



Niangua Elementary Handbook

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We are working on instilling the **7 Habits** from Steven Covey's *Leader in Me*:

- 1: **Be Proactive**-You are in charge of YOU!
- 2: **Begin with the End in Mind**-Have a plan of action.
- 3: **Put First Things First**-Work first, then play.
- 4: **Think Win-Win**-Look for solutions that help everyone.
- 5: **Seek First to Understand, then to be Understood**-Listen before you talk.
- 6: **Synergize**-Together is better!
- 7: **Sharpen the Saw**-Find balance between work and play, family and friends.

A

After School-make sure your student has the same after school routine. If an emergency arrives and you must change the routine, you will need to call Gina **before 2:30 pm**-otherwise students will do what they "normally" do.

PLEASE DO NOT MAKE CHANGES without sending a note or calling. We cannot simply take their word for it.

AMI-Alternative Methods of Instruction will be used for missed days. Students can access digitally on Google Classroom. They will have 5 days to complete upon returning to school.

Attendance-is the number one factor in student success. They need to be here on time and ready to learn. If they are going to be absent, please call the office before 9:30, 417-473-6101, to let us know. If you don't call us, we'll call you.

- Turn in all documentation to the office (doctor, dentist, admit slips).
- Students are responsible for missed assignments.
- If your child will have an absence, please utilize virtual instruction so they do not fall behind.
- Excessive absences may result in reports to the prosecuting attorney, summer school or retention. :(
- If they are not at school, **they may NOT attend after school functions.**

Attitudes-are contagious; make sure yours is worth catching. A "can do" attitude is a little thing that makes a BIG difference.

B

Breakfast-is served between 7:30-8:00. Students will pick up breakfast in the cafeteria and eat in the classroom. All breakfast is free!

Bus Conduct-once students board the bus, they are under the supervision of the school district and ALL school rules apply. For the safety of our students, the following rules will be strictly enforced:

- Students will remain seated at all times.
- Instruments, backpacks, etc. are to be placed under the seat or held by the student.
- No pets or animals allowed.
- No glass containers.
- No eating or drinking.
- No putting hands, arms, or head out the windows.
- Do not talk to the driver.
- Noise should be kept to a minimum.
- If there is a problem on the bus, report it to the bus driver at the next stop.
- DO NOT LEAVE YOUR SEAT WHILE THE BUS IS MOVING.



In the event of misconduct on the bus, the driver will complete an office referral. Consequences for each referral are as follows:

1st	Parents notified-Warning
2nd	Two day suspension
3rd	Four day suspension
4th	Eight day suspension
5th	Sixteen day suspension
6th	Remainder of semester or 40 days, whichever is greater
7th	Remainder of year or 80 days, whichever is greater

**Levels may be skipped depending on the severity of the offense and additional punishment may also be issued. For example: a fight on the bus could result in ISS as well as a bus suspension.*

Bullying and Cyberbullying-is defined as the **repeated** unwanted, aggressive behavior such as making threats, spreading rumors, physical or verbal attacks or excluding someone on purpose. Any instance will result in immediate action including suspension of privileges, lunch detention, recess detention, ISS, or OSS.

C

Cafeteria-is everyone's responsibility, please help keep it clean! Cafeteria rules:

- Enter the cafeteria in a single-file line.
- Show respect for others by not pushing or cutting in line.
- Please, do not waste food.
- Scan your lunch card.
- Stay in your seat until dismissal.
- No sharing food-not because we don't want you to be kind, but we don't want you to share germs.

- No throwing food-you drop it, pick it up. Keep it clean!
- Remain in the cafeteria until dismissed.
- Do not take food or drink out of the cafeteria.
- **The BIG 3: EAT-Eat first, Always clean up, Talk quietly.**

Cell Phones-should not be a distraction during the school day. All phones should be turned off prior to 8:00. If a phone is taken, the student may pick it up in the office at the end of the day. Second offense, it will be kept until parents pick it up.

Complaint Procedures-because we are all human beings with varying opinions, sometimes you will not be happy with the way a situation was handled. Please, contact the teacher first. Often, the rest of the story will shed light on the situation and solve the problem. If the teacher cannot resolve your issue, contact the principal, followed by the superintendent (if necessary) and the school board as a last resort.

