fifteen (15) minutes after the end of the school day. Students involved in approved supervised school functions may need to be on school premises at times that extend beyond the normal drop-off and pick-up times.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences, tardies, and early withdrawals to a minimum.

Frequent absences, tardiness or early withdrawals of students from regular classroom learning experiences disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. Regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose. Students that have excessive absences are less likely to be successful in the classroom setting and, as a result, may not be promoted to the next grade or be unable to earn credit for a class in which he/she is enrolled.

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students, who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

Elementary and Middle School Attendance Policy (Grades K-8)

Parents of elementary and middle school students that are absent from school for five (5) days will receive a letter from the building principal indicating the days absent. Once a student misses seven (7) days of school, the parents or guardians will be notified by letter of the absences and that a referral letter may be sent to the Childrens' Division of the Department of Social Services and to the juvenile authorities. After ten (10) student absences, a letter will be sent to the parents or guardian and may be sent to the Division of Social Services and to the juvenile authorities indicating the student has a pattern of truancy and requesting assistance in correcting the truancy problem.

At anytime during this process, the principal has the authority to excuse the absences because of medical or other family matters that have been discussed with the principal prior to the student's absences.

Elementary students that arrive five (5) minutes late will be considered tardy. Students that leave five (5) minutes or more early will be marked as absent from school for that period of time. A minimum of three (3) tardies will count as one day of absence and will prohibit the child from receiving a perfect attendance award.

Middle school students that miss more than ten (10) minutes of a class will be considered absent for that period.

Legal Refs: §§ 163.011 - .012, 167.031 -.111, 167.275, 171.151, 210.167
RSMo.
5 CSR 50-340.060, .070

VISITOR PROCEDURES

"For the safety of your children"

- Adult visitors are welcome at Cecil Floyd Elementary School
- **ALL** visitors to the school must go to the office and sign in to obtain a visitor's pass during the following hours: 7:50 a.m. - 2:35 p.m. Visitors should enter and exit through the main school entrance.
- **ALL** visitors to the playground must have a visitor's pass.
- Parents/guardians are invited to visit the school for conferences. During parties and special days—visitor passes will not be required.

STUDENT SIGN IN/OUT PROCEDURE

Anyone requesting a student be released to them during school hours will need to come to the school office to sign out the child. The sign out sheet is located in the secretary's office. The time, date, student name, parent/guardian signature, and reason for leaving are required.

If the school contacts you to pick up your child due to illness or injury, your child will be waiting in the nurse's office to be signed out. If you send a note to school stating the time and reason you need to pick up your child, the school will have your child in the office waiting to be signed out. If someone other than a parent is to pick up a student, please send a note to school with your child. Additionally, you are asked to sign your child in at the office when returning from an appointment.

Parents bringing their child to school between 7:15 a.m. - 7:45 a.m. and picking them up after 2:45 p.m. do not need to check in at the office.

Parent/guardian cooperation with this policy is imperative.

Classroom interruptions will be kept to a minimum so children have the best possible educational opportunities.

CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS & RESPONSIBILITIES

When parents of a student are *estranged, separated, or divorced*, school personnel will uphold the parents' rights. Both parents have the right to:

1. view the child's school records
2. receive school progress records
3. visit the child briefly at school
4. participate in conferences

The only exception to 1-4 is when a court order (provided by the custodial parent) restricts any of the above rights of the non-custodial parent.

The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the child from the school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate a possible student abduction (by the non-custodial parent or any other person), law enforcement officials will be notified.

The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of residence and how he or she may be contacted at all times.
2. Provide a copy of any legal documents that restrict the rights of the non-custodial parent.

The non-custodial parent is to inform the school office of the phone number and address where he or she may be contacted regarding the student.

PICKING UP CHILDREN AFTER SCHOOL

After school, we would ask that you pick up your child in the front of school.

Due to meetings involving the staff after school, supervision for the students after school is not available. Unless students are specifically requested by their teacher to stay after school, we would ask that all students leave the campus (either walking, bus, or being picked up) at 2:45 p.m. If a student is asked to stay after school, the teacher will contact the parent in advance. It is understandable that in an emergency, a parent may not be able to pick up their child precisely at 2:45 p.m. For the safety of the students, if a parent is delayed, we would ask that you call the office and we will keep your child in the office. If this happens on a regular basis, the child will need to attend the YMCA after school program in the multipurpose room. There is a charge for the services provided by the YMCA program.

GOING HOME WITH A FRIEND

Occasionally, boys and girls desire to go home with a friend after school. It is our policy that we allow children to leave school with another child **only** when a note has been provided to the teacher from the parent/guardian giving permission. **Students will not be allowed to use the school telephone to make such arrangements.**

Remember, just bring a signed note giving permission.

SCHOOL TELEPHONES

We consider the school telephone to be a business phone. **Children are allowed to use the telephone only in important circumstances.**

Students are to gain permission to use the office telephone from the secretary or principal.

CHANGE OF ADDRESS OR TELEPHONE NUMBER EMERGENCY TELEPHONE NUMBER

It is imperative that parents notify the school office when changing an address, telephone number, disconnecting a telephone, or discontinuing an emergency telephone number.

Please contact the office with a note or by calling us at 625-5320.

The school must have a current emergency telephone number at all times for every student. We request that parents keep the school informed of any changes. Your cooperation is a must and will be greatly appreciated.

CALLING YOUR CHILD'S TEACHER

If you call during the "School Day" (7:45 a.m. - 2:45 p.m.) to talk to a teacher, and the teacher is in class, a message will be taken and the teacher will return your call. Teachers receive 40 minutes of planning time daily. Students are receiving instruction in music, art, and P.E. during this time. Other suggested times to call would be just before or after the "School Day."

STUDENT MESSAGES

If a parent needs to deliver an important message to a student, please contact the school office before 2:00 p.m. This will help ensure the message is received before school is dismissed.

Phone calls to students during instructional time will not be permitted. The office will leave a message for your child.

