

Crest Ridge Elementary



Student Handbook

Dear Crest Ridge Elementary Families,

Welcome to Crest Ridge Elementary, an active community of learning. We look forward to working with you and your child. You are most welcome to become involved in your child's daily events at school. It is the goal of our staff to ensure that your child feels safe at school and for them to experience every opportunity to achieve daily success.

Your positive attitude about learning and the encouragement you provide your child will be an important factor in your child's success. The grade level expectations have changed over the years. Students today are offered numerous opportunities to assist them in becoming problem solvers. The curriculum of Crest Ridge R-VII is aligned to the Missouri Grade Level Expectations (GLEs). Testing for mastery of the objectives takes place regularly in the classroom by teacher made tests, reading assessments, and teacher observations. Students are given opportunities to demonstrate what they are learning by making presentations, through illustrations and graphic organizers, and in written expressions.

Our staff recognizes children learn at their own pace and provide every opportunity for children to succeed. We have a professional, highly trained staff willingly available to be your partner in education. Please take time to meet your child's teacher and the staff that will be working with your child. You are invited to join PTO, become a classroom volunteer, or volunteer in the library. We want to be your partner in assisting your child in reaching their full potential in academics, social development, and character development.

The Crest Ridge Elementary office hours are 7:30 a.m. to 3:30 p.m. Please do not hesitate to call us at 656-3315.

Lesi Smart,
Crest Ridge Elementary Principal

2011-2012



94 NW 58 Hwy
Centerview, MO 64019
Phone: (660) 656-3315
Fax: (660) 656-3411

Mrs. Lesi Smart, Principal
lsmart@crs.k12.mo.us
Mrs. Shanna Ellison, Secretary to the Principal
Mrs. Jenny Steward, Counselor
Technology Director

Mrs. Julie Dill, Superintendent
Mrs. Janet Evert, Secretary to the Superintendent
Phone: (660) 656-3316
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School District Web-Site: www.crestridge.org

BOARD OF EDUCATION

Dr. Ray Patrick
Tammy Shanks
Scott Seigfried
Becky Brookshier
Janet Everhart
Rick Schmidli
Tony Matthews

PARENTS AS TEACHERS PROGRAM

Phone: 660-656-3315
Karen Gravely

Table of Contents

ELEMENTARY STAFF	6
CALENDAR DESCRIPTION	7
CREST RIDGE R-VII PUBLIC SCHOOL MISSION/GOALS	8
District Mission Statement:	8
District Goals and Objectives:	8
ELEMENTARY MISSION STATEMENT	8
ELEMENTARY VISION STATEMENT	8
ELEMENTARY VALUES	8
ARRIVAL	8
ASSEMBLIES	8
ACTIVITIES	9
ATTENDANCE (Policy 2310)	9
DISTRICT STUDENT ATTENDANCE POLICY	9
TRUANCY and EDUCATIONAL NEGLECT	10
MAKE-UP WORK	10
BIRTHDAY AND PARTY INVITATIONS	10
BUS INFORMATION	10
BEHAVIORAL EXPECTATIONS - Elementary	10
Behavioral Objectives:	11
Corrective Disciplinary Options:	11
Behavioral Interventions:	11
CAFETERIA PROGRAM	12
CELL PHONES AND ELECTRONIC DEVICES (Policy 2656-A)	12
CODE OF CONDUCT-ADULTS (Policy 1431)	12
STUDENT DISCIPLINE (2600)	12
Reporting to Law Enforcement	13
Documentation in Student's Discipline Record	13
Prohibited Conduct	13
Academic Dishonesty	13
Arson	13
Assault	13
Bullying	14
Bus or Transportation Misconduct	14
Disrespectful or Disruptive Conduct or Speech	15
Defiance of Authority	15
Extortion	15
Failure to Meet Conditions of Suspension	15
False Alarms	16
Fighting	16

Sexual Harassment	16
Theft	16
Vandalism	16
Weapons	17
Corporal Punishment: Prohibited	17
NON-DISCRIMINATION STATEMENT	17
PROCEDURES FOR MIGRATORY SERVICES	17
DISMISSAL	17
DRESS CODE	18
EMERGENCY PLANS	18
Emergency Drills	18
District Emergency Plans	19
FIELD TRIPS	19
Extra Curricular Trips	19
ACADEMIC FOCUS ROOM	19
GOOD THINGS TO SHARE AT SCHOOL/LEAVE HOME	20
HOMELESS STUDENTS (Policy 2260)	20
LIBRARY HOURS	20
HEALTH SERVICES	20
District Wellness Program	20
Human Sexuality	21
PROGRESS REPORTS	21
RECESSES	21
RETENTION PROCEDURES (Policy 2520)	21
Retention Policy	22
SCHOOL CLOSING	22
STUDENT RECORDS	22
TECHNOLOGY USAGE	23
Definitions	23
Technology Administration	24
TELEPHONE	24
TEXTBOOKS AND SUPPLIES	24
VIDEOS & PUBLICATIONS INFORMATION	24
VISITORS	25
WITHDRAWALS	25
PUBLIC NOTICE	25
<i>PUBLIC NOTICE</i>	25
Standard Complaint Resolution Procedure for Improving America's Schools Act Programs	26