D

Discipline-students are expected to behave appropriately at school. Their behavior should not impede their learning or the learning of their classmates. Inappropriate behavior includes:

- Arguing
- Backtalk
- Bathroom misconduct
- Cheating
- Cursing
- Fighting
- Name calling
- Lying
- Refusing to follow directions
- Sexual jokes, gestures, talk
- Stealing
- Just because it isn't listed doesn't mean it is okay. If you wouldn't do it in church or in front of your grandmother, then you should probably rethink it.



Most discipline problems will follow these consequences:

- Parent contact
- Walking laps during recess (could be specific number of laps or the entire recess)
- Lunch/Recess detention (days depend on severity and number of occurrences)
- In School Suspension (days depend on severity and number of occurrences)
- Cheating will result in an additional assignment to be completed in ISS.

Dress Code-students should be dressed comfortably and appropriately for school and the weather. The purpose is not to restrict the right of any student, but rather to increase the effectiveness of the education process so that all students can benefit.

Following are some basic rules that students are expected to follow:

Pants, Shorts, Skirts:

- Fingertip length
- Not too tight
- No holes in jeans or shorts above the knee
- **Leggings/Jeggings must be worn with a top that hangs down to the fingertips**
- No pajama pants
- Should not be able to see your underwear

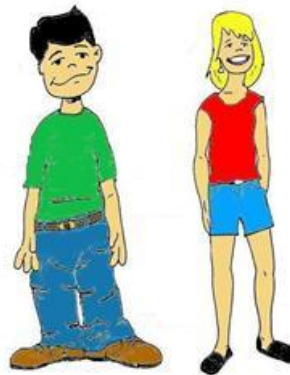
Tops:

- Must cover the student's midriff and back.
- No words referring to alcohol, tobacco, drugs, sex, or inappropriate content
- No mesh shirts
- No cutting or altering shirts
- No spaghetti straps (straps should be at least 1" wide")
- Should not be able to see your bra or straps

Hats, Coats, Shoes:

- Hats will be allowed at teacher's discretion.
- Closed toe shoes are recommended for safety at all times. Playground is gravel!
- Shoes are to be worn at all times
- No high heels in elementary
- No house shoes or slippers
- Trench coats are not allowed
- Please, put your child's name in sharpie on the inside so it does not end up in lost and found.

Dress Code Examples
All examples apply to both male and female students



Dress Code Do NOTs:
All examples apply to both male and female students



E

Extra-curricular Activities-including band require both good citizenship and good grades.

F

Field Trips-Students must have good attendance (93% or better), good behavior (less than three office referrals-no OSS) and be **passing all subjects (2's or better for lower; no F's in upper)** in order to go on field trips during that quarter. It is a reward and they must earn it. If they misbehave while on a trip-it is an automatic loss of a future trip. Students are representing our school and community.

G

Grades-Standards Based Grading-occurs in grades K-2. We use four levels of mastery:

- 1: Not Yet-having difficulty understanding. 0-59%
- 2: Progressing-working towards it with some success. 60-84%
- 3: Mastery-I got it! I can even teach others. 85-95%
- 4: Advanced-I can work at a higher level. 96-100%

Upper grades use the same scale as the Junior High/High School:

- F: 0-59%
- D: 60-69%
- C: 70-79%
- B: 80-89%
- A: 90-100%

H

Highly qualified staff-you can always request their teacher's qualifications. We strive to be the best! Teacher qualifications are posted outside of their classroom including years of experience and college degrees. We will notify you in the event of a long term substitute that may impact your child's education.

Honor Roll-Upper elementary students making all A-s and B's qualify for the A/B Honor Roll. Those making all A's qualify for the A Honor Roll.

I

Invitations-if you are inviting everyone in class to your party, we would gladly hand them out. However, if you are only inviting some, you need to make other arrangements. Hurt feelings often lead to classroom disruptions.

L

Late Work-students who do not finish their work in class, will not qualify for Fab Friday and will have to complete their work in the work room. What they do not finish will come home as homework and must be turned in on Tuesday. If it is not returned on Tuesday, it will become a zero and be one strike on their ZAP Party, (Zero's Aren't Permitted-3 strikes and you are out!) Zero's have a negative impact on their education and their grades.