RELEASE OF STUDENT RECORDS

Cecil Floyd makes every effort to provide the confidentiality of student records. The procedures outlined in the Family Educational Rights and Privacy Act of 1974 concerning the release of student records are followed.

Please contact the school office when you know you are moving. For a student moving from one school to another school within the district, the child's records will be sent to the receiving school. For a child leaving the district, a Release of Records form must be signed so the records can be mailed directly to the new school.

MEDICATION RESTRICTIONS

No school personnel are permitted to give any medication (including aspirin or Tylenol) to any child unless a **REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL** form is completed by the parent. Clear dispensing information is to be provided by the parent and/or doctor.

Medication must be in a labeled prescription bottle.

Students are not permitted to take any kind of medication on their own while in school. If a child needs medicine three times a day, this can usually be given before school, after school and at bedtime. If it is absolutely necessary that they take medication at school, the dispensing is to be done only in the office under the supervision of the staff. A child who needs to take the medication during school hours should have a form, provided by the school, filled out by the parent stating what kind of medication and how much is to be given to the child.

For the safety of all students, students may not keep any medication in their possession while at school.

IMMUNIZATIONS - REQUIRED BY STATE

All students attending schools in Joplin R-VIII School District shall be in full compliance with Missouri State Law, Section 167.181 RSMo Cum. Supp. 195 on immunization against communicable diseases. Students failing to show proof of immunization against Polio, Rubella, and Hepatitis B shall not be permitted to enroll in the schools of Joplin R-VIII until the requirements of the law for immunizations are met. Exemptions from compliance must be in accordance with the provisions of the law.

HEALTH STANDARDS

No pupil shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same.

Please be sure that the school is informed of any medical problem(s) which may affect your child's participation in school activities or which would require special treatment should the child become ill at school.

HEAD LICE

Cases of head lice are found each year in the schools. School personnel take every precaution to prevent the spread of this highly transmittable nuisance. Lice live only on the hair of people. To help with this, we ask that parents do the following:

1. Check your child's head frequently.
2. Call the school and notify us if you find head lice.
3. Treat your child's head.

We have a "no nit" policy regarding head lice that is strictly enforced for the protection of our students.

NURSE AVAILABILITY

A nurse will be available Monday through Friday at Cecil Floyd. Therefore, the nurse, the school secretary, teacher or principal will assist your child during illness or injury at school. Parents will be called and children sent home for the following reasons:

- Temperature
- Vomiting
- Question of communicable disease
- Injury that may require medical attention
- Head lice

Accidents which occur on school property and which cause injuries that require medical attention are reported to the student's parents. **Parents are required to have emergency telephone numbers recorded on the student's information card at school.**

STUDENT INSURANCE

The school assumes no liability for injuries at school. Medical treatment from the result of any injury which might occur to your child must be paid for by the parents/guardians medical insurance policy.

FOOD SERVICE

Cecil Floyd cafeteria is provided as a service for pupils and staff. Students may bring their own lunch from home, but all students will eat in the cafeteria. **When a lunch is brought from home, there should be no glass containers.**

If you qualify for free or reduced price breakfast and lunch, you will be notified as soon as possible. Students who attended last year will continue the status from the previous year until the new application is checked. Students new to Cecil Floyd should bring lunch money or a lunch from home until the application is checked.

The cafeteria handles the records for breakfast and lunch money. **The students are to bring their money in an envelope. On the outside please list:**

**Child's name and teacher's name
Amount of money inside
How money is to be used.**

Money is to be turned in to the classroom teacher at the beginning of the school day. Parents are encouraged to pay a week or more at a time.

CAFETERIA PRICES FOR 2009-2010

Student Breakfast	\$.75
Reduced Student Breakfast	\$.30
Adult Breakfast	\$1.25
Student Lunch	\$1.40
Reduced Student Lunch	\$.40
Adult Lunch	\$2.00
Extra Milk	\$.30

Parents are invited to join their child for lunch. To be included in the lunch count, notify the teacher or office in advance of your visit.

MEAL CHARGE POLICY

The School District of Joplin R-VIII
Food Service Department

1. Students may charge 5 breakfasts and 5 lunches.
If the student does not usually eat breakfast at school, he/she will be limited to 5 lunch charges.
2. If payment for these meals is not made on the next school day following the fifth charge, the student will not be served the usual meal.
3. In its place, a sandwich and carton of milk will be served.
4. When the fifth charge is incurred, a charge notice will be sent home with the student requesting payment and stating the consequences if payment is not received.
5. When the charges have been paid, the student's "credit" will be considered good and the student may have the privilege to again charge 5 breakfasts and 5 lunches.

NO HOME-BAKED GOODIES POLICY CONTINUES

At the request of the Joplin City Health Department, the school board adopted a policy that allows only commercially prepared foods to be served at "special events" in schools. The policy has been in effect since 1992 because of the continuing presence in the Joplin area of hepatitis A. The policy allows "only prepackaged foods purchased from grocery stores or foods prepared at licensed commercial bakeries." The policy affects food to be distributed at events such as birthday, holiday and other classroom parties, and food, such as cakes and pies, for school carnivals and ice-cream socials.

APPROVED CECIL FLOYD PARTIES 2009-2010

The following list and dates have been approved for classroom parties for the 2009-2010 school year:

HALLOWEEN PARTY - October 30, 2009 (Early Dismissal)

HOLIDAY PARTY - December 18, 2009

VALENTINE PARTY - February 12, 2010 (Early Dismissal)

Classroom parties are sponsored and planned by the Cecil Floyd PTO and room parents.

BIRTHDAY TREATS AND PARTY INVITATIONS

If a student wishes to bring treats for a birthday party, parents should contact the teacher for the most appropriate time. Please be sure to provide something for every child in the class.

