

# Paris Elementary Student Handbook

2018-2019

725 Cleveland Street  
Paris, MO 65275

(660) 327-5116  
[www.pariscoyotes.com](http://www.pariscoyotes.com)

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**Paris Elementary will provide a safe, supportive learning environment for students to**

**Collaborate Learn Achieve Succeed and Soar**



**To achieve our mission, our community of learners where by.....**

- Working collaboratively toward attainable goals
- Maintaining high expectations
- Supporting each other as learners

**building will function as a all students and staff improve**

Dear Paris Elementary Families,

I would like to welcome everyone to Paris Elementary for the 2018/19 school year. It's going to be a great year! I hope you all had a great summer and are ready to learn. This is my third year at Paris RII, I am excited to get to know all of the new students and families along with the familiar faces that I have missed over the summer. The staff and I are ready for a great year full of learning and fun. We have an educated and experienced staff that will encourage all students to achieve goals and master content in all areas. We have tools and supports in place to ensure success for all students. The partnership between parents and school is a vital component for academic growth and achievement. Please read, review, and discuss the

contents of the handbook with your child to make sure everyone has a good understanding of the expectations for Paris Elementary families. I look forward to being the principal again this year and sharing the school year with all of the students. I am sure we will have an amazing year!

Sincerely,

Wendy Reid  
Elementary Principal

**Paris R-II School District Board of Education**

Dawn Ragsdale -President

Scott Ball-Vice President

Jamie Ebbesmeyer -Secretary

Kerry Burke-Treasurer

Quentin Ashenfelter-Member

Raymond Batsell-Member

Aaron Eckman-Member

**Paris R-II School District Administration**

Aaron Vitt	Superintendent	(660) 327-4112 <a href="mailto:avitt@paris.k12.mo.us">avitt@paris.k12.mo.us</a>
Chris Willingham	Jr./Sr. High School Principal	(660) 327-4111 <a href="mailto:cwillingham@paris.k12.mo.us">cwillingham@paris.k12.mo.us</a>
Wendy Reid	Elementary Principal	(660) 327-5116 <a href="mailto:wreid@paris.k12.mo.us">wreid@paris.k12.mo.us</a>
Nancy Henke	Special Education Coordinator	(660) 327-4112 <a href="mailto:nhenke@paris.k12.mo.us">nhenke@paris.k12.mo.us</a>
Gary Crusha	Athletic Director	(660) 327-4111 <a href="mailto:gcrusha@paris.k12.mo.us">gcrusha@paris.k12.mo.us</a>

Lisa Youse	A+ Coordinator	(660) 327-4111 <a href="mailto:lyouse@paris.k12.mo.us">lyouse@paris.k12.mo.us</a>
Laura Holmes	Transportation Director	(660) 327-5631 <a href="mailto:lholfmes@paris.k12.mo.us">lholfmes@paris.k12.mo.us</a>

**Paris RII Elementary Staff**  
**2017-2018**

<b>Principal</b>	Wendy Reid	<b>Counselor</b>	Laura Reilly
<b>Secretary</b>	Stacy Utterback	<b>Nurse</b>	Diane Hickman
<b>PreKindergarten</b>	Holly Parn	<b>PreK Aide</b>	Eva Charlick
<b>Kindergarten</b>	Ashley Crow Tracy Huffman	<b>Grade 1</b>	Kim Skinner Micca Bush
<b>Grade 2</b>	Stephanie Weber Marie Ebbesmeyer	<b>Grades 3</b>	Hanna Hubbard Millicen Mitten
<b>Grade 4</b>	Julie Johnston Joseph Utterback	<b>Grades 5/6</b>	Kennedy Seifert Jennifer Parrish
<b>Special Education K-6</b>	Jennifer Truesdell Courtney Holmes	<b>Title Reading</b> <b>Title Math</b>	Kathryn Graupman Tara Bailey
<b>Speech Pathologist</b> <b>Speech Implementer</b>	Becky Blackaby Loyann Akers	<b>Music/Band</b>	Jared Shulse Jeff Krueger
<b>Art</b>	Barb Francis	<b>Physical Education</b>	Jeremy Skinner
<b>Library</b>	Brooke Ludwig	<b>Library Aide</b>	Nicole Harris
<b>Special Education Aide</b>	Candy Hamilton	<b>Classroom Aide</b>	Halee Shults

Amy Smith  
Paula Wilburn

**Lunch Clerk**

Beverly Bartels

**Cafeteria Staff**

OPAA Staff Members

**Custodial Staff**

Jeff Peck  
Megan Utterback

**Daily School Schedule**

- 7:30 Breakfast Begins
- 7:35 Building Opens To All Students
- 7:50 Breakfast ends
- 7:55 First Bell
- 8:00 Tardy Bell
- 10:40-12:30 Lunch (each grade has an assigned 25 minute lunch period)
- 3:07 Dismissal For Bus Riders
- 3:12 Dismissal For Walkers And Car Riders

**Enrollment**

Students who enroll at Paris Elementary will register at the beginning of the school year or when they move into the district. New students' records will be requested from the previous district.

**Arrival at School**

The elementary building is open to all students at 7:35. **PLEASE DO NOT BRING YOUR CHILD BEFORE 7:35 a.m.** The school day begins at 7:55. The tardy bell rings at 8:00.

**Dismissal**

School is dismissed at 3:07 for students riding a bus and for car riders at 3:12. No student is to remain in the building after 3:12 unless under the authorized supervision of a teacher.

### **Bus Riders**

**At registration parents/guardians must determine ONE pick-up address and ONE drop-off address (they can be the same). There will be no altering from these addresses at any point during the school year with the exception of Wednesday church activities. This means that NO students will be allowed to be picked up or dropped off at different addresses without a permanent change being made through the elementary office.** Students that will be picked up or that will walk instead of ride **MUST CALL THE OFFICE BEFORE 2:00 OR PRESENT A NOTE TO THE OFFICE** indicating the change being made. Students riding the bus must follow the Bus Procedures listed below.

### **Bus Procedures**

These procedures help assure that all student riding district school buses are afforded the safest possible ride to and from school. The driver of the bus is responsible for the enforcement of these procedures.

1. Students are under the authority of the bus driver. They should obey the driver promptly and cheerfully. Those who refuse to 'obey' may forfeit their privilege to ride the bus.
2. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus nor should they cross any road to get to the loading side of the road until the bus arrives, has stopped, and the driver signals 'okay' to cross the road. The driver will be giving the proper instructions for loading and unloading procedures.
4. Students shall converse in normal tones, avoid unnecessary conversation with the driver, not shout or be involved in any other boisterous activity.
5. Students must not try to get off or on the bus or move about within the bus while it is in motion.
6. Students may put the bus windows down. Students are not to extend arms or head out of the bus window or throw litter out of the window at any time. All buses have wastebaskets.
7. Any defacement or damage to the bus should be reported at once to the driver. Those responsible will pay for any damages they have incurred.
8. Students must have written permission from parents and/or school personnel to leave the bus other than at their regular stop.
9. No smoking, eating, drinking any beverage, chewing gum, tobacco (in any form), matches/lighters, weapons of any kind, etc. will be allowed on the bus at any time.
10. Books and other property such as music instruments should be held on laps (may make other arrangements with the driver if the item is too large). Items carried on



the bus shall not protrude into or block the aisle or be left with the driver or at the exit area. Students are not allowed to take anything on the bus that cannot fit in a backpack. Glass objects will not be allowed (jars, glasses, etc.) No candy, such as suckers with sticks, no wet or sticky objects. No guns, knives, bows and arrows, sticks, fishing poles, etc. Remember the rule of thumb: IF IT DOESN'T FIT IN A BACKPACK AND/OR IF IT'S DANGEROUS; IT CANNOT BE ON THE BUS.

11. The driver may assign seats and students are to comply gracefully.
12. Once a student boards a bus, he/she is considered to be under school supervision, and may not leave the bus or campus without the permission of school authorities.
13. Always follow bus rider procedures. Bus riding is a privilege, not a personal right. Consequences for students who cannot observe these procedures will be based on the number of reports filed in the office by the driver or bus manager. Severe misbehavior of accepted procedures could result in serious consequences.