ELEMENTARY STAFF

Kindergarten.....Luanne Lloyd
Dawnja McCormack

1st Grade.....Teresa Gibson
Cindy Hoeper

2nd Grade.....Monica Cross
Rhonda Gentry
Tiffany Parsons

3rd Grade.....Shanda Matthews
Renaë Bridges
Shayline Stanley

4th Grade.....Dannelle Chugg
Susan Seelinger

5th Grade.....Doug Cox
Lara Hendrix

Special Ed.....Christi Cardwell

Title Math.....Lily Jones
Title Reading.....Mary Dover

Speech.....Dawn Snow

Librarian.....Kelli Meyrand

Music.....Robin Currence
Art.....Chastity Wilson
PE.....Clint Baldwin

Nurse.....Jeana Rhoads, LPN

Classroom Aides.....Stacy Heckadon
Becky Bowland

Cooks.....Angela Fischbach
Dana Self
Judy Hayes
Debbie Krewson

Custodians.....Ricky Pirch
Jared Battles

CALENDAR DESCRIPTION

August 17-22	Prof. Development - Local Teachers' Meetings
August 23	First Day for Students
September 5	Labor Day
September 19	I-70 PD Conference- SCHOOLS CLOSED
October 14	Teacher Work Day - Early Release
October 20	Parent/Teacher Conf. Early Release
October 21	SCHOOLS CLOSED
November 23-25	Thanksgiving Vacation
December 9	Professional Development
December 22	End of 1 st Semester - Early Release
December 23-1/2	Winter Vacation SCHOOLS CLOSED
January 3	Faculty Prof. Dev. - Students not in attendance
January 16	Martin Luther King, Jr. Birthday SCHOOLS CLOSED
February 20	Presidents' Day - SCHOOLS CLOSED
March 9	Professional Development - Early Release
April 5-9	Spring Break - SCHOOLS CLOSED
May 4	Teacher Work Day - Early Release
May 17	Last Day of School - Early Release
May 18	Graduation

Graduation Date May 18, 2012

Inclement Weather Make-up Days

1-May 18	2-May 21	3-May 22
4-May 23	5-May 24	6-May 25

The Crest Ridge R-VII School District does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent of School
92 NW 58 Hwy
Centerview, MO 64019
660-656-3391

CREST RIDGE R-VII PUBLIC SCHOOL MISSION/GOALS

District Mission Statement:

Developing Self-directed Learners

District Goals and Objectives:

The Board of Education believes these outcomes can be achieved with all agencies of the community, especially the home.

1. Ensure that positions are staffed with "highly qualified teacher."
2. Develop a system to plan and monitor the use of technology by students and staff.
3. Students will score at or above proficiency on standardized test.
4. Develop guidelines for monitoring and planning the district's needs.

ELEMENTARY MISSION STATEMENT

The mission of Crest Ridge Elementary is to provide a safe and caring learning environment.

ELEMENTARY VISION STATEMENT

Crest Ridge Elementary establishes school, family, and community partnerships that promote accountability, respect, integrity, and life-long learning.

ELEMENTARY VALUES

We will provide our students with a safe and nurturing environment which promotes a love of learning.

We will help students accept responsibility for their learning and conduct.

We will keep parents informed of student progress and offer suggestions for assisting their children.

We will model respect and accountability to students, parents, and staff members.

We will use the results of assessments to make instructional adjustments and improvements.

We will promote the success of every student.

We will expand our community outreach to build relationships between our students and the community.

We will unite as a team with families and community to provide for the education of our students.

We will commit to the success of all students by supporting and encouraging each other and focus on student learning.

We will have high expectations and promote active learning through appropriate and innovative curriculum.

ARRIVAL

Students should not arrive at school before 7:45 am. Bus riders will enter the building through the main entrance (east doors) and car-riders will enter the building through the **north** doors. Students eating breakfast at school will enter the gym. All other students should report to the classroom. The school day begins at 8:15 am. Students will be marked tardy when arriving later than 8:15 am and will need to report to the office.