Home party invitations should not be passed out at school unless the whole class is invited. This will help prevent the possibility of hurt feelings. The school is not asking that private parties include the entire class, however, if they do not include the entire class parents/students will need to choose other avenues of distributing invitations. Teachers should have advance notice of birthday recognitions. Treats may be served at the end of the day, or at the teacher's convenience.

SCHOOL PICTURES

School pictures are taken during the year and are available for purchase. Individual pictures will be taken this fall on September 24, 2009. All students have a picture taken, however, you may or may not purchase a package of pictures. You will receive a notice regarding school pictures in advance of the picture date.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are arranged with all parents two times each year. Conferences are held at the end of the first and third quarters of school. Parents are encouraged to contact their child's teacher at any time when there is a need to arrange additional meetings. Teachers are permitted to confer with parents only during times when they are not responsible for instructing or supervising students. The dates for parent-teacher conferences will be Thursday evening, October 22 and Friday, October 23, 2009. Third quarter parent-teacher conferences will be held on Thursday evening, March 11 and Friday, March 13, 2010.

Appointment schedules and additional information will be sent home prior to conference dates for your convenience.

REPORT CARDS

Student Progress Reports are issued quarterly. Parents are requested to sign the Student Progress Report Sheet and return it to school as soon as possible.

HONOR ROLL INFORMATION

Students in grades 3, 4, and 5 with grades of A's or A's and B's will be named to the Cecil Floyd Honor Roll. Certificates are awarded to honor roll students at the end of each quarter. An Honor Roll reward will take place at the end of the year. We encourage students to do their best at academics and to set a goal to be named on the honor roll at the end of each nine-week period.

PROMOTION

Promotion to the next grade is normally made at the end of the school year when a student has satisfactorily completed requirements of his/her current grade. When a student fails to meet the requirements of his/her current grade, the classroom teacher will request a grade replacement. A conference may be scheduled to make the final determination.

HOMEWORK

Class or individual homework may be assigned to students. Adequate time is usually given to complete most assignments at school. Every student is expected to complete any assignment not finished during the school day. Subjects and topics, which require extra study, practice time or drill, become excellent reasons for homework. Students in grades 3, 4, and 5 are more likely to experience more homework than students in the primary grades.

SCHOOL CANCELLATION DUE TO WEATHER

In the event of school cancellation, the information will be carried on local radio and television stations. If you have reason to believe school might be canceled because of the weather, please be advised by the media. Please do not call the school.

EMERGENCY PROCEDURES

Cecil Floyd has predetermined procedures for evacuating the building in the event of a fire, earthquake or getting students to our tornado safe constructed areas of the building. Drills to practice these procedures are held on a regular basis. The Joplin Schools BioChem Terror Preparedness Plan procedures will be followed by the staff should events warrant in or around the Joplin area.

In any emergency situation, students will be released only to the parent/guardian or to a person designated in writing by the parent/guardian.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students should respect property. Students will be required to pay for textbooks, library books, school supplies, school equipment or other school property lost or damaged.

MISSOURI SAFE SCHOOLS ACT

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the districts' policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided copy of instruction on the content of the disciplinary policy.

JUST TELL IT

Just Tell It is a Joplin Schools Initiative to keep our schools and students safe. Students have multiple avenues to report threats or observe something that makes a student think a violent event is being planned. Specific include:

- Tell your teacher, counselor, or principal.
- If you feel you cannot tell a school staff person, then tell your parents or a trusted adult.
- Telling is important! Reporting that someone is planning to hurt your classmates or your school **IS NOT TATTLING**.
- You may be saving lives and also helping a disturbed classmate get the help they need.

If You Feel You Cannot Tell an Adult...

- **Call: 1-866-748-7047** to report any threats. You can remain anonymous.
- **or email: justtellit@joplin.k12.mo.us**

STUDENT DISCIPLINE

In compliance with the Safe Schools Act a copy of Board Policy #5210 Student Discipline will be included or sent home under a separate cover. Please take the time to read the policy, become familiar with the policy and discuss the policy with your children.

DRUG AND ALCOHOL USE

Students are hereby informed that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity whose conduct at any time or in any place (including school buses) interferes with the missions or operations of the school or the safety or welfare of students or employees.

It shall be against school policy for any student to possess, use, distribute, sell, or be under the influence of any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, glue or narcotic device. Students shall not be under the influence of contraband or controlled substances as a result of use prior to arrival at school or a school function.

Students involved in incidents of the foregoing nature shall be punished within guidelines developed by the administrative staff and subject to the same review procedures as those used in a any other punitive action.

WEAPONS

Students are hereby informed that guns or any item intended to be used as a weapon will not be allowed at school. This includes pocketknives and other sharp items. Students who bring dangerous items to school will be dealt with according to school district policy. Missouri Safe Schools Act (HB 1301 and 1298) states that any student bringing firearms to school will be expelled from school for a period of not less than one (1) year.

DISCIPLINE

The Cecil Floyd staff works together to maintain a positive discipline plan. This plan has been patterned from models that have proven successful in all types of schools across the country.

CECIL FLOYD STUDENTS STRIVE FOR "STEPS TO SUCCESS"

1. Be Kind
2. Be Safe
3. Be Cooperative
4. Be Respectful
5. Be Peaceful
6. Be Responsible

One important aspect of education is to teach children self-control, responsibility and orderliness in order for the student to contribute as good citizens. Students are expected to respect the rules and the Joplin R-VIII employees. The use of appropriate behavior and a respect for authority will assist in creating a more productive, rewarding life for our children.

At Cecil Floyd these rules will be reinforced in all areas: follow directions, quiet in assigned areas, walk in halls/cafeteria, consideration of others, and no fighting (offensive or defensive).

RECESS

Recess schedules are designed by the teacher to meet the needs of the students. All students will have a lunch recess and one other recess.

Children will spend their recess periods inside when it is extremely cold or raining. However, students should be sent to school properly clothed for the prevailing weather. Generally, students who are well enough to be in school are well enough to be included in outdoor activities. If a student needs to remain inside at recess for a temporary health reason, a note explaining the condition and requesting for the student to stay inside is required.