#### **Bus Discipline Guidelines:**

1. Principal/Student conference.
2. Principal/Student conference. Parents notified.
3. Principal/Student conference. Parents notified. Three (3) days bus suspension.
4. Principal/Student conference. Parents notified. Ten (10) days bus suspension.
5. Potential for permanent bus suspension.

***Students are expected to attend school even when suspended from the bus.***

#### **Bikes**

Children are allowed to ride bicycles to and from school. For safety, students are expected to walk bikes on the sidewalk in front of the building. Bikes should be parked and locked in the bike rack immediately upon arrival. Students should walk their bikes across the crosswalk.

#### **Car Riders**

Parents delivering and picking up their students shall do so in front of the elementary building. Students will enter and exit through the main front doors of the school. All vehicles are to line up single file and pull completely forward. Parent(s) please wait in your vehicles and your students will come to you. FOR THE SAFETY OF THE CHILDREN WE ASK THAT YOU WAIT PATIENTLY FOR THE LINE TO MOVE BEFORE YOU PULL OUT, SO THERE SHOULD BE **NO PASSING**. If you need to get out and speak with a teacher, school staff, or another parent please park in a designated parking space to allow the car line to continue to move. **Please do not at any time park in the lane next to the sidewalk to get out of your car and come in the building.**

### **Walkers**

Students walking to and from school must use the sidewalk on the east side of Cleveland Street. There will be a crossing guard at the end of the day to ensure student safety crossing Cleveland Street.

We share with parents the responsibility of giving guidance and instruction to help children learn safe practices regarding the use of streets and highways at all times. The school will give guidance and instruction in regards to safety. Parents are asked to continue and develop safety attitudes and skills at home. Children should be warned of the danger of accompanying strangers or accepting rides from unknown persons after leaving the school or home.

All children should know and carry out the following:

1. The safest route from home to school.
2. Look both ways before crossing the highway or street.
3. Follow the directions of school patrols.
4. Obey the rules and regulations of school buses.

### **School Closings**

There may be times throughout the school year when bad road conditions, poor weather, extremely low or high temperatures, etc. may cause school to be canceled. When school is canceled, radio and television stations will be notified as soon as a closing decision is made, and this information will be broadcast to you. If it becomes necessary to dismiss school early, due to inclement weather or any other emergency, radio and television stations will broadcast the information. The stations which you may tune in to for school closing information include:

KWWR-FM (95.7) Mexico  
KRES-FM (104.7) Moberly  
KOMU-TV (Channel 8) Columbia  
Textcaster (text alerts from KOMU)

Please do not call the radio or TV stations or homes of school personnel about school closings. As soon as a decision is made to close school, these stations are contacted and information broadcast immediately.

### **Early Dismissals**

Parents must fill out an early out instruction card during registration. This card gives the school directions on where your child should go in the event of an unexpected early dismissal of school.

### **Attendance**

Students learn best when they are at school. There is a direct relationship between attendance, grades, and success in school. If your child must be absent from school for any reason, **please call the school office (660-327-5116) before 9:00a.m.** If your child is

absent and we have not heard from you as to the reason for the absence, we will call. All students are required to bring a note or have parents call the school, stating the reason for being absent. After the third day of absence without contact from the parent the Division of Family Services will be notified. (Board Policy 2310)

*Perfect attendance certificates will be awarded for children who have not missed any school. Near Perfect attendance will be awarded for students missing no more than one day of school total in the school year.*

### **Absences**

A student shall be allowed to miss sixteen (16) days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

**Four Absences:** If within the 1<sup>st</sup> quarter of school a student has been absent between 4 and 7 times a letter will be sent to notify parent(s) of absences and the attendance procedure. The principal may call upon the family to discuss circumstances of absences.

**Eight Absences:** If within the first semester of school a student has been absent between 8 and 11 times a letter will be issued notifying parent(s) that any further absences, when possible, should be accompanied by a doctor's note or pre-approved by the principal. The principal may call upon the family to discuss circumstances of absences.

**Twelve Absences:** If within the 3<sup>rd</sup> quarter of school a student has been absent 12 or more times a letter will be issued notifying parent(s) that a letter could possibly be forwarded to the Juvenile Office charging educational neglect. The principal may call upon the family to discuss circumstances of absences. This letter will also be forwarded to the Superintendent of the Paris R-II School District.

Each student's past attendance record (from previous years) and the parent(s) cooperation shall be considered when enforcing this procedure. As necessary, the school will enlist the help of community agencies to ensure regular attendance of students.

Every minute of the school day contains instructional material or activities that are of significant importance to the student.

THE FOLLOWING ARE EXAMPLES OF EXCUSED ABSENCES AND MAKE-UP PRIVILEGES ARE ALLOWED:

1. School Activities;
2. Death in the family;
3. Personal illness or illness in immediate family that requires their presence;
4. Medical or dental appointments that cannot be scheduled outside school time; or
5. Parent requests of a necessary nature (MUST BE APPROVED IN ADVANCE).

Students who are sent home due to head lice are excused for that day only. Students are expected to return to school NIT AND LICE FREE the following day, if not, this will be considered unexcused.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

**ALL** OTHER ABSENCES WILL BE **UNEXCUSED** AND ADDITIONAL PENALTIES MAY BE IMPOSED.

**Tardy** - Not being in the classroom seat with all materials needed for class, or at the appointed place, when the tardy bell BEGINS to ring. If a student arrives at school after 8:00 parents are asked to park and escort students in to the building and sign them in with the office staff. *Parents will be contacted by the principal when students are repeatedly tardy. The division of family services will be contacted if the problem persists.*

**Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

*When students have been absent for three days without parent contact the division of family services will be contacted.*

#### **Attendance Eligibility for After School Activities**

Any student absent or that has left school prior to the end of the day due to an illness; will be deemed ineligible for any school sponsored after school activity held that day/evening. Students will only be permitted to participate, on an absent day or a day of leaving early, if they return to school or they present a licensed physician's note stating the student is healthy to return to participate in the after school activity.

#### **Breakfast & Lunch**

Hot breakfasts and lunches for elementary students will be served daily. Breakfast begins at 7:30 and will be served until 7:50. It is important that your child be in class on time, so at first bell (7:55) any student still in the cafeteria will be directed to put their trays up and go to class. Students arriving after 7:50 will not be served breakfast, so if you are running late, please make sure your child has eaten before arriving at school. Lunch prices for kindergarten through grade 6 students will be \$1.65 (reduced price \$.40). Breakfast for kindergarten through grade 6 students will be \$1.30 (reduced price \$.30). Extra milk costs \$.45.

Adult cost of lunch is \$2.15 and breakfast is \$1.60.

No charges will be extended beyond three (3) days at the elementary.

It is the policy of the Paris R-II District that the school has a closed campus (Policy 2630) during the lunch period.

1. No student will be allowed to leave school for the lunch period.
2. Students may bring sack lunch or may purchase a meal provided by the school. Milk will be on sale to students bringing a sack lunch.
3. Students are responsible to purchase their own lunch. No more than three meals will be charged at a time.

4. Each student is provided a form to apply for assistance in purchasing school-provided lunches. The Free and Reduced Lunch Program is a state and federal program aimed at helping those who meet financial guidelines. It not only lowers or eliminates the cost of the meals for those students who qualify, but it also helps the school district. For information regarding the Free and Reduced Lunch Program contact the elementary office (660) 327-5116.

### **Assessments**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours. (Policy 6440)

### **Retention**

Each year a decision must be made whether to retain or promote students. Classroom performance and personal development are some of the criteria that will be considered when making this important decision. Parents will be notified and advised of student's progress frequently throughout the school year. The decision for retention will usually be made by the beginning of the fourth quarter of school. Parents and school officials will confer to make a joint decision. Final decision is made by administration.