ASSEMBLIES

Assemblies are designed for students to provide an enriching experience to help fully develop their school career. They are an extension of the classroom and students are to conduct themselves accordingly at all times. Students that abuse their privileges will be disciplined according to the type of behavior displayed. The success and frequency of assemblies depends on the courtesy and conduct of our student body.

ACTIVITIES

Extra-curricular activities or school functions are considered to be an extension of the classroom. Therefore, all students in attendance as spectators or participants shall abide by the same codes of conduct adopted for the school day. This includes being at school-sponsored activities (home or away) or in any vehicle while being used to transport students for the school district.

ATTENDANCE (Policy 2310)

Regular attendance is vital to your child's academic success. In the event that it will be necessary for your child to be absent, we ask parents to call the school office. Perfect attendance will be recognized at the end of each school year. In order for your child to receive perfect attendance for the entire year, your child may cumulatively miss less than one full day: adding up doctor appointments, arriving tardy, or leaving early—these must equal less than one full day.

If a child is to leave the school for an appointment or to go home some way other than the usual, the office must have a dated note or phone call. You may call the office with instructions for these changes until 2:30 pm.

The last ten minutes of the day are set aside for preparing for dismissal. Unless absolutely necessary, we ask that you do not pick up your child early. This is an important organizational time for the students to gather materials that go home and receive final instructions from their teachers.

Please go to the office when you are picking up your child early. The student will be released from the classroom only after the teacher has received verification from the office that the child is being dismissed early.

DISTRICT STUDENT ATTENDANCE POLICY

Rationale for the Policy:

1. We believe, as parents and school personnel, that attendance in school is important. We believe when a student misses school, regardless of the reason, he/she is missing something valuable.
2. We believe that students are of an age when they need to learn the valuable concepts of attendance and punctuality. This lesson is important for their maturation and acceptance of the responsibility for their actions. Good school attendance helps to prepare students for attendance requirements placed upon them as adults. Poor attendance at work may lead to job dismissal; poor attendance at school results in loss of instruction.
3. Student attendance affects the students' behavior, attitude, learning, and overall school success. We hope parents will talk with their student about his/her attendance and encourage good attendance. We believe, and the studies show, that schools can make a positive difference in a young person's education when the student has few absences during his/her school career.
4. Among global outcomes stressed by the student's equivalent to adult employment, prompt, regular attendance is required of adult workers, and school is meant to prepare students for successful functioning in the adult world.

It is the parents' responsibility to see that their children attend school as required under law. When a student is absent it is the responsibility of the parents to call the building office that their child attends on the day of the absence.

The following procedures will be followed for daily attendance:

1. Daily Absence Reporting:
 - (a) The parent calls the school to report an absence by 9:00 a.m. for each day the student is absent.
 - (b) In addition, if the student is going to the doctor he/she must bring a note from the doctor on the first day that he/she returns following the absence.
2. Six Day Absence Reporting:

When the student's absences reach six (6) days, the school will send a letter to the parents, regardless of

prior notification by phone or conference.

TRUANCY and EDUCATIONAL NEGLECT

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parent/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

MAKE-UP WORK

Students will be given one day to make up work for each day they are absent. Example: If you are excused on Monday, then your work is due on Wednesday. Unless work was previously assigned, it is due when assigned. If a student is in school any part of the day it is his/her responsibility to turn in all work due that day and to get assignments for the next day.

BIRTHDAY AND PARTY INVITATIONS

Birthday party invitations may not be distributed at school unless invitations are issued to every student in the class. However, birthday treats may be brought to school for sharing with classmates at the end of the day. Please make advance arrangements with your child's teacher so that he/she may prepare for this special time.

BUS INFORMATION

It is the philosophy of the Crest Ridge R-VII School District that riding a bus is an extension of the classroom, and students are reminded that all school rules apply. Any student that meets the criteria for ridership may ride a district bus until it is deemed by the district that the student has violated the districts code of conduct. A "Code of Conduct" is designed to foster responsibility, to create respect for the rights of others, and to ensure the orderly operation of a school district. Specifically, this code of conduct is designed to ensure the safety of your child and all other students as they are transported. Questions and concerns regarding bus schedules and transportation issues should be referred to Tony Wegener, Transportation at 656-3634.

BEHAVIORAL EXPECTATIONS - Elementary

The discipline code set out in this regulation is intended to illustrate the behavioral expectations of our school. It is not intended to be an exclusive listing of all acts of misconduct and the consequences for each. Misconduct not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion, following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board

of Education due to mitigating or aggravating circumstances. Copies of all Crest Ridge R-VII School District Policy and Regulations are available at the Crest Ridge R-VII School District Administration Office.