PLAYGROUND RULES

Playground Equipment

1. No climbing on or up the slides.
2. Slide feet first, one person at a time.
3. No climbing on or jumping off the equipment or railing.
4. Climb only on green ladders.
5. No pushing or shoving - keep hands and feet to yourself.
6. Take turns.
7. Walk up steps - no running.
8. Only two people on teeter-totter at a time.
9. No hanging upside down.

Playground

1. Keep playground balls and games inside bags until they have been taken outside.
Upper hall-place bags along railing; out of walking area
Lower hall-place bag to teacher; line up to get one ball at a time
2. Walk out the doors - no running on concrete steps or sidewalk.
3. Stay off of sidewalk railing.
4. When standing on wall there is no talking; stay on wall until teacher tells you your time is up.
5. Do not go back inside building or retrieve playground balls from the street without teacher permission.
6. No chasing or tracking.
7. Sit at picnic tables - no climbing or jumping.
8. Do not climb fence or soccer nets.
9. Kick soccer balls only - not basketballs and volleyballs.
10. Do not pick up rocks, gravel or wood chips.
11. Bounce playground balls on the ground - not against the walls.
12. No candy allowed on playground.
13. Bring all trash inside - no littering.
14. No digging.
15. Line up immediately - no talking once in line.

LUNCHROOM RULES

- Use quiet voices
- Proper table manners
- Remain seated at tables until dismissed

HAZING AND BULLYING

The Joplin Schools prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy 5210. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing - For purposes of this policy, hazing may be defined as any activity, on or off school groups, that a reasonable person believes would negatively impact the mental or physical health or safety of a 36 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 include those actions that subject a student to mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities.

Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

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.

Bullying - For purposes of this policy, bullying may be defined as repeated and systematic intimidation, harassment or attacks on a student or multiple students perpetuated by a single individual or group. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft or damaging property.

Adopted: 1/9/2007

**THE SCHOOL DISTRICT OF JOPLIN RVIII
RACIAL, SEXUAL, RELIGIOUS, DISABILITY, AGE HARASSMENT
POLICY #5100**

Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated in the Joplin Schools.

Harassment is.....

- Unwelcome and unwanted behavior
- Related to an individual's actual or perceived race, religion, sex, sexual orientation, national origin, ancestry, disability, age, etc.
- It can include any unwelcome verbal, written or physical conduct, which offends or belittles any individual because of their race, religion, sex, sexual orientation, national origin, ancestry, disability, age, etc.

Harassment might occur....

- In classrooms, hallways, or playgrounds
- In cafeterias, locker rooms, rest rooms and/or on buses
- At athletic competitions, on field trips, etc. - both in and out of district- and at work study and other off-campus sites

The District will....

- Investigate all complaints of harassment and respond appropriately
- Take prompt and appropriate disciplinary action, when it is determined that harassment occurred.
- Work with students, staff and the community to remedy and prevent hostile environments in all programs and activities.
- Provide procedures through which all individuals may address concerns and/or grievances.

If you have a concern, would like to know the procedure for reporting possible incidents of harassment or would like further information about the district's Harassment Policy.....

- See Policy #5100 in the Board of Education Policy Manual, available in the Board of Education Office and in each school's administrative office.
- Consult the principal of any building, the Compliance Coordinator, or the Superintendent

GOOD CITIZENSHIP RECOGNITION

Students are recognized at Cecil Floyd Elementary for being Good Citizens of the Month.

QUALITIES CONSIDERED FOR CITIZEN OF THE MONTH RECOGNITION

- Honesty
- Being responsible for your work and behavior
- Show good sportsmanship
- Be respectful of others and their property
- Be kind and thoughtful
- Be polite and courteous
- Show good manners
- Be dependable and helpful
- Follow school rules
- Respect authority
- Have a positive attitude toward yourself and the school
- Be of service to the school

LIFE SKILLS PROGRAM

Life Skills are an important part of the learning process if incorporated in the daily activities of the school. Students recognize a greater awareness of individual skills through daily reinforcement. Students will see a connection between school, home, and the community.

The life skills emphasized at Cecil Floyd Elementary, which will work hand-in-hand with our discipline and Good Citizen plan, include the following:

Cooperation	To work together toward a common goal or purpose.
Effort/Initiative	To try your hardest, to do your best.

Kindness/Caring	Treating others with concern and to feel concern for others.
Integrity/Honesty	Truth, without hurting the feelings of others.
Respect	Showing consideration for yourself, others, property, rules and authority.
Responsibility	Being accountable for your own actions without blaming others.
Perseverance	Action or condition of being steadfast; never giving up.
Self Control	Dealing with your emotions and behaviors in an acceptable manner.
Sense of Humor	To laugh and enjoy.
Problem Solving	Seeking solutions.

STUDENT DRESS CODE

The Joplin R-VIII School District believes that a strong relationship exists between what a student wears and the attitude and behavior he/she displays. We ask all parents and students to understand that different modes of dress are appropriate for different activities, and that not all modes are suitable for school or school activities.

Students should always be well groomed and dressed appropriately for the activity in which the students are engaged. Dress and appearance must not present health or safety hazards, be indecent, disruptive, distracting, or inappropriate for the classroom. School officials will determine final decisions as to the appropriateness of dress and personal appearance.