### **Parent / Teacher Conferences**

At the end of the first quarter and middle of the third quarter all parents will be asked to meet with their child's teacher to discuss progress and goals to be obtained for the current school year. It is encouraged that parents confer with teachers any time they have questions or concerns about their child's achievements.

### **Grade Scale For Grade 3<sup>rd</sup> – 6<sup>th</sup>**

100-96 A

95-90 A-

89-87 B+

86-83 B

82-80 B-

79-77 C+

72-70 C-

76-73 C

69-67 D+

66-63 D

62-60 D-  
59 or less F

### **Report Cards**

Report cards are issued four (4) times a year, each nine (9) weeks or quarter. Mid-term reports are notices of possible or impending failure and are issued four (4) times a year at mid-point between each 9 week quarter.

### **Principal's Honor Roll** (Honor roll is for grades 3-6)

To achieve Principal's Honor roll you must have no grades below an A-.

### **Coyote's Honor Roll** (Honor roll is for grades 3-6)

To achieve Coyote's Honor Roll you must have no grades below a B-.

## **General Policy**

### **Birthdays**

In order to minimize disruption of the instructional day DO NOT BRING TREATS for student or teacher birthdays. Birthdays will be observed during morning announcements. Birthday Party invitations should not be sent to school unless the entire class is being invited. Do not bring presents to school for after school or weekend parties. Please make other arrangements.

### **Cell Phones**

As with other electronic equipment it is not a good idea to bring cell phones to school. If phones are brought to school they should be in a backpack and turned off. If phones are found being used during the school day the phone will be placed in the office and returned to the student at the end of the day. Upon reoccurrence of this offense the principal will contact the parents where further action may take place. (Policy 2656)

### **Dress Code**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The following limitations will be enforced:

1. No excessive or inappropriate areas of skin or undergarments may be exposed.

For example: No bare midriff clothing, halter tops, tube tops, low cut shirts, etc.

2. Shorts and skirts need to be at least fingertip length.

3. All shoulder straps must be at least 2 inches in width for shirts and dresses.
4. Hat, bandannas, sunglasses are not to be worn inside the school building.
5. The following forms of apparel are NOT permitted:
  - a. gang related
  - b. sexually explicit
  - c. promoting or adverting violence
  - d. advocating illegal activities
  - e. vulgar, profane, or obscene
6. No apparel which presents a safety hazard.
7. No apparel or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety; the student may be required to make modifications.

#### **Leave at Home**

Students should NOT bring toys, gadgets, sport equipment, laser pointers or electronic devices such as I-pods, cell phones, tablets etc. to school. Any items that are expensive or that would cause the student to become upset should they become damaged or lost should be left at home. These items will be confiscated and may be retrieved by the student after school, in addition to possible disciplinary consequences. Subsequent incidents may result in the items being confiscated and held until the end of the school year or requiring parents to pick them up from the office, in addition to possible disciplinary actions.

**Food/Beverages/Candy/Gum** (except sack lunch) should not be brought to school with the exception of a reward or permission from the classroom teacher. Bringing these items to school will result in confiscation by teacher or administration and warning. Repeat offense will result in possible further disciplinary action.

#### **Locks**

The use of locks on school provided lockers is not allowed. Any locks that are placed on lockers will be cut off by the school maintenance department

#### **Lost and Found**

It is strongly advised that your child's name be printed with permanent marker on all school supplies, on the inside of hats, coats, boots, gloves, lunch boxes, backpacks, etc. Please check the lost and found box frequently.

#### **Parties**

There will be three (3) classroom parties throughout the year, Halloween, Christmas, and Valentine's Day. PTSA Room Mothers will make arrangements for these events.

## Playground Safety Rules

### **Use equipment correctly.**

#### **Swing Safety:**

Sit on the swings while swinging.

Do not twist or jump out of the swings.

#### **Slide Safety:**

Walk up the ladder.

Slide down the slide, sitting, with feet first.

Do not sit at the bottom of the slide.

#### **DO NOT:**

Stand on top of the rails of the equipment.

Stand under any swings or bridges

Cuss

Hit, kick, or push

Climb trees or fences

Chase balls into the parking lot

#### **DO:**

Stay on the playground where the teacher can see you.

Follow game rules.

Be respectful and use good sportsmanship.

#### **Good Sportsmanship Requires:**

- That no spectator or group of spectators attracts attention to themselves by remarks or actions. Improper actions by spectators cannot help but detract from the game. Actions that are inappropriate may be cause for expulsion from the game &/or premises.
- That no fan says anything derisive to an opponent.
- That home team support be organized and directed by cheerleaders.
- That every member of the crowd remains quiet during free throws, for both teams.
- That spectators do not wander about while the game is being played. Those participating in horse-play or other distracting actions will be asked to leave the event. **Students at football and basketball games should be seated and watching the game.**
- That spectators refrain from throwing paper or other materials on the playing area or in the stands. Paper on the floor can cause serious injury.
- That no one blocks the view of other spectators. Hats should be removed when in a building.
- That fans cheer for good plays but never boo. Booing is in direct conflict with good sportsmanship.



-Students at Paris Elementary will go to recess at least 20 minutes daily. There will be no greater than a 50:1 student / teacher ratio during the recess period. Supervision will be conducted by at least one certified staff member.

-Students need to dress appropriately for the weather. Students will go outside unless the actual temperature exceeds 100 degrees or falls below 25 degrees Fahrenheit with wind-chill.

-If you believe your child needs sunscreen you will need to send with your child and they will be responsible for applying it to themselves.

### **Physical Education Gym Shoe Rule**

All students must have appropriate footwear in order to participate in Physical Education. This means that they must have (CLEAN) soft soled shoes that are appropriate for physical activity. Inappropriate footwear includes flip-flops, any shoe with a raised heel, hard soled-shoes, and dirty shoes. It is suggested that all students bring an old pair of tennis shoes that are cleaned up and leave them at school with a pair of socks. That way if they do not have appropriate footwear for that day they can change into their "PE shoes". The students will not need to change shoes if they are wearing clean tennis shoes that day. If the students do not have appropriate shoes or back-up shoes they will have an alternative activity of walking on the side of the gym. **This same rule will be applied when the students have to use the gym for recess.**

### **School Spirit**

School spirit means loyalty to our school. A loyal student supports the school and does everything possible to keep the scholastic and activity standards at the highest possible level. School spirit includes:

- Courtesy towards teachers, fellow students, game officials, and members of the opposing team.
- Pride in all of our school endeavors.
- Sportsmanship in the ability to win or lose gracefully.

### **Technology Contracts**

Each student who uses the Internet access provided by the school must sign a user contract. Doing so binds the student to specific rules of procedures outlined by the agreement. Failure to abide by these guidelines can result in the loss of Internet use privileges.

### **Telephone Use**

The school telephone is for use ONLY WHEN NECESSARY. PLAN WITH YOUR CHILD BEFORE LEAVING HOME what he or she will be doing at the end of the day. Send a note with your child in the morning or call the school as soon as you know of any changes in your child's transportation arrangements. Students will not be allowed to use the phone to plan after school activities or to have items brought to school.

Emergency calls and important messages will be delivered at once. Non-emergency messages will be delivered after 2:30. ***Please call before 2:00 p.m. if you wish to make changes in your child's/children's transportation arrangements.***

Messages pertaining to extra-curricular activities such as Girl Scouts, Ball schedules, etc. should be handled through the separate organizations and not through the Elementary office.

### **Textbooks**

Free textbooks are furnished to all students. Textbooks will be issued when school starts in the fall and collected at the end of each school year. Students are responsible for the textbooks issued to them. If for any reason the books are misplaced, defaced or damaged, the student will be expected to make payment for the loss or damage.

### **Transfer or Change of Address**

Please inform the school office when you are planning to move within or out of the school district. It is important to your child(ren) that we have your current address and telephone number.

## **Paris R-II Elementary Health Services**

### **Allergies**

Paris R-II strives to provide a safe and healthy environment for all our students. Ensuring the safety of our students will take the collective efforts of all constituencies: students, parents, food service, and school. We follow these guidelines in an attempt to create that secure atmosphere, recognizing that we cannot guarantee that our school is completely free of food or other allergens that might cause a reaction.