Behavioral Objectives:

All school personnel have the responsibility to instruct, guide, and supervise students during school and at school sponsored activities. The behavioral objectives of our school shall be to promote positive learning and to provide students with positive experiences along with effectively responding to unacceptable student behaviors. The objectives of our actions shall be to: 1) promote appropriate and acceptable student behavior, 2) develop student character and power of self-control, and 3) to correct inappropriate student behavior.

Corrective Disciplinary Options:

Administrators have the authority to use discretion in determining the appropriate disciplinary steps, depending on the severity and frequency of incidents. Disciplinary action will be taken by staff members, with parent / guardian involvement, when appropriate, to correct unacceptable student behaviors. *When deemed necessary, appropriate documentation will be filed in the student disciplinary records.* Every attempt will be made to exercise reasonable judgment, to respect the rights of the person, and to comply with legal procedural requirements while dealing with unacceptable behaviors.

Infractions that occur at school, at school related activities, or on school grounds are subject to, but not limited to, the disciplinary actions/measures listed below. Individual cases will take into account the age of the student and the severity of the incident.

Behavioral Interventions:

Depending on the nature of the inappropriate behavior, the options for disciplinary action at Crest Ridge Elementary are:

- 1) **Student / Principal Conference:** A conference with the student to obtain a commitment, oral or written, for correcting behaviors.
- 2) **Assigned Tasks:** The student shall be assigned specific assignments / tasks to be completed.
- 3) **Loss of Privileges:** The student may lose the privilege of certain school activities.
- 4) **Activity Restriction:** The student may be required to spend a period of time out of a specific classroom or area. During this time, the student may be isolated in the office / focus room for a period of time for the safety of self and others.
- 5) **Intervention Plan:** A student plan of success may be developed by the staff, with input from the parents, to modify the student's school day and activities.
- 6) **Parent Contact:** The parents may be made aware of incident via phone or in writing.
- 7) **Parent Conference:** A parent conference may be required to inform parents of the incident and consequences and to provide or obtain further information.
- 8) **Restitution:** The student may be required to clean up, repair, or compensate for the lost or damaged property or article.
- 9) **In-school Suspension:** The student may be assigned in-school suspension by the principal.
- 10) **Out-of-school Suspension:** The student may be suspended from school by the principal for a period of up to ten (10) days. The superintendent of schools may suspend a student from school for a period of up to one hundred and eighty (180) days.
- 11) **Expulsion:** Based on the severity of the incident, a student may be expelled from school by the Board of Education.
- 12) **Notification of legal authorities:** School personnel may contact the appropriate legal authorities when deemed necessary.

CAFETERIA PROGRAM

The Crest Ridge R-VII School District provides well-balanced breakfasts and lunches for students in grades K-12 on a daily basis. Each student is given an account, and money may be added to cover the cost of the student's meals on a weekly, monthly, or quarterly basis. Should your child be absent, his/her money will simply be carried over into subsequent days. You may write one personal check for both breakfast and lunch costs, and we ask that you put the check into a sealed envelope (with your child's name and the total amount enclosed noted on the outside of the envelope) for your child to turn into the cafeteria when he/she arrives at school. Lunches at Crest Ridge Elementary cost \$1.70/day (\$0.40/reduced), and breakfasts cost \$1.30/day (\$0.30/reduced). Meals are expected to be paid for in advance. If family circumstances create a need for financial assistance for the meals, please contact the school office for a free/reduced lunch application.

CELL PHONES AND ELECTRONIC DEVICES (Policy 2656-A)

Students are reminded that personal property not needed for schoolwork should not be brought to school. Developments in cell phone and handheld electronic device technology in recent years have resulted in enhanced communication and video opportunities. However, the use of the electronic devices and cell phones in school poses increasing risk of school disruptions, bullying, criminal activity, and academic dishonesty. As a result of this, Crest Ridge R-VII School District will not allow student cell phones and handheld electronic devices (other than approved calculators) during the instructional school day, (7:45-3:00). Violation of this policy by a student during the school year will result in assignment of ISS, while the second and subsequent or continued violation of this policy by a student may result in OSS, being imposed in addition to confiscation of personal cell phones or electronic devices and returned only to the parent of the students after 30 days. Parents may apply to the building administrator to obtain a hardship exception to receive the cell phone back. The school has phones available to call parents and to receive parents' calls.

Handheld Electronic Devices will include but are not limited to: Cell Phones, Blackberries, Ipods, MP 3 players, Video Cams, Palm Pilots, Cameras, etc.