Below are guidelines for students and parents to help them avoid attire or grooming, which interfere with the learning environment. **Examples include but are not limited to the following.**

- Headgear, jacket hoods, hats, caps and bandannas may not be worn in the building.
- Sunglasses and dark glasses, unless required by a doctor, are considered inappropriate attire. Contact lenses or eyewear that are distracting are prohibited.
- Unnatural hair-coloring (fuchsia, green, blue, etc.) and painted faces are distractions and not appropriate for school settings.
- Footwear will be worn at all times. House shoes are not acceptable.
- Jewelry that is considered excessive or poses a threat to the safety of the student or others (chains, sharp objects, etc.) is not permitted.
- Tattoos that are considered inappropriate (depicting violence, drugs, sex, etc.) must be covered while in school.
- The following examples of clothing are considered unacceptable and will not be permitted: mesh or other see-through clothing; clothes that expose a bare midriff or backside, exposes cleavage or undergarments; halter-tops, tube tops, or other sleeveless tops or shirts with excessively large openings; clothes which are cut or torn above the knees; shorts or skirts that are excessively short; apparel which is excessively tight fitting or excessively loose-fitting.
- Other inappropriate attire includes: gloves, and/or clothing with vulgar, profane, ethnically derogatory messages, and messages, pictures, symbols, depictions or advertisements of gangs, violent acts, illegal substances, drugs, or alcoholic beverages.
- Because of safety issues, individual classes may have dress requirements that are more restrictive than those listed above.

Building administrators will make individual evaluations to determine if other items are likely to be disruptive or create a potential health or safety

problem. Exceptions may be made in the case of appropriate team uniforms, special school events and other specific principal designated activities. Teachers are expected to refer students to the office who are in violation of the dress code.

The principal may temporarily suspend any student whose dress or hair style is prohibited by this dress code, but the student will be readmitted promptly upon the correction of the problem. In the event the student is not reinstated by the morning following the suspension, the principal shall handle the matter as he/she would any other disruptive student

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. All field trips will relate to curriculum objectives. Signed permission from a parent/guardian is required for all field trips. **Please return signed slips promptly as only students with permission will attend the field trip.**

BUS TRANSPORTATION

Riding a Joplin R-VIII school bus is a privilege. Students are to obey the District's Rules and Regulations. Basically, there are three simple rules that students must follow:

- 1. Get on the bus.**
- 2. Sit down.**
- 3. Be quiet and respectful of others.**

We will make every effort for students to have a positive bus ride. At times problems could arrive. Parents will be informed of students who have difficulty behaving on a bus. **Safety is our first concern with students riding a bus.** Parents are encouraged to review the bus rules and regulations with their child.

Bus information may be obtained by calling Joplin R-VIII Bus Transportation Office, 625-5300.

Students who come to school on the bus should return home on the bus unless they provide a note from their parent/guardian stating differently. Notes must be given to the classroom teacher. If we do not have a note, the child will be placed on the bus for transportation home.

Again, parents/guardians are requested to keep us informed if there are any changes in the student's routine.

BUS DISCIPLINE PROCEDURES

First Offense	Warning
Second Offense	Suspension from bus for 3 days
Third Offense	Suspension from bus for 5 days
Fourth Offense	Suspension from bus for 10 days
Fifth Offense	Suspension from bus for indefinite period; length of time to be determined by the principal

VISITING SCHOOL

Parents are always welcome to visit Cecil Floyd School. As a courtesy to the teacher, please schedule your time to visit. Since this is an instructional time for students, we would ask that preschoolers not accompany parents when you are visiting a classroom.

To ensure the safety of our students, we would ask that all visits begin at the school office. ALL visitors to the school are required to wear a "Cecil Floyd Visitor" badge. We are sorry for any inconvenience this may cause for visitors; however, this school policy will be carried out for the safety of our students.

SCHOOL NEWSLETTER

A school newsletter/parent updates will be sent home and will contain important information about school activities and special events.

PARENT/TEACHER ORGANIZATION

Cecil Floyd has an active Parent Teacher Organization. This organization is a valuable asset that contributes so much to the school. You are encouraged to become an active member in the P.T.O. General meetings are scheduled monthly through May. The first few months are very important in accomplishing the year's goals. You are encouraged and invited to attend and participate in all meetings and activities throughout the year. It takes everyone working together to provide the best opportunities for our children. (Parents, teachers, students, families, community,) Let's make this year the best year! We need you and your support.

BOOK FAIRS

Books are received in cases and are set up in the morning before school from 7:15 - 7:45. They are usually held Monday through Friday. Before each Book Fair, a list of books and prices is sent home with each student.

MEDIA CENTER BOOK DONATION

In previous years parents have purchased books in honor of their child or child's teacher to be placed in the Media Center. There are a variety of books that are needed. These books are special ordered and are library quality. Any parent interested in donating a book should contact the school librarian.

HOMEROOM VOLUNTEERS

A letter is sent home at the beginning of the school year asking for volunteers from each class. Their duties include planning three classroom parties a year and organizing cookie donations for Open House. Homeroom volunteers are also utilized in the Media Center, to help the teachers, in the making of popcorn and various other activities that arise throughout the year.

AMERICAN EDUCATION WEEK

Usually held the third week of April. One day during this week PTO provides lunch for the teachers in appreciation for their dedication to our children.

VOLUNTEERS IN PUBLIC SCHOOLS

Parents, grandparents and other interested individuals are encouraged to volunteer at Cecil Floyd. There are many opportunities available to become involved in the education of our students. For more information contact your child's teacher, the P.T.O. or the school office. In most instances, it is best to assist in a class other than the one of your child. **Times should be limited in order not to interrupt teacher or student schedules.**

Attention Joplin Schools Title I Parents Rights to Know Teacher Qualifications

As required by the No Child Left Behind Act of 2001 (PL 107-110) we are informing you that you have the right to know professional qualifications of the teachers in your child's school.

Upon request, our district will provide you, in a timely manner, the following information:

- Whether, the teacher has met Missouri certification criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which Missouri state qualification or licensing criteria have been waived.
- Whether your child receives services provided by a paraprofessional, and, if so, their qualifications.
- What college major(s) the teacher has and any other graduate certificate(s) or degree(s) held by the teacher, and, if so, the subject of the degrees.

If you would like to receive this information, you may contact: your principal or Janet Earl, Director of Special Services, (417) 625-5290, or Steve Doerr, Assistant Supt., (417) 625-5200.