Children's allergies must be documented with the school nurse on health forms provided at school opening and throughout the school year. This documentation should include allergen and symptoms of reaction, along with directions for administering medication in the case of a reaction.

#### **The School**

- The school nurse makes every staff member aware of the use and availability of the EpiPen.
- The school nurse will make school personnel familiar with the allergies significant to his/her classroom or other points of contact with students.
- Teachers will encourage frequent hand washing, particularly before and after meals.
- Teachers will discourage sharing of food from lunch boxes or snacks.

#### **Parents**

- Parents should be mindful of foods to which individuals may have serious allergies. These allergens can be found hidden in foods, and can therefore become a danger to our children with these allergies. In response to this concern, we will be posting on our website a list of safe alternative options for snacks. On occasion we will update these lists and offer some considerations for planning party foods for these classes, such as:  
cross-contamination can be a problem when preparing foods for both non-allergic and allergic children. A spoon used to serve an allergen food item should not be used to serve a safe food, as it can pass particles from one to the other. If you are informed that a child of yours is in a class with a student who has a serious food allergy, we will encourage you to refer to these lists before you send snacks for the class or plan party foods for that class.
- Parents are asked to speak with your child about being a good school citizen – being aware of the needs of their friends, remembering not to share their food with classmates that have allergies, making small sacrifices for the wellbeing of their friends. Help them to understand the importance of this issue by educating them in the way you think is best.

#### Food Service

- Our food service makes every effort to avoid serving foods that contain peanuts, or tree-nuts or contain traces of such foods.
- The food service will work to ensure tables are cleaned and other cafeteria work surfaces between meals and after food service each day.  
We must recognize that while we are making every effort to keep the environment of a nut sensitive student nut-free, we cannot monitor food that is prepared in a home or restaurant that is not a nut-free environment, and will do everything we can to be prepared for the incidental allergic reaction.

#### Fevers

If your child is sent home or wakes up with a temperature, it is our policy that they are fever free for 24 hours before you send them back to school.

#### Head Lice

Although an unpopular topic this does occur in schools. The school's policy is to be "nit free" (nits are the eggs of head lice before they hatch) in order to safe guard this contagious pest. If found to have head lice or nits the following procedures will be implemented:

1. The student will be sent home.
2. The head should be treated with an approved medication/shampoo. Read the following for some tips on how to get rid of head lice:
  - Use head lice shampoo- RID, Pronto, A-200, R&C Clear Elimination Treatment, Tegrin-LT, etc. If multiple treatments are required alternate brands.
  - Treat immediately everyone living in the same house.
  - Soak all combs, brushes, barrettes, head bands, etc. in a small container of hot water. Add 2-3 tbsp. of head lice shampoo or 4-5 tbsp. of bleach. Soak for 1 hour. Remove eggs from combs and brushes.
  - Remove all eggs (white and brown). The child should be next to a window with natural light. Separate hair and remove eggs with fingernails or tweezers. Plastic

and metal combs DO NOT work. Put eggs into a garbage bag and remove from house. Most important-----check daily for 1 month! Must be NIT FREE!

- Wash all clothing in hot water. (coats, gloves, hats, scarves, blankets, sheets, towels, bedspreads, pillows) Non-washable items---hot dryer for 20-30 minutes or dry clean. You can seal pillows and stuffed animals in dark garbage bags for 3-4 weeks.
- Vacuum the house (bedroom, carpet, mattress, couch, and cloth car seats). Wash leather and or plastic with warm bleach water.
- ABSOLUTELY AVOID spending the night with anyone!!

\*taken from [www.everydayhealth.com](http://www.everydayhealth.com)

Parents may be asked to bring the container of which they used to treat the head lice in order to track medications should a re-occurrence happen.

3. In order for your child to return to school the following must occur:
  - Must be checked by the school nurse before--- (1) Returning to class (2) Riding a bus (3) Breakfast at school (4) Attending any school functions.
  - They should not have oil, gel, or mousse in their hair and all rubber bands and hair barrettes must be out.
  - An adult must transport the child to school and stay until after the child is checked; the nurse arrives at 7:45 A.M.
  - Even though your child has been checked by your doctor or the health department nurse, you still must be checked by the school nurse.
  - ALL EGGS (NITS) MUST BE REMOVED!
4. Students are excused for 1 day only, to be treated at home. After the first initial day of treatment, all further absence(s) will be unexcused.

### **Immunizations**

For school attendance, Missouri State Law requires proof of immunization for Tetanus, Diphtheria, Pertussis (DPT), Polio, Measles, Mumps, Rubella (MMR), Hepatitis B, Varicella vaccine or disease, and a 10 year Tetanus Booster. Exemption based on medical or religious grounds, in-progress status, or homelessness is allowed by law. Contact the school nurse for the appropriate exemption forms. Proof of immunization must be provided by the parent/guardian in the form of an original immunization record that includes the day, month, and year; the vaccine manufacture and expiration date; and the administering person's signature. Students will not be allowed to attend Paris R-II without proof of immunization. Parents/Guardians failing to provide proof of immunization or exemption documentation within seven (7) days of enrollment will result in a neglect report to the Children's Division of the Department of Social Services.

### **Medication**

1)All over the counter medications, including Tylenol, Advil, etc. , need to have a prescription label on the bottle and/or box from their physician if the child is bringing this

medication to school. No medication will be administered by school staff if not properly labeled with a prescription. In order for students to take over the counter (nonprescription medication) a parent will need to bring the medication to school, administer the medication to the students, and take the medication with them.

2) Any prescription medication that is labeled and to be administered at school must be given to the nurse and picked up from the nurse by an adult. **STUDENTS WILL NOT BE PERMITTED TO TRANSPORT PRESCRIPTION MEDICATION.**

3) Students will not be allowed to carry medication, other than cough drops. Inhalers can be kept by student if proper paperwork is completed. It is recommended that students in the elementary grades have their inhalers kept in the nurse's office. Students will not be allowed to carry antibiotics or narcotics with them.

4) If a parent requests that their child not go outside or participate in any physical activity, they need to provide a written statement from their physician stating the limitations.

### **Rashes**

There are many contagious diseases that cause students to break out with a rash. They include: Strep, seasonal allergies, insect bites, communicable diseases such as measles and chicken pox. Therefore, in order to protect our students, if your child has a rash of any kind, he or she will need to see their physician to decide whether the student is contagious. If the physician states the student is NOT contagious, they may return to school with an excuse from the physician.

## **Right to Know Policies**

### **Complaint Resolution Procedure For No Child Left Behind Program**

- This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB)
- A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.
- Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.
- The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

- If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.
- Any person 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 of Department personnel.

**No Child Left Behind Act**

The No Child Left Behind Act of 2001 (Public Law 107-110) requires each school district to provide parents with the following information in a timely fashion upon request:

- 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 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;
- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- 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.

Missouri Department of Elementary & Secondary Education  
**NO CHILD LEFT BEHIND ACT OF 2001 (NCLB)**  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the department) under the No Child Left Behind Act of 2001 (NCLB)

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
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Complaints filed with LEA	<p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>
Complaints filed with the Department	<p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to private school children handled differently?</p>
Appeals	<p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the department)?</p>

**1. What is a complaint under NCLB?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the department

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved accordingly to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the department.

**6. How can a complaint be filed with the department?**

A complaint filed with the department must be a written, signed statement that includes:

- A statement that a requirement that applies to an NCLB program has been violated by the LEA or the department, and
- The facts on which the statement is based and the specific requirements allegedly violated

**7. How will a complaint filed with the department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

- A written record of the investigation will be kept
- The LEA will be notified of the complaint within ten days of the complaint being filed
- The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level
- Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public

- Within ten days of receiving the written summary of the complaint resolution, the department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone calls.
  - The complainant or the LEA may appeal the decision of the department to the US Department of Education
- 8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the US Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the department's resolution of the complaint (or its failure to resolve the complaint)

**9. How will appeals to the department be investigated?**

The department will initiate an investigation within ten days, which will be conducted within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the department determines that is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the department. At the conclusion of the investigation, the department will communicate the decision and the reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA. If the complaint is not resolved at the state level (the department) the complainant or the LEA may appeal the decision of the department to the United States Department of Education.