CODE OF CONDUCT-ADULTS (Policy 1431)

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

STUDENT DISCIPLINE (2600)

The Student Code of Conduct is designed to foster student responsibility and respect for others and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee, he/she may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, and school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement

It is the policy of the Crest Ridge R-VII School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and school policy.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Infraction/Definition	Offense	Consequence/Action
Academic Dishonesty - Cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.	First Offense:	No credit for the work, grade reduction, or replacement assignment.
	Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
Arson - Starting or attempting to start a fire or causing or attempting to cause an explosion.	First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
	Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Assault 1. Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
	Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical	First Offense:	Expulsion

injury to another.		
<p>Bullying- Our district is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students/staff or teachers toward District personnel or to other students on school ground, or school time, at a school sponsored activity. Bullying is intentional action by an individual or a group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. (Policy 2665)</p>		
<p>Communicates with another by any means (including telephone, writing, or via electronic communications), with intention to intimidate, or inflict physical, emotional or mental harm without legitimate purpose, <u>or</u> physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.</p>	<p>First Offense</p>	<p>Principal Conference, In-school suspension, or 1-180 days out-of-school suspension.</p>
	<p>Subsequent Offense:</p>	<p>1-180 days Out-of-School suspension or expulsion.</p>
<p>Bus or Transportation Misconduct - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.</p>		
<p>Rules:</p> <ol style="list-style-type: none"> 1. Talking and other noises must be kept at a reasonable volume. 2. Students are to load and unload the bus in a timely manner 3. Food, drinks, animals, oversize objects, and glass containers are not permitted. 4. Physically endangering behavior, abusive and/or obscene language or gestures, and throwing objects are unacceptable. 5. Fighting, scuffling, teasing, or tormenting other students on the bus or at the bus stop is prohibited. 6. Use of any type of tobacco products is prohibited. 7. Students will stay seated, face the front of the bus, keep aisles and stairwell clear, and not extend body parts or objects out the bus window. 8. Students will wait at the proper stop and not depart from the 	<p>First Offense</p>	<p>A warning will be given and a misconduct report will be provided to the building principal. Parent will be notified.</p>
	<p>Second Offense</p>	<p>Loss of bus riding privileges for up to three days. Parent/Guardian will be notified.</p>
	<p>Third Offense</p>	<p>Loss of bus riding privileges for up to ten school days. The transportation director and building administrator may request a conference with the students and parent/guardian. Parent/Guardian will be notified.</p>
	<p>Fourth Offense</p>	<p>Loss of bus riding privileges for an indefinite period of time, possible recommendation for long term bus suspension. Parent will be notified.</p>
	<p>Severe Violation</p>	<p>Any discipline determined to be severe will give the Building Administrator the option of taking disciplinary action at any step. Although this is not a complete</p>

<p>bus at a wrong stop.</p> <p>9. Students will not tamper with or vandalize bus equipment or bus. Students will have to pay for any damages that may occur.</p>		<p>list, examples of severe violations could include: fighting, weapons or look like weapons, alcohol, smoking, drugs, verbal or physical battery, and sexual harassment. Such infractions will not only result in suspension from transportation, but may also result in disciplinary action at the school. Any previously issued notices for bus misconduct will be considered when determining the discipline for a student having committed a severe act.</p> <p>In coordination with possible loss of bus riding privilege, other consequences may be assessed.</p>
<p>Disrespectful or Disruptive Conduct or Speech - Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings, or that materially and substantially disrupts classroom work, school activities, or school functions.</p>	<p>First Offense:</p>	<p>Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.</p>
	<p>Subsequent Offense:</p>	<p>Principal/Student Conference, In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
<p>Defiance of Authority-Refusal to obey directions or defiance of staff authority:</p>	<p>First Offense:</p>	<p>Principal/student conference, in-school suspension, 1-180 days out-of-school suspension.</p>
	<p>Subsequent Offense:</p>	<p>In-school suspension, 1-180 day out-of-school suspension, expulsion.</p>
<p>Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.</p>	<p>First Offense:</p>	<p>Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>
	<p>Subsequent Offense:</p>	<p>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
<p>Failure to Meet Conditions of Suspension - Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy.</p>		

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.	First Offense:	Verbal warning, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
	Subsequent Offense:	Verbal warning, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.	First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
	Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Fighting (see also "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
	Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Sexual Harassment Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments or inappropriate contact.	First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
	Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Theft - Theft, attempted theft or knowing possession of stolen property.	First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension
	Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.	First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

	Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons 1. Possession or use of any weapon as defined in Board policy (262OPR), other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.	First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion
	Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).	First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
	Subsequent Offense:	Expulsion.