IDEA Public Notice Joplin Schools

Joplin Schools is required to locate, evaluate, and identify children with disabilities who live and/or attend school in the district, 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. Joplin Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Joplin Schools 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.

Joplin Schools assures that personally identifiable information collected, used, or maintained by the district 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).

Joplin Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services office Washington Education Center, 1112 E 2nd, Joplin, MO (Office hours are 7:30 - 4:30 Monday - Friday).

This notice will be provided in native languages as appropriate.

**JOPLIN SCHOOLS
PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND
PLACEMENT UNDER SECTION 504**

The following is a description of the rights granted by federal law to students with disabilities (Section 504 of the Rehabilitation Act statute and regulations: 29 U.S.C. 706 (7), Section 794; 34 C.F.R. Part 104, the Individual with Disabilities Educational Act statute and regulation: 20 U.S.C. Section 1232g; 34 C.F.R. Part 99). The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

Joplin Schools Section 504 Coordinator is the Director of Special Services. Any concerns, questions and/or complaints may be addressed to: Janet Earl, 1112 E 2nd, Joplin, MO 64801; 417-625-5290; jearl@joplin.k12.mo.us

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities;
6. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
7. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;

9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
10. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
11. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
12. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney request you;
13. Ask for payment of reasonable attorney fees if you are successful on your claim;
14. If eligible under § 504, your child has a right to periodic reevaluations, 34 CFR 104.35;
15. If you wish to challenge the actions of the district's § 504 Committee in regard to your child's identifications, evaluation, or educational placement, you should file a written Notice of Appeal with the district's § 504 Coordinator, (see above) within 10 calendar days from the time you received written notice of the § 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer, and you will be notified in writing of the date, time, and place for the hearing;
16. If you disagree with the decision of the impartial hearing officer, you have a right to review of that decision by a court of competent jurisdiction. 34 CFR 104.36;
17. On § 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's § 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution;
18. You also have the right to file a local grievance or complaint with the Office of Civil Rights. The address is:
Regional Civil Rights Director
Office of Civil Rights Region VII
10220 N. Executive Hills Blvd.
8th Floor
Kansas City, MO 64190-1381

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The administration will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Under the federal Family Educational Rights and Privacy Act (FERPA), certain information about students has been designated as "Directory Information."

The Joplin Schools has identified directory information to include: student's name; student's birth date; the address of the student; the phone number of the student; grade level; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous school attended; and photographs.

The District may disclose this directory information without a parent's consent. **This information is requested annually, and must be renewed annually.** If you do not want this information released, you have the right to refuse its disclosure. You may do this by providing the district with written notice of the information you do not want to be shared about your child(ren). Attached to this letter is a "Refusal to Permit Disclosure Form."

Only return the attached form if you wish to have specific information regarding your child excluded. If you decide to refuse the release of this information, please refer to the clarifying information below:

Names, addresses, phone numbers, birth dates: If you choose to exclude any of this information for your child, it will not be printed in any class-type lists. This would exclude your child from being included in a student directory, on lists for Valentine's Day, birthday announcements, PTO lists,

etc. **If your phone number is shown as unlisted in our student management system, it will not be included in directory information.**

Degrees and awards received: This information would include activities such as winning the spelling bee, being the Geography Bee Champion, and winning scholarships. Information published for honor, award, co-curricular or extra-curricular programs would also fall into this category. **If you choose to exclude this for your child, any awards received by your child will be excluded from any district publications and/or awards ceremonies.**

Photographs: This includes any/all photographs taken at school. If you choose to exclude this for your child, his/her picture will not appear in any district publication, including the yearbook (this is the official school yearbook photograph taken by the contracted photographer) and/or team pictures. **This does not include candid shots taken at public events or referencing those photographs in the index of the yearbook. NOTE: If a parent has a situation in which exclusion of a child's photograph is critical, please contact the Assistant Superintendent for Educational Operations**

Military Recruiters: Military recruiters may request names, addresses and phone numbers of students. You may exclude your child's information from being released to the military by checking the appropriate box.

Refusal to Permit Disclosure forms are available at the main office of each school or at the District office. The forms need to be signed, dated, and returned to the main office of your child's school by **August 22, 2009**. Again, **only return the form if you wish to have information about your child excluded**. If you should have any questions, please contact the Assistant Superintendent of Educational Operations at 417-625-5200 ext 2002.

Family Educational Rights & Privacy Act (FERPA)

Refusal to Permit Disclosure

The Joplin Schools, under the federal Family Educational Rights and Privacy Act (FERPA), may disclose appropriately designated "Directory Information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with the District procedure. This information

is requested annually, and must be renewed annually.

Directory information can be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Only a parent or student (18 years of age or older) who wishes to have any/all of the designated "Directory Information" withheld from outside parties is to complete this form.

In addition to the requirements of FERPA, two federal laws require local educational agencies to provide military recruiters, upon request, with the names, address and telephone listings of secondary students unless the secondary student or the student's parents have advised the school in writing that they do not want the student's information disclosed.

Place an "x" in front of any information listed below that you do not wish to have disclosed about your child. Sign and date the form and return it to the Main Office of your child's school by August 28, 2009. Do not return this form if no information is to be excluded.

In accordance with Board of Education policy/regulation #2400, the Rockwood School District has designated the following as "Directory Information" for FERPA:

- _____ Student's name
- _____ Address of student
- _____ Name of parent/guardian
- _____ Grade level
- _____ Teacher/Team/Grade Level Assignment
- _____ Telephone number of student
- _____ Date of birth
- _____ Major field of study
- _____ Participation in officially recognized activities and sports
- _____ Weight and height of members of athletic teams
- _____ Dates of attendance
- _____ Degrees and awards received
- _____ Most recent school attended
- _____ Photographs

Place an "x" in the following blank if you do not wish to have the student's name, address, and telephone number disclosed to military recruiters:

_____Military recruiter information

Except for the directory and military recruiter information indicated above, the District will obtain a signed and dated written consent from the parent/guardian or eligible student prior to disclosure of personally identifiable information. In accordance with FERPA\ and the Missouri Safe Schools Act, the Rockwood School District will disclose information to other schools in which a student intends to enroll upon request of such schools. In accordance with FERPA and other applicable law, the Joplin Schools will disclose information to school officials who have a legitimate educational interest in the records, to authorized federal and state agencies and authorities, to law enforcement officials, to the Juvenile Court, with respect to financial aid applications, to conduct studies, to accrediting institutions, in response to a lawfully issued subpoena, in a health or safety emergency, and as otherwise required or permitted by law.