**10. What happens if a complaint is not resolved at the state level (the department)?**

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

**Directory Information**

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, 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. (Board policy 2400)

Upon request by the military or an institution of higher learning the District will provide students' names, addresses and telephone listings. Parents have the right to individually request that such information not be released without prior consent.

**Distribution of Noncurricular Publications by Students –**

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational



mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals. (Board Policy 2170)

### **Due Process**

All students will have all rights of due process as outlined in board policy whenever their misbehavior results in disciplinary action. Briefly, those rights are as follows:

1. To be given oral or written notice of the charges against him/her (what they did wrong).
2. If the pupil denies the charges, he/she shall be given an oral or written explanation of the facts, which are the basis of the proposed action (the consequences).
3. The pupil shall be given an opportunity to present his/her version of the incident.

There shall be no appeal from a principal's decision in disciplinary matters unless suspension is involved or unless the decision can be proven to be arbitrary and grossly unfair. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event of an appeal to the board, the superintendent shall promptly transmit a full report in writing of the facts relating to the suspension, action taken by him and the reasons for them. The board, upon request, shall grant a hearing to the appealing party. Only in the event of a suspension for more than ten (10) days may a pupil request that the suspension be stayed until the board renders its decision. The request shall be honored unless in the judgment of the superintendent of schools the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school and the notice and hearing shall follow as soon as practicable.

### **Equal Educational Opportunity**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance

with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.) (Board Policy 2110)

Any student or adult needing special accommodations to have accessibility to school activities, or educational programs, should call Aaron Vitt at (660) 327-4111.

### **Harassment**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other

school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination. (Board Policy 2130-see pg. 36)

### **Interviews, Interrogations and Removal from School**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. (Board Policy 2160)

### **Media Policy**

Pictures and videos may be taken of students participating in activities. Pictures and videos may be used for displays, newspapers articles, school newsletters, or the yearbook. In addition, the schools website uses student's photos. Parents with questions may contact the office.

### **Nondiscrimination and Student Rights**

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socioeconomic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of education programs and activities. Board and staff commitments insure that equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services. (Board Policy 2100)

### **Removal of Students From School**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of

the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school. (Board Policy 2160)

### **Student Rights and Responsibilities**

1. A student has the right to:
  - A. A free education.
  - B. Freedom of speech and press; as long as the exercise of these rights are not disruptive to the educational process.
  - C. Be free from unreasonable searches and seizures unless there is reasonable suspicion of concealed materials prohibited by law.
  - D. Be safe from fear of bodily harm while at school.
  - E. A school in which one can learn.
  - F. No discrimination of sex, race, color, religion, national origin or handicap.
  - G. Be informed of school rules and regulations.
  - H. Due process of law for suspension, expulsion, or decisions which might injure his or her rights.
2. Student Responsibilities:
  - A. Know and obey all school rules and regulations.
  - B. Respect the human dignity and worth of every person.
  - C. No libel, slanderous remarks, or obscenity in verbal or written expression.
  - D. Study hard and make the best grade possible.
  - E. Be at school and on time each day.
  - F. Do not damage or destroy school property.
  - G. Behave in a manner that will cause no physical harm to anyone or interfere with the learning process.
  - H. Obey requests from all school personnel when at school and school-sponsored activities.
  - I. Obey the law and rules concerning the possession or use of alcohol, illegal drugs and other unauthorized substances.
  - J. Carry only materials acceptable by law and accept the punishment for unacceptable articles stored in one's locker or desk.

### **Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to

the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials. (Board Policy 2150)

#### **Student Grievance Procedure**

A student who has a grievance should attempt to resolve the conflict by means of discussion with the teacher, principal, supervisor or appropriate administrative personnel. Students who believe their conflict has not been satisfactorily resolved may utilize the district's grievance procedure, as mandated by policy.

#### **Use of drug-detecting dogs in cooperation with law enforcement authorities**

In order to further safety and promote discipline in the district by deterring and policing misconduct relating to drugs, alcohol, tobacco, weapons, and other contraband in school lockers or property, the Board of Education has authorized the use of trained drug detecting dogs in cooperation with the Monroe County Sheriff's Department or other law enforcement authorities.

# **Safety and Security**

## **Building Security**

Because the school is charged with the care of many students, it is necessary that we establish and enforce some stringent protective measures in connection with releasing children from school. The school will observe the following regulations:

- No child will be released from school to a stranger.
- If, for any reason, parents want their child released from school to anyone except themselves, a written note should be sent to the teacher.
- Non-custodial parents will not be permitted to visit children without proper documentation from the courts and/or custodial parents/guardians.

## **Emergency Plan**

In the event of a fire anywhere on school property, the building principal should be notified immediately. If a student finds or suspects a fire, he/she should immediately notify the nearest teacher who will notify the principal.

In the event of a fire, or other disaster, listen to the TV and/or radio stations for instructions. Do not call the school. The school has a crisis plan in place that will be followed.

## **School Safety**

The safety of students and staff at Paris Elementary is our first priority. To ensure safety and security, the following procedures will be followed:

- Regular, frequent emergency drills will be conducted.
- All visitors will be expected to sign-in at the office and will be given a visitor's tag to wear.

## **Visitors**

We welcome parents of students and other school patrons to our school. With each visit, all parents and visitors must check in with the office before going to any other part of the building. Please use the front door for all visits. Prior notification must be given to the teacher and or administrator if you plan to do an observation. Former students, friends or relatives of our students will not be allowed to interrupt classes to visit. The best time to visit with teachers and school personnel is before or after school hours.

## **Disciplinary Guidelines**

### **Behavior Guidelines**

Students learn best in a safe, orderly environment. Therefore, we expect our students to put forth their best effort and to conduct themselves at all time in a manner that will promote a safe and orderly environment. If students chose to behave in a manner which causes the learning atmosphere to be disrupted, or which infringes upon the rights of others in the school the student will be subject to a range of consequences. When possible, the situation is addressed by the classroom teacher. All teachers will be giving parents a copy of their individual classroom expectations and possible consequences. If the incident results in an office referral, consequences may include: a conference with the student (and teacher), loss of school privileges, a phone call and/or conference with a parent, time-out, etc. In-school suspension and out-of school suspension are used only after other strategies have been tried, or if the behavior is severe or chronic.

All decisions regarding disciplinary actions will be made in accordance with the policies outlined in the Paris R-II School District's Board Policy Manual. Parents are welcome to review the policy manual at any time.

### **Discipline Policy**

The Board of Education, administration, and faculty of the Paris R-II School District have the responsibility to provide an environment conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate behavior and lack of consistent and effective disciplinary response to this inappropriate behavior.

***All teachers, staff and administration have the same authority to enforce the procedures set forth in this handbook, regardless of whether a student has them as a teacher or not. Our aim is to provide the best possible education and to maintain an environment conducive for that education.***

### **Definitions for Disciplinary Procedures/Policy**

**Expulsion** - Removal from school for either the remainder of the school year or permanently. Can only be done by the Board of Education

**Out of School Suspension (OSS)** - Removal from school from one (1) to 90 days.

Principals may suspend up to 10 days. All suspensions will be reported to the superintendent who may choose to overrule or sustain them. A suspension often 10 days or less may only be appealed to the superintendent. Superintendents may suspend a student for up to 180 days. A suspension of more than 10 days may be appealed to the Board of Education. In case of an appeal, the suspension must be delayed until the board has had an opportunity to hear the appeal, unless imminent danger is expected.

**In School Suspension (ISS)** - Removal from classes for up to three (3) days at a time. Student is isolated in a room within sight and/or sound of the principal or a staff member. The student is given daily assignments from his/her classroom teachers and receives credit for that work. Superintendent is not contacted and there is no appeal other than to the principal who assigned the ISS.