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools. A staff member may, however, use reasonable restraint against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

The teachers and staff at Crest Ridge Elementary believe that teaching student's responsibility is an important element of an effective discipline plan. The foundation for student success is set through establishment of high expectations for students' behavior, positive reinforcement of appropriate behavior, and logical consequences for misbehavior. This structure teaches students to make choices and accept the rewards/consequences for their choices in terms of behavior.

NON-DISCRIMINATION STATEMENT

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admissions and employment, and all professional organizations holding professional agreements with the Crest Ridge R-VII School District are hereby notified that this institution does not discriminate on the basis of race, color, natural origin, sex age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Crest Ridge R-VII School District compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Superintendent of Schools at 660-656-3316 (Policy 2100)

PROCEDURES FOR MIGRATORY SERVICES

The Crest Ridge R-VII Public School District assesses the educational and related health and social needs of the migrant student(s) and gives full access to all programs ordinarily provided all other children to meet their need, including Title I, Special Education, vocational Education, English for speakers of other languages, counseling programs, elective classes, and fine arts classes. (Policy 2170)

DISMISSAL

- School is dismissed each day at 3:00 pm.
- Bus riders exit through the front doors.
- Car-riders will exit through the front doors after the buses have left and all the cars in the line

have come to a complete halt.

- Children will not be allowed to leave school in a different way/route without daily written consent from their parent/guardian. Please remember to send written directions, each day, if your child will be traveling home in a way other than his/her normal routine.
- Discuss procedures for early dismissal with your child. Should you leave your children in the care of others while you are out of town, please advise school personnel of contacts to make in case of an emergency or questions that may arise regarding changes in transportation to and from school. Children will be released only to the custodial parent or their designee.
- The school must be advised if custody or guardianship changes with legal documentation.

DRESS CODE

The school expects student dress and grooming to be neat and clean. This expectation includes the school day and school-sponsored extracurricular activities. To assist in the maintenance of a school climate, the following types of clothing are considered inappropriate and are not to be worn at school or school functions:

Bare midriff or strapless garments

Short shorts and skirts

Clothing made of fishnet material

Clothing that displays questionable language, slogans, or drawings (i.e. depicting or promoting alcohol/tobacco products)

Hats, visors, or any head coverings in the building

Face/hair painting

Shoe skates

Clothing should generally be worn as designed (i.e. wearing shorts or slacks below the waist is inappropriate).

The principal will make the final determination on the appropriateness of student attire.

EMERGENCY PLANS

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted, or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

Emergency Drills

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the

fire department, law enforcement officials, emergency medical services, and local emergency planning committees.

District Emergency Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

FIELD TRIPS

Each grade level typically will go on a field trip sometime throughout the school year. Parents are asked at that time to help supervise children on these trips. We ask that other arrangements be made for students' siblings for that day so that this may be a special day for that student and his/her parent. Students need to stay with the group and abide by the guidelines set forth for all of the students in the group as this is a school trip. We may not be able to have all willing parents help with these trips as there may be ticket limits and transportation restrictions. We know that our parents will understand the circumstances and will appreciate and assist our efforts to provide the children with this opportunity. Students are required to ride to and from the school event on the bus.

Extra Curricular Trips

These trips are designed for students to provide an enriching experience to develop their school career. Students are required to attend the entire event. Students must ride the bus to the event. Parents may transport the student home after signing the student out with the advisor.

ACADEMIC FOCUS ROOM

The function of the FOCUS room is to provide consequences for students who are discipline problems while at the same time meet their educational needs.

The objectives of the program are to keep students in school while they pay for their misconduct, to establish a positive rapport with parents, and to maintain better attendance patterns.

The FOCUS room is a means of dealing with discipline problems that would normally result in suspension out of school. Sending students home on suspension usually results in little improvement in attitude toward school and frequently increases negative tension within the family.

The principal will be in charge of this program with the FOCUS supervisor(s) serving as the backbone for its success. Periods of assignment for the students to the FOCUS room will vary from one day to ten days, depending upon the severity of the misconduct. For penalties not predetermined, the administrators will be guided by, but not restricted by, such things as:

1. Student's 1st offense

2. Seriousness of the misconduct
3. Student's previous conduct record
4. Student's attitude
5. Advisement of the person referring the student

GOOD THINGS TO SHARE AT SCHOOL/LEAVE HOME

State law requires that all school districts comply with the Missouri Safe Schools Act. We need to ensure that all students are safe at all times. We ask that students don't wear shoe skates. During share time we ask that they bring only items that are interesting to share, such as photos, favorite stuffed animals, and books. Other items such as toys, radios, games, and articles not directly related to educational goals are not allowed at school. In addition, it is recommended that students bring only the amount of money required for meals to school, since the risk of loss is ever present. Students' school supplies, coats, jackets, etc. should be clearly marked with their first and last names.