FEDERAL PROGRAMS COMPLAINT RESOLUTION PROCEDURE

This complaint resolution procedure applies to all federal programs administered by the Joplin Schools as directed by 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 must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The procedure is as follows:

- In the event that a person believes that there is a basis for a grievance, he shall first discuss the alleged grievance with his building administrator within fifteen (15) calendar days of the alleged grievance.

- If as a result of the informal discussion with the administrator a grievance still exists, or if the administrator is the person involved, the concerned individual may invoke the formal procedure personally. If the concerned person chooses to invoke the formal procedure, he or she must do so within ten (10) calendar days from the date of the informal discussion. A copy of the alleged grievance shall be delivered to the Compliance Coordinator.

- Within ten (10) calendar days of receipt of the grievance, the administrator(s) shall meet with the concerned person in an effort to solve the grievance. The building administrator(s) shall indicate the disposition of the grievance in writing within five (5) calendar days of the meeting and shall provide a copy thereof to the concerned person.

- If the person is not satisfied with the disposition of the grievance, or if no disposition has been made within ten (10) calendar days of such meeting, the person may transmit the grievance to the Superintendent of Schools. Within (10) calendar days the Superintendent or his designee shall meet with the person on the grievance and shall indicate his disposition of the grievance in writing within five (5) calendar days of the meeting.
- If the person is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period provided above, within ten (10) days the person may submit the grievance to the Board of Education for final determination. The Board shall hear the grievance within thirty (30) calendar days after receipt of the grievance and shall provide the complainant with the decision within five (5) calendar days thereafter. This decision shall be in writing
- If the issue cannot be resolved at the local level, the complainant may file a complaint with the:
Missouri Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri, 65102
(If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so, and may provide technical assistance to facilitate such resolution.)
- Any appeal must be made within thirty (30) days of receiving the written decision of Joplin Schools.
- 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.

Federal Programs Complaint Form

Today's Date: _____

1. Full Name: _____

2. Address: _____

3. Telephone Number: _____

4. Status: (**Check One**) Student _____ Teacher _____

Administrator _____ Classified Staff _____ Parent _____

Community Member _____ Other _____

5. Describe the situation and state which federal or state law has been violated, misinterpreted or misapplied. Attach additional sheets if more space is necessary.

Be specific and be sure to include the following:

- (a) The date of the event or occurrence about which you are complaining.
- (b) The names and positions of every person involved.
- (c) The exact date and nature of each incident involved.
- (d) The reasons you believe the incidents described above merit complaint.

6. State the remedy you seek.

COMPLAINT RESOLUTION PROCESS AS IT APPLIES TO DISPUTES REGARDING THE EDUCATION OF HOMELESS CHILDREN AND YOUTH

It is the responsibility of Joplin Schools to resolve any complaints about services to homeless students. It is also the responsibility of the District to inform the complainant of the Complaint Resolution Procedures when a question concerning the education of a homeless child or youth arises. While the dispute is ongoing, the child/children in question must be enrolled in school. If the dispute revolves around which school is the "school of best interest" for the child, the child shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child to attend the "school of origin".

In order to ensure successful resolution of complaints, Joplin Schools have adopted the following complaint resolution procedures. (In addition you may request access to the District's Board of Education policy addressing the education of homeless children and Federal Programs Complaint Resolution. (Board Policies #5640 & #5645). These can be accessed on the district website or in every district administrative office.

- I. Every effort must be made to resolve the complaint or dispute at the school district level. If there is a dispute or complaint, first notify the principal of the school and an attempt will be made to resolve any issues.

- II. If a resolution cannot be reached, notify Janet Earl, the District's Homeless Coordinator to discuss the complaint. The Homeless Coordinator serves as a liaison between the homeless child and the school the child attends.

Janet Earl, Washington Education Center, 1112 E. 2nd, Joplin, MO
64801;

417-625-5290; jearl@joplin.k12.mo.us

- III. If the dispute is not resolved after the initial discussion with the District's Homeless Coordinator the complainant can file a complaint in writing to the Homeless Coordinator for further review.

- A. In the written complaint include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) days of the date the complaint was received by the Homeless Coordinator.
 - B. A written decision or plan of action will follow.
- IV. If the dispute is not resolved at the Homeless Coordinator level, the complaint may be forwarded to the Superintendent, Dr. CJ Huff, 1212 E. 15th St., Joplin, MO; 417-625-5200; cjhuff@joplin.k12.mo.us for review.
 - A. Followed by a meeting with the Superintendent to discuss the dispute, the complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion.
 - B. A written decision or plan of action will follow.
- V. If the dispute is not resolved at the Superintendent level, the complainant may take the matter before the Board of Education for resolution. Contact Dr. CJ Huff, 1212 E. 15th St., Joplin, MO; 417-625-5200; cjhuff@joplin.k12.mo.us to schedule.
 - A. Followed by a meeting with the Board of Education to discuss the dispute, the complainant should request from the Board a written resolution within five (5) days of the date of the discussion. A written decision or plan of action will follow.
- VI. If the dispute is not resolved in a satisfactory manner at the school district level, the complaint may be brought to the Department of Elementary and Secondary Education. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:
 - A. Address the complaint to the State Homeless Coordinator, Federal Discretionary Grants, and P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480. (For the steps the state will follow you may contact the Homeless Coordinator).