Library-students visit the library weekly and are allowed to check books out for a two week period. They are assuming responsibility and will be charged the replacement cost if the book is lost or damaged. Students who owe \$10 or more will lose their library privileges. Grades will not be released if they owe library fines. Students may work off library fines if they are unable to pay. This would include using their recess time to help make our school a great place to learn.

Lost and Found-all clothing and bags turned in will be hung on the Lost and Found rack for claiming. At the end of each quarter, all items left will be washed and utilized by the nurse.

P

Pictures-we take pictures throughout the year of various activities. If you do NOT want your child's photo shared in our media posts, please notify us in writing ASAP.

Playground Expectations-students are expected to follow all playground rules or lose their playground privileges. Students who break the rules, will walk laps instead of playing. We will go outside unless it is storming or under 32 degrees (freezing). Dress for the weather!

Progress Reports-will be sent home every three weeks. If you have any questions or concerns, call ANYTIME! You do not need to wait until conferences. A quick email or telephone call usually clears

up a lot of questions. You can check progress everyday on Parent Portal! Students need to know we are working together!

S

Sickness-students sent home by the nurse must be **FEVER FREE** for a **FULL 24** hours **without medication** before returning to school. If they are sent home on Tuesday at 1:15 pm, they CANNOT return until after Wednesday at 1:15 pm at the earliest. Please, do not give them a Tylenol and send them to school-they are contagious! This is to protect all of our students, staff, and community.

T

Tardies-impair the learning of all students. Instruction begins promptly at 8:00 therefore those coming in at 8:03 are interrupting the learning of every student. Every three tardies will count as one ZAP.

Technology-is intended for educational purposes only. Any misuse will result in suspension of technology privileges. Students are expected to take proper care of their devices. Lost or damaged devices will be billed and no new devices will be allowed home until the cost is recovered.



Telephone Usage-is for emergency use only. Students will not be called to the telephone. Students will not be able to make calls unless it is school related and approved by administration. We will **not** be calling home to see if they can go to a friend's house after school.

Testing-all students in the elementary will take the following assessments to help us identify strengths, areas of growth and needs. You will receive a copy of all results.

- IXL diagnostic placement in Language Arts and Math.
- MAP (Missouri Assessment Program) is for students in grades 3-5 in Communication Arts, Math and Science (5th grade only) during April/May.

Title One- is a federal funding program to help improve skills in reading and math that the entire elementary participates in. Parents of students identified with needing additional time to develop those skills will be notified and provided with quarterly updates on their progress.

W

What we WANT from you-is your support. It takes a village to raise a child and together we are a powerful team to guide your child through the elementary years. In order for your child to succeed, we need you to:

- have your child here on time and ready to learn. Everyday counts!
- call, email, stop by and talk to us. If you have questions, DO NOT WAIT until conferences. Your child's education is our top priority.

- believe in us. When your child comes home, you are going to get half the story. Call and get the other half before jumping to conclusions. I have yet to find an educator who is just “out to get” a child.
- follow up! Discipline is the toughest thing we do. Students will make mistakes. They will get rowdy at recess. They will run in the halls, talk while the teacher is talking, poke their neighbor, lie to stay out of trouble, and much more. All of which are part of growing up, and a life lesson that all behaviors have consequences. **YOU MAKE THE DIFFERENCE!** If you make excuses and point the finger elsewhere, the behavior will continue or worsen. If you say, you are responsible for you and you know better, along with a consequence from home, the behavior usually stops. Choose your words wisely.
- **READ!** We send home information that you need to know. **Reading is the single most important thing you can do to help us help your child succeed.** *Have them read it to you.* Children who read just 20 minutes per night have better vocabulary, fluency, comprehension, empathy, imagination, and they score almost 80% better on standardized tests than students who do not read.

Z

ZAP (Zero's Aren't Permitted)-is an incentive trip. Each quarter we will have a different trip students can earn. Each student will have three strikes at which point, they will be disqualified from the trip and can try again next quarter. All field trip regulations apply. ZAPs can come from attendance, tardies, behavior, missing assignments or incomplete assignments or grades. Please see Field Trip.

***We will follow the JH/HS handbook for any items that arise that are not addressed in the elementary version. Both handbooks are available on the website: www.nianguaschools.com.*