**Probation or Warning** - Student is warned about a particular behavior and informed that if that type of behavior occurs again some consequences (detention, in or out of school suspension, etc.) will occur.

### **Implementation of Disciplinary Procedure/Policy**

#### **In-School Suspension (ISS)**

Parents will be notified on every infraction. This type of punishment is used at the discretion of the principal. **\* ISS will be held in the High School for elementary students.**

1. Days in ISS will be decided by the principal.
2. Two bathroom breaks (one in the morning - one in the afternoon)
3. Supervisor of ISS will take students to lunch and they will eat lunch by the ISS supervisor.
4. Constantly working while in ISS on assigned work from teachers.
5. If student violates any of the above rules, then it is two days OSS.
6. Students stay in the classroom at all times.

#### **Out-of-School Suspension (OSS)**

Parents will be notified on every infraction. Suspensions are serious and should not be taken lightly. Students will not be allowed to participate or attend extracurricular activities during the suspension period. A student completing an OSS on Friday will not be allowed to attend or participate in any extra-curricular activity that weekend but will have full rights restored to him/her upon the return to classes on Monday.

Suspensions will be classified as either, short-term suspensions - up to 10 days, which the principal may impose, or long-term suspensions - up to 90 days, which the superintendent may impose. The Board of Education may suspend (expulsion) from 180 days to infinity (forever).

#### **O.S.S. Procedures:**

1. Students are not allowed on school grounds or at school activities during the suspension
2. All suspensions will be reported to the superintendent who may choose to overrule or sustain them.
3. Students will generally be afforded 'due process' before an OSS
  - a. The student will be given oral or written notice of the charges against him/her.
  - b. The student will have an opportunity to present his/her side of the issue.



- c. The student may appeal the decision of the principal to the superintendent to sustain or overrule.
- d. The student may appeal the decision of the superintendent to the Board of Education from which there is no appeal short of the U.S. Judicial system.

There may be situations in which prior notice and hearing cannot be mandated. Those students whose presence pose a continuing danger to persons or property or are an ongoing threat of disrupting the academic process may be immediately removed from school. In these cases, the necessary notice and hearing should follow as soon as practicable following the suspension.

### **Disciplinary Consequences**

When disciplinary situations occur that are not specifically defined in the policy, the administration will determine disciplinary action to be taken that is appropriate and in the best interest of the school and the student. The list of disciplinary situations identified are not to be considered as an all-inclusive list of possible conditions that will occur during a school year, as unusual situations invariably arise. It is, rather, meant to be a representative listing to be used as a guideline for administering the building level discipline policy.

If a student's behavior is severe enough and circumstances warrant, the principal may accelerate the discipline steps, suspend, or initiate an expulsion. In many cases the consequences may be recorded in the student's permanent record. Paris R-II attempts to follow all Federal and State laws, including the 'Safe Schools Act', which take precedence over our school handbook and often mandates what consequences certain actions must have. Unless otherwise stated, number of offenses is calculated on a school year basis.

The range of disciplinary action has been established to provide some consistency in the punishment of the following infractions. The administration reserves the right to modify these consequences to best meet the needs of the students, the staff and the school.

### **Behaviors and Disciplinary Actions**

#### **Sleeping in Class**

- 1st offense* – warning, teacher/student conference
- 2nd offense* – warning, principal/student conference
- 3rd offense* - principal/student/parent conference, one (1) to three (3) days ISS

#### **Cheating** copying answers, using a crib sheet or looking in a book during a closed book test

- 1st offense* - zero (0) on the test/assignment, teacher/student conference
- 2nd offense* - zero (0) on the test/assignment, teacher/student/parent conference
- 3rd offense* - zero (0) on the test/assignment, one (1) or two (2) days ISS or OSS

#### **Lack of Homework**, book(s) or necessary materials for class (per quarter)

- 1<sup>st</sup> offense* – teacher warning

*2<sup>nd</sup> offense* – teacher/student/parent conference, recess taken away

*3<sup>rd</sup> offense* – principal/students conference, one (1) to three (3) day ISS

**Cell phones** – will not be tolerated during the school day. These items can potentially disrupt class and should be kept in purses, pockets, vehicles, or other places out of sight. Also, please make sure cell phones are turned off.

*1<sup>st</sup> offense* – confiscation by the teacher and given back at the end of that day

*2<sup>nd</sup> offense* – confiscation by the teacher and given to the office to be picked up at the end of the day

*3<sup>rd</sup> offense* – principal/student/ parent conference

*4<sup>th</sup> offense* – one (1) day ISS

**Technology Misconduct-** Attempting, regardless of success, to gain unauthorized access to a technology system or information; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to introduce computer “viruses”, “hacking” tools or other disruptive or destructive programs onto district technology; to access inappropriate internet sites; or to in any form attempt to utilize district technology in inappropriate or by unapproved methods.

*1<sup>st</sup> offense* – restitution, one (1) day ISS to one hundred eighty (180) days OSS, possible notification of Law Enforcement

*2<sup>nd</sup> offense and subsequent offenses* – restitution, five (5) days ISS to one hundred eighty (180) days OSS, possible notification of Law Enforcement

**Inappropriate Items** – From time to time students will bring items to school that are not appropriate and can disrupt the educational environment (i.e. toy weapons, pocket knives, masks etc.). Depending on the severity of the offense it will be up to the determination of building administration of the consequences, which could range from a conference with the principal, ISS days or to 1 to 180 days of OSS. Any repeat offenses will be handled on a case by case basis.

**Cursing/Swearing/Unacceptable Language/Gestures** verbal or written use of words that would be deemed inappropriate.

*1<sup>st</sup> offense-* warning, teacher/student conference

*2<sup>nd</sup> offense-* warning, teacher/student/parent conference

*3<sup>rd</sup> offense-* one (1) to three (3) days ISS

*4<sup>th</sup> offense-* one (1) to three (3) days OSS

**Threatening Language** Use of verbal, physical or written threats to do bodily harm to person or personal property.

*1<sup>st</sup> offense* – principal/student/parent conference, three (3) days ISS

*Subsequent offenses* – Two (2) to five (5) days OSS and parent must bring student back to school the day they are to return to meet with the principal.

**Demeaning Language or Conduct** - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

*1st offense* – principal/student conference, three (3) days ISS

*Subsequent offenses* – Two (2) to five (5) days OSS and parent must bring student back to school the day they are to return to meet with the principal

**Defiance of Authority** - Refusal to obey directions or defiance of staff authority

*1st offense* – principal/student conference, one (1) to three (3) days ISS

*2<sup>nd</sup> offense* – principal/student/parent conference, three (3) days ISS

*Subsequent offenses* – one (1) to five (5) days OSS

**Harassment** (Refer to Policy 2130 - Harassment)

*1st offense* – principal/student conference

*Subsequent offenses* – One (1) to ten (10) days of OSS

**Physical Contact with Another Student** – Any type of pinching, poking, tickling, hitting, or any other physical contact that is unwanted by the receiving student.

*1<sup>st</sup> offense* – teacher/student conference, warning

*2<sup>nd</sup> offense* – principal/student conference, warning

*3<sup>rd</sup> offense* – principal/student/parent conference, one (1) day of ISS

*Subsequent offenses* – one (1) to three (3) days of ISS

**Fighting** - Physically striking another in a mutual contact as differentiated from an assault.

*1st offense* – One (1) to one hundred eighty (180) days suspension /expulsion, notify the law

*Subsequent offenses* – Eleven (11) to one hundred eighty (180) days suspension/expulsion, restitution or payment for all damages and notification of law enforcement

**Assault** - Use of physical force with the intent to do bodily harm (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

*1st offense* – One (1) to one hundred eighty (180) days suspension/expulsion, notify the law

*Subsequent offenses* – Eleven (11) to one hundred eighty (180) days suspension/expulsion, restitution or payment for all damages and notification of law enforcement

**Bullying/Cyberbullying** - Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

*1st offense* – Ten (10) to thirty (30) days of OSS

*Subsequent offenses* – One hundred eighty (180) days of OSS to expulsion

**Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

*1st offense* – Principal/student conference, one (1) to ten (10) days OSS, parents contacted

*Subsequent offenses* – One (1) to one hundred and eighty (180) days OSS or expulsion.