Federal Programs Parent Involvement Procedures (Section 1118 NCLB)

The Board of Education of Joplin Schools assures that its federal programs are designed and implemented in consultation with parents and teachers of children being served. The purpose of the written parental involvement policy is to establish expectations for parental involvement in school district activities.

The Joplin School District assures the following:

1. Parents of students will be notified in a timely manner regarding their child's participation in the applicable program. They will be notified concerning.
 - A. Eligibility and identification
 - B. Development of program goals
 - C. Progress in the program
 - D. Suggestions for supporting their children learning at home
2. The Director of Special Services will be responsible for an annual review of the programs. This review will be undertaken for the purpose of planning, development, and review of each federal program.
3. The Principal will facilitate planning and implementation of effective parent involvement.
4. The district will provide the coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parental involvement activities designed to improve academic achievement and school performance.
5. The Principal, in conjunction with building staff, will develop parent capacity for effective involvement in the education process through building level activities: e.g. Parent Advisory councils, parent-teacher conferences, parent training/workshops, in-services, and parent meetings.
6. Parental involvement strategies will be coordinated and integrated with other programs such as head Start, Parents As Teachers, Caring Communities, state agencies, and other programs to the extent feasible and appropriate.
7. The district will conduct an annual evaluation of the content and effectiveness of the parental involvement policy to:
 - A. Determine the effectiveness of the policy in increasing the participation of parents and:
 - B. Identify barriers to parental participation, particularly for those who are: economically disadvantaged, disabled, migratory, and homeless or have limited English proficiency, limited literacy, or racial or ethnic minority background.
8. The district will use the results of the annual evaluation to design strategies for school improvement and revise, if necessary, the parental involvement policy.

**THE SCHOOL DISTRICT OF JOPLIN RVIII
GRIEVANCE PROCEDURE - POLICY # 5100**

When a person, student, employee, patron, parent or other interested party believes that there has been a misinterpretation, misapplication or violation of any provision of Board policy, or any law, rules, order, or regulation, including the investigation of complaints of harassment - the person may file a grievance. This procedure applies to any allegation of harassment-racial, sexual, religious, disability, or age - including staff-on-student and student-on-student harassment.

In the event that a person believes that there is a basis for a grievance, he or she shall...

- I. Discuss the alleged grievance with the building administrator. All complaints will be investigated (see Investigation Procedures in Policy #5100). If, after the investigation and informal discussion with the building administrator, the grievance still exists, or if the administrator is the person involved, the concerned individual may invoke the formal procedure personally.
- II. To invoke the formal procedure, the concerned person must complete the Grievance Procedure Reporting Form (in Policy #5100). A copy of the form shall be delivered to the Compliance Coordinator (the Supt. of Schools or designee) at: The School district of Joplin, R-VIII Administrative Offices, 1717 e. 15th St., Joplin, MO (417-625-5200)
- III. If the person is still not satisfied with the disposition of the grievance, the person may submit the grievance to the Board of Education for final determination. The board shall hear the grievance within thirty (30) calendar days after receipt of the grievance and shall provide the person with the decision within five (5) calendar days thereafter.

Racial Harassment complaints may also be filed with:
US Dept. of Education, Office for Civil Rights
10220 N. Executive Hills Boulevard, 8th Floor
Kansas City, MO (816-880-4200)

NOTICE OF NONDISCRIMINATION

It is the policy of the Joplin School District (Policy 5100 - revised 3/3/2009) to provide equal opportunities for access, education and employment to all people, regardless of race, color, ethnicity, ancestry or national origin, gender, sexual orientation, disability, age, religion, political affiliation, and/or use of Family Medical Leave Act or any other protected activity. It is a violation of District policy to tolerate or engage in discrimination or harassment. This includes all employees and applicants for employment, students, prospective students and parents, patrons and community members. The District considers the implementation of this policy the responsibility of all persons connected with the district and any and/or all of its activities.

The District will promptly investigate all complaints of discrimination and harassment and will respond in a manner designed to effectively deter reoccurrence. The following employees have been designated to coordinate district efforts to comply with implementation of federal and state regulations concerning nondiscrimination. Any person having inquiries concerning the Joplin School District's compliance with the regulations implementing the following areas of nondiscrimination may contact the following persons:

The Board of Education has designated the Assistant Superintendent for Educational Operations to act as the district's Compliance Coordinator. Under his supervision, other staff has been appointed to deal with certain areas of discrimination. All questions and/or concerns should be addressed to the following persons:

- Title IX (which prohibits sexual discrimination and/or sexual harassment) may be directed to the Assistant Superintendent for Educational Operations, 1717 East 15th Street, PO Box 128, Joplin, MO 64802, 417.625.5200.
- Title VII (which prohibits discrimination in employment) and the Equal Pay Act of 1963 (which prohibits discrimination in compensation) may be directed to the Assistant Superintendent for Educational Operations, 1717 East 15th Street, Joplin, MO 64801, 417.625.5200.
- Section 504, ADA and/or IDEA (which prohibit discrimination on the basis of disability) may be directed to the Director of Special Services, 1112 East 2nd Street, Joplin, MO 64801, 417.625.5290.
- Compliance with the McKinney- Vento Homeless Assistance Act and OCR regulations requiring services for students with Limited English Proficiency may be directed to the Director of Special Services, 1112 East 2nd Street, Joplin, MO 64801, 417.625.5290.

For additional information, including reporting procedures and grievance procedures

see Board Policy 5100 located in the Board Policy Manual in each building or on the district website (www.joplinschools.org)

Any person may also contact:

- U.S. Department of Education, Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
(816) 268-0550
Email OCR.KansasCity@ed.gov
- Equal Employment Opportunity Commission
Gateway Tower II
4th & State Ave. Kansas City, Ks.
1-800-669-4000
- Wage and Hour Division, Department of Labor
1222 Spruce Street Rm. 9.102B St. Louis, MO 63103-2830
(314) 539-2706