HOMELESS STUDENTS (Policy 2260)

The Crest Ridge R-VII School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

The Board designates the following individual to act as the district's homeless coordinator:

Superintendent of Schools
Crest Ridge R-VII School Dist.
92 NW 58 Hwy
Centerview, MO 64019
Phone 660-656-3316 Fax 660-656-3633

LIBRARY HOURS

The Crest Ridge Elementary library will be available for student and faculty use from 7:30 am to 3:15 pm. Arrangements for additional use are available upon request.

HEALTH SERVICES

District Wellness Program

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. It is the policy of the Crest Ridge R-VII Schools that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines. The Wellness Committee has made the following recommendations: Candy and soda pop are discouraged at all times. Serving more whole grain, milk, water, fruit, and vegetables is always encouraged. Please keep these recommendations in mind when providing or planning for food and drinks at school events.

The school health program promotes optimal wellness for each student. The Nurse's Office is staffed by a Registered Nurse and 2 Licensed Practical Nurse's to assist in cases of illness or medical emergencies. Students must have a pass from the teacher to report to the Nurse's Office.

An Individual Student Health Summary must be completed and signed by the parent/guardian and proof of immunizations or exemption verified and a copy on file in the Nurse's Office for a student to be enrolled in the district.

Students may require medications for chronic or short-term illness during the school day. When this is necessary the medication must be brought to the health room by the parent/guardian and proper paper work completed. Absolutely no medication, over the counter or prescription, is allowed at school unless these procedures are followed.

The State Department of Health recommends that school officials send students home if the student's oral temperature is 100 degrees or higher. Students may be readmitted to school when there has been no fever in the preceding 24 hour without fever reducing medication.

Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases, then the materials and instruction shall be medically and factually accurate. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. Parents will be notified in writing prior to any presentation in regards to development.

PROGRESS REPORTS

The Crest Ridge Elementary faculty is committed to working closely with parents to provide the best possible education for their children. Effective and frequent communication is an important part of this process.

Mid-term reports are sent home with students approximately halfway through each quarter. Report cards are issued at the end of each quarter. Report cards are sent home with students, and envelopes are to be returned with parent signature to verify receipt. Parent visits and phone calls regarding student achievement are always welcome.

RECESSES

All students are expected to join classmates on the playground for daily recess activities. Recesses may be moved indoors at the discretion of the school staff because of weather or playground conditions. If your child has a health problem and needs to stay inside from recess or not participate in P.E., then a doctor's note and or school nurse note will be honored. The excuse should state the problem and the specific period of time that the student will need to remain indoors and/or not participate in Physical Education.

These guidelines are from Children's Mercy Hospital.

Winter: 32 degrees to 90 degrees-----unlimited time

20-32 degrees-----children can stay out 10-15 minutes

10-20 degrees-----children can stay out for 5 min.

10 and below-----children should not go out

Temperatures should include wind chill.

RETENTION PROCEDURES (Policy 2520)

Students will be promoted to the next grade level if they are meeting grade level expectations as

identified by local and State Department of Education core subject objectives. Teachers will keep parents and guardians frequently informed of the student's achievement.

Retention Policy

If a teacher is recommending retention, then these factors will be considered:

1. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, progress with Student Intervention Team, and student work samples.
2. The teacher will arrange to meet with the principal and counselor to review the student's academic record, current test scores, and work samples. The teacher will request a Light's Retention Form and the Crest Ridge Elementary Retention Form (available from the counselor) to be completed by the teacher and returned to the counselor for scoring. Results will be shared with the principal for the purpose of review.
3. Next, the parent/guardian will be notified as soon after the review as possible that retention is being considered. A parent teacher conference will be scheduled by the teacher for the purpose of informing them their child is not meeting grade level expectations and will be retained in the same grade unless there is significant and positive improvement in the student's performance. The teacher will document the conference.
4. A follow up conference will be scheduled by the teacher for the parent/guardian with the principal or the principal's designee to review the student's progress.
5. An academic program including remediation will be offered to the student. This may include, but not be limited to, attending tutoring and Summer School.
6. The decision for retention will be made by the principal and the classroom teacher and written notification of retention will be sent to the parent/guardian by the principal.
7. Parents and guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two weeks after the close of school.
8. All pertinent documentation regarding retention will be kept on file in the student's permanent folder.