**Possession of a firearm or weapon** (Refer to Policy and Regulation 2620 - Firearms and Weapons in School) *All weapon incidents will be reported immediately to law enforcement agencies.*

*1st offense* – A minimum of one hundred eighty (180) days of suspension or expulsion.

**Possession or presence under the influence of a controlled substance** or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

*1st offense* – Five (5) to one hundred eighty (180) days OSS, call parent/guardian, notification of law enforcement

*Subsequent offenses* – Expulsion, notification of law enforcement

**Sale or distribution of a controlled substance** or substance represented to be a controlled substance while at school or at any of the locations described above.

*1st offense* – Expulsion, notification of law

**Possession of a prescription medication without a valid prescription** for such medication on school premises or on a school bus.

*1st offense* – Five (5) to one hundred and eighty (180) days OSS, call parent/guardian, notification of law enforcement

*Subsequent offenses* – Expulsion, notification of law enforcement

**Distribution of prescription medication** to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

*1st offense* – Expulsion, notification of law enforcement

**Alcohol - Possession of or presence under the influence** of alcohol regardless of whether the student is on school premises.

*1st offense* – five (5) to one hundred eighty (180) days OSS, call parent/guardian, notification of law enforcement

*Subsequent offenses*- Expulsion, notification of law enforcement

**Tobacco - Possession or use** of tobacco or tobacco products.

*1st offense* – principal/student conference, one (1) to three (3) days ISS or OSS

*Subsequent offenses* – One (1) to ten (10) days OSS. Report violation to appropriate authorities

**Physical touching** of another student in the area of the breasts, buttocks, or genitals

*1st offense* – Principal/Student conference, three (3) days ISS

*Subsequent offenses* – Two (2) to five (5) days OSS and parent must bring student back to school the day they are to return to meet with the principal

**Use of sexually intimidating language, objects, or pictures**

*1st offense* – Principal/Student conference, three (3) days ISS

*Subsequent offenses* – Two (2) to five (5) days OSS and parent must bring student back to school the day they are to return to meet with the principal

**Indecent Exposure** - Includes display of breasts, buttocks and genitals in a public location

*1st offense* – Principal/Student conference, three (3) days ISS

*Subsequent offenses* – Two (2) to five (5) days OSS and parent must bring student back to school the day they are to return to meet with the principal.

**Improper Display of Affection** - Consensual kissing, fondling, or embracing

*1st offense* – Principal/Student conference

*Subsequent offenses* – One (1) to three (10) days in ISS

**False Alarm: Fire, etc.** - tampering with emergency equipment, setting off false alarms, or making false reports.

*1st offense* - Principal/Student conference, one (1) to 180 days OSS or expulsion

*Subsequent offenses* – one (1) to 180 days OSS or expulsion

**Arson** - intentionally causing or attempting to cause a fire or explosion

*1st offense* – Eleven (11) to one hundred eighty (180) days suspension/expulsion, restitution or payment for all damages and notification of law enforcement

*Subsequent offenses* – Expulsion and notify law enforcement

**Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District

*1st offense* – One (1) to one hundred eighty (180) days OSS or expulsion and restitution or payment for all damages, possible notification of law enforcement

*Subsequent offenses* – Eleven (11) to one hundred eighty (180) days OSS or expulsion, possible notification of law enforcement

**Theft** - Nonconsensual taking or attempt to take the property of another

*1st offense* – One (1) to one hundred eighty (180) days OSS, restitution or payment, notification of law enforcement officials.

*Subsequent offenses* – Eleven (11) to one hundred eighty (180) days OSS or expulsion, restitution or payment, notification of law enforcement.

**Disruptive Behavior**- Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

*1st offense* - Principal/Student conference, 3 days ISS

*Subsequent offenses*- 2 days OSS and parents must bring student back to school the day they are returning to meet with principal.

**Hazing-** Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity (Refer to Policy 2920).

*1st offense-* Ten (10) to thirty (30) days of OSS

*Subsequent offenses-* One Hundred eighty (180) days of OSS to Expulsion

**INITIAL AND/OR ANNUAL WRITTEN NOTIFICATION  
TO USE PUBLIC FUNDED PROGRAM BENEFITS OR INSURANCE  
Medicaid -- MO HealthNet**

Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) allows school districts to use specific government funded public program benefits to assist with costs associated with special education services. Amended federal regulations require the District to provide initial written notification, and annually thereafter, to the student's parent/guardian before accessing the student's or parent's government funded *public* program benefits or insurance for billing purposes (i.e., Medicaid – MO HealthNet) for the first time on or after March 18, 2013 and prior to obtaining one-time written parental consent. *Participation in MO HealthNet for Kids and/or MO HealthNet program is not required for any student to receive free appropriate public education (FAPE) under IDEA.*

One-time written parental consent to release personally identifiable information to the State's Medicaid agency, healthcare staff or other public insurance programs to determine, access and recover entitled program benefits from a student's or parent's government funded public program benefits or insurance will be sought by the District. Consent is voluntary and may be revoked at any time. Consent does not give the District permission to access private insurance benefits. Failure to consent will not result in denial or limitation of services for the student nor limit rights to a free appropriate public education (FAPE) under IDEA.

Any questions or concerns should be directed to:

Nancy Henke, Special Education Director  
740 Cleveland Street,  
Paris, MO 65275

573-721-6112

## Policy 2130 Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other

school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Approved ---Paris R-II School District Board of Education

**Notification of FERPA Rights & Designation of Directory Information**

Our School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights include:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA and its implementing regulations, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information). The District will disclose educational records to school officials who have a legitimate educational interest in the records. School officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA.

- Student's name
- Participation in officially recognized activities and sports
- Address



- Weight and height of members on athletic teams
- Degrees, honors, and awards received
- Grade level
- Dates of Attendance
- Photographs and other similar information

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. The person requesting information must submit a signed and dated request letter. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202. P

# Paris Elementary School Supply List 2018/2019

## Preschool

### Do not put names on the following items, they are collected & shared:

- 1 box of Puffs Plus Tissues
- 2 60 Count 6 oz. plastic cups (prefer plastic over styrofoam)
- 500 count napkins

### Students in the AM class please bring:

- 1 container of Clorox wipes for cleaning tables

### Students in the PM class please bring:

- 1 roll of paper towels

stay in their

### Please put their names on the following:

Regular sized book bag- No small bags please, a folder must fit inside without bending. No wheels or pull out handles

50-70 page notebook-wide ruled, no college ruled

Complete change of clothes in a Ziploc bag  
Please make sure names are on their jackets and coats.

Students must have a stocking cap and mittens that

book bags.

## Kindergarten

### Unlabeled Items

- 1 box of quart size Ziploc bags (boys only bring)
- 1 box of gallon size Ziploc bags (girls only bring)

### Items for Projects – please choose two

- 1 package of large pink erasers
- 2 container disinfecting Clorox or Lysol wipes

- 1 package of baby wipes
- 1 watercolor paint

Please

### Labeled Items

- 1 backpack
- 1 Small plastic art/supply box

### Optional

Parents may purchase a red and blue traditional plastic fold up mat, or bring a beach towel for rest time.

label with student's name.