SCHOOL CLOSING

On occasion, inclement weather or other emergencies may necessitate the closing of school or early dismissal. The directive to close school comes from the Superintendent's office. Notice of closing or cancellation will be sent out on school REACH, Cougar Alert and the local TV and KOKO radio station. You may also check the web page: www.crestridge.org. Please do not call the school unless it is an extreme emergency. Incoming calls tie up the line when it is necessary for the school to make important calls to help ensure the safety of the children.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford 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. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading, or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, then 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent:

Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors, and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

TECHNOLOGY USAGE

The Crest Ridge R-VII School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources- Technologies, devices and resources used to access, process, store, or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware, and software.

User - Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members, and agents of the school district.

User Identification (ID) - Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password- A unique word, phrase, or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

TELEPHONE

The school office will take emergency messages to deliver to students. Please do not ask to speak to the child because of the interruption it causes to classroom instruction. Messages should be phoned before 1:30 p.m. **In keeping with the building philosophy of encouraging student responsibility, students will not be allowed to use the phone to call home for forgotten books, assignments, or lunches.** Student use of the telephone will be limited to emergencies only.

TEXTBOOKS AND SUPPLIES

Textbooks are furnished by the Crest Ridge R-VII School District and distributed to children by the classroom teacher. Should a textbook become lost or damaged, the student to whom the book is checked out will be held responsible and will be charged according to the age of the text. Please stress to your child the importance of respect for school materials and property. Please check frequently to see that your child has supplies such as pencils and paper.

VIDEOS & PUBLICATIONS INFORMATION

The Crest Ridge R-VII School District is involved with many innovative programs, and we are often asked to share information about our programs with other groups. As a part of the sharing process, we may elect to videotape or take photographs of pupils engaged in a particular learning activity (i.e. musical performances, sports program photographs, student teacher evaluative procedures by supervising universities, and various other activities.)

These videotapes/photographs would be used for educational purposes, as we share our programs with other professionals, students, or civic groups. Parents need to specify to the building principal, in writing, if they would prefer that their child/children not be a part of these groups which may be videotaped/photographed for educational purposes in the school setting. If you have any questions, please call the school office.

VISITORS

The district is committed to providing the safest learning environment for students, staff and patrons. When you arrive at the front door please press the doorbell on the north wall near the entrance that activates the camera in the office. You will be asked to identify yourself and to show your ID before the doors will be unlocked. All visitors must report to the office upon entering the building. Trespassers will be prosecuted. Due to the disruption of the educational process and possible security risks, visitors accompanying students during the school day will not be permitted. All visitors should secure a visitor's badge at the office.

WITHDRAWALS

If it becomes necessary to withdraw your child from school, please notify the office at least two days in advance by a note or phone call. It will allow time for accounting for personal property, textbooks, and library books.

PUBLIC NOTICE

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner the following information:

- Whether the teacher has met state qualification and licensing 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 state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this parent.
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

PUBLIC NOTICE

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

The Crest Ridge R-VII School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Crest Ridge R-VII School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Crest Ridge R-VII School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This notice will be provided in native languages as appropriate.

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

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

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

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

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

According to The No Child Left Behind Act of 2001 (Public law 107-110), upon your request, our district is required to provide to you in a timely manner the following information:

(1) Whether the teacher has met state qualification and licensing criteria for the grade levels and

subject areas in which the teacher provides instruction.

(2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

(3) Whether your child is provided services by paraprofessionals and, if so, their qualifications.

(4) What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

(1) Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.

(2) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Please contact your school office to request these items if needed.

Elementary Parent - Student Handbook Confirmation Sheet

I have received the Crest Ridge Elementary Parent-Student Handbook. I have reviewed the handbook with my child. I understand that I may ask school personnel for clarification of policies and procedures outlined in the handbook.

I understand the consequences outlined in the "Elementary Disciplinary Rules" section refer to those offenses referred to school administration.

I have reviewed and understand my rights under FERPA, Federal Education Rights to Privacy Act. I understand that the information listed may be published and is considered, by law, to be public knowledge unless I submit a written request within the handbook guidelines.

I understand that my child should not arrive on school grounds prior to 7:45 a.m. and should be picked up, if a car rider, no later than 3:10 p.m. I understand that supervision will only be provided between those times.

I understand the importance of keeping the school aware of updated names, phone numbers, addresses, etc. for our family and emergency contacts.

I understand that attendance is of utmost importance and that late arrival and early releases should be avoided. The Crest Ridge R-VII School District strictly enforces the attendance guideline outlined in the handbook.

Student _____

Teacher _____

Parent Signature _____ **Date** _____

Remove this sheet and return to your child's teacher within 5 school

days!