## 1<sup>st</sup> Grade

### Unlabeled Items

- 1 water color paint
- 4 large pink erasers
- 4 boxes of Kleenex

### Labeled Items

- 1 backpack

### Purchase two of the following

- 1 pack of Play-Doh
- 1 box of gallon size Ziploc bags
- 1 box of sandwich size Ziploc bags

## 2<sup>nd</sup> Grade

### Unlabeled Items

- 2 large pink erasers
- 2 boxes of Kleenex

### Labeled Items

- 1 backpack
- 2 folders with pockets

### Please purchase one of the following items:

- 1 pkg. of cotton balls
- 1 can of shaving cream

1 container of Clorox wipes

2 composition notebooks

1 box of white kitchen drawstring bags

1 pkg. of paper plates

1 box of gallon sized Ziploc bags

### **3<sup>rd</sup> Grade**

1 – 1 inch 3 ring binder

1 box of eraser tops

3 boxes of Kleenex

2 pkg disinfecting wipes

1 pkgs. 3 x 5 index cards

1 bottle of Elmer's Glue All

4 pocket folders (1 blue, 1 red, 1 yellow, 1 green)

4 spiral notebooks (1 blue, 1 red, 1 yellow, 1 green)

Girls- bring 1 box of drawstring trash bags

Boys- bring 1 box of gallon Ziploc bags

### **4<sup>th</sup> Grade**

Trapper Keeper (Zippered enclosed 3-ring binder will be used in 4th-6th grade)

5 spiral wide-ruled notebooks (**1 blue, 1 red, 1 green, 1 yellow, 1 purple**)

Erasers

1 folder

1 scotch tape (for interactive notebooks)

2 boxes of Kleenexes

1-1 inch 3 ring binders plain w/clear pocket front

3 ring zippered pouch to hold pencils in binder

#### **Please Purchase One of the Following:**

Large drawstring trash bags

Sandwich or Gallon Ziploc bags

Large bottle of Germ X

### **5<sup>th</sup> & 6<sup>th</sup> Grade**

1 Zippered enclosed 3 ring binder (2-3 inch - like a Trapper Keeper)

1 pkg. Casemate 5 tab Durable Plastic Dividers w/pockets

4 packages of pencil top erasers

3 ring zippered pencil pouch

3 pkg. loose-leaf paper (wide lines)

4 spiral notebooks (70 page / different colors)

3 composition notebooks

3 boxes of Kleenex

2 (3 roll pkgs) of Scotch desk tape

1 container of disinfectant wipes

1 bottle of hand sanitizer (optional)

Deodorant to leave at school (suggested)

PE shoes to leave at school (suggested)

# Welcome to Paris R-II Preschool

**Preschool Teacher: Holly Parn**

**Preschool Aide:**

## **Class Hours**

A.M. Class – 7:50 – 10:50a.m.

P.M. Class – 12p.m. –3:00 p.m.

Preschool is in session everyday that the public school is in session, normally 5 days a week.

## **Preschool Policies**

This is a private preschool staffed with certified teachers with an M.E. degree & an Associate degree.

The cost of preschool is \$30 a week. You may qualify for your child to attend free or at a reduced price of \$10. Please fill out the free and reduced forms if you think you may qualify, at the beginning of the school year.

It is preschool policy that parents pay at the beginning of the week/month and you may pay weekly, bi-weekly, or monthly. You pay for all days school is in session regardless of whether your child is in attendance or not. When school gets out early due to teacher workshops or inclement weather, the PM class will not be in session and parents do not have to pay for those days. If you get behind in paying for preschool and have not made arrangements with the principal, your child will be dismissed from preschool. If you pay by check, make checks payable to Paris Elementary and write preschool & your child's name in the memo. If you pay by cash, put the money in an envelope and write your child's name and preschool on the envelope. This is very helpful and appreciated. Money may be turned in to Beverly Bartels in the office (preferred) or Mrs. Parn.

Students must be completely potty trained to be in preschool.

Students must be picked up on time.

## **Breakfast/Lunch**

Breakfast is offered to preschoolers in the A.M. class. If students are eating breakfast, they can arrive at 7:35 a.m. (no earlier) through the front school doors and go directly to breakfast. Preschool will not be open until 7:50 a.m. Breakfast cost \$1.30 per meal, .30 cents for those who qualify for reduced, and free

to those who qualify for free. Please ask for a form to fill out if you think you qualify for free or a reduced price. Lunch will not be offered to the morning class. Preschoolers must be picked up at 10:50am!

Lunch will be offered to preschoolers in the P.M. class. They can arrive through the front school doors at 11:40 a.m. and go directly to lunch. The preschool will not be open until 12 noon. Parents must sit with their preschooler while they eat lunch and until preschool opens. The school lunch cost \$1.65 per lunch, .40 cents for reduced and free for those who qualify for free. Please ask for a form to fill out if you think you qualify for free or a reduced price.

### **Preschool Drop-off and Pick-up**

#### **Drop Off –**

A.M. Class: Parents may drop your child off at the front doors at 7:45 a.m. Please do not arrive before 7:45 a.m. unless your child is eating breakfast.

PM Class – Parents arrive on school property at 11:55a.m. and pull in front of the school. Remain in your vehicle until the teachers come out at noon and wave. Then your child can get out of the car and we will be there to open the front school door for them. Please do not arrive before 11:55a.m. unless your child is eating lunch at school. Parents must sit with their child during lunch. Preschool starts at 12 noon. Please do not have students ring the front door bell or come in when other people are entering the building, instead wait for preschool teachers.

#### **Pick Up –**

A.M. class – parents park out in front of the school by 10:50 a.m. at the latest and we will walk your preschoolers out to you.

P.M. class - Please park in south parking lot near east doors by 3 PM at the latest and we will come out those east facing doors on south side of building.

### **Absenteeism**

Please call the school if your child is going to be absent. You pay for preschool even when your child is absent unless there is an extended illness with hospitalization. Students missing more than 10 days a semester could be dismissed from preschool!

### **Snacks**

The school provides snacks for the preschoolers!

### **Winter**

We generally go out for recess unless it is raining or snowing, or the temperature/wind chill factor is below 25 degrees, or there is snow on the ground. All students must have a stocking cap and mittens. Most hoods do not fasten well, and just fall off when students are running.

### **Box Tops**

Only box tops that are trimmed on the cut line will be accepted. Untrimmed ones will be sent back home. They will get a prize for trimmed ones.

### **Transportation**

Parents must provide transportation to and from preschool. Transportation is not provided by the school.

### **Foot Wear**

Tennis shoes (gym shoes) must be worn on PE days. Flip flops are not suitable for the playground or the classroom and so are not allowed in preschool. If they have a strap that goes around the ankle, that's okay, but only on days we don't have P.E,

### **Book Orders**

Scholastic book order forms are sent home usually the last Friday of every month. Orders are usually due the following Friday. Make checks out to Scholastic or pay by cash in an envelope marked "Book Order". It is good to start building a home library of books and to read to your child on a daily basis!

### **Contact Information**

Call the school at 660-327-5116 to leave a message for Mrs. Parn. She will return your call at her earliest convenience or email at [hparn@paris.k12.mo.us](mailto:hparn@paris.k12.mo.us).

## Paris Pre-school Supply List for 2017-2018

### **Please do not put names on the following items as they are collected and shared**

- 1 box of 24 Crayola crayons
- 1 large Elmer's glue sticks
- 500 count napkins
- 2 60 count 6 oz. plastic cups (prefer plastic over Styrofoam)
- 1 box of Crayola washable markers (10 count)

### **Students in the AM class please bring**

- 1 container of Clorox wipes for cleaning tables

### **Students in the PM class bring**

- A roll of paper towels

### **Please put their name on the following:**

- Regular sized book bag -No small book bags please, a folder must fit inside without bending. Also, no bags with wheels or pull out handles.

- 50 -70 page notebook – wide ruled, no college ruled
  - Complete change of clothes in a big Ziploc bag (Underwear, socks, pants, shirt, and shorts) in case of an accident. (Although all preschool students MUST be potty trained.)
  - Please make sure names are on their Jackets and Coats
  - Students must have a Stocking Cap and mittens that just stay in their book bag all winter
- Pencils, folders, and scissors are provided by the school.

Please take time for you and your child to read through the student handbook together. By knowing and following these expectations, we can help your child have a successful school year. After you have reviewed the handbook, sign this page, remove it, and send it back to school with your child. If you have any questions, please feel free to contact me.

Thank you,

Wendy Reid

My child(ren) and I have reviewed the 2018-2019 handbook.

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Parent/Guardian Signature

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Date

Student(s) Name

Grade Level

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