

School District of  
**WASHINGTON**



ELEMENTARY SCHOOL STUDENT  
**HANDBOOK**

**2023-2024**

**School District of Washington  
2023-2024**

May 1, 2023

Dear Parent/Guardian,

The Parent/Student Handbook is available and viewable on the School District of Washington website, [www.washington.k12.mo.us](http://www.washington.k12.mo.us) for you to read and keep for your reference. It contains important information that you will need throughout the school year. Please contact your elementary school office should you not have access to the internet and need a paper copy.

The signatures below confirm that the School District of Washington Elementary Student Handbook for 2023-2024 school year has been reviewed by the student and parent/guardian and further indicates that the student and parent/guardian are aware of the information, procedures, guidelines, policies, rules, and consequences included in the student handbook.

We need and value your partnership in the education of your child. Students whose parents are involved in their schools achieve at higher levels. Each of our elementary schools has opportunities for parents to become involved in a variety of ways.

Please complete and return the form below. It verifies your review of the handbook.

Have a great school year!

Elementary Principals

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**Verification and Receipt of Handbook**

Signing below indicates you have read and understand the contents of the School District of Washington Student Handbook.

\_\_\_\_\_

List ALL Elementary Student Names

\_\_\_\_\_

Signature of Parent/Guardian

Date

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## School Directory

### Augusta Elementary

5541 Locust St.  
Augusta, MO 63332  
Phone: 636-231-2400  
Local: 636-228-4375  
Fax: 636-231-2405  
Principal: Dr. Mary Robertson

### Clearview Elementary

1581 Clearview Rd.  
Union, MO 63084  
Phone: 636-231-2500  
Local: 636-583-2288  
Fax: 636-231-2505  
Principal: Dr. Matt Busekrus

### Marthasville Elementary

800 E. Main St.  
Marthasville, MO 63357  
Phone: 636-231-2650  
Local: 636-433-2211  
Fax: 636-231-2655  
Principal: Mrs. Kristen Daffron

### Washington West Elementary

840 West Pride Drive  
Washington, MO 63090  
Phone: 636-390-9150  
Fax: 636-390-915  
Principal: Mr. Joseph Obermark  
Asst. Principal: Mrs. Amanda Spaunhorst

### Campbellton Elementary

3693 Hwy. 185  
New Haven, MO  
Phone: 636-231-2459  
Fax: 636-231-2455  
Principal: Mrs. Keshan Vogt

### Labadie Elementary

2749 Hwy. T  
Labadie, MO 63055  
Phone: 636-231-2600  
Local: 636-742-2175  
Fax: 636-231-2605  
Principal: Mrs. Jennifer Pecka

### South Point Elementary

4350 St. Johns Rd.  
Washington, MO 63090  
Phone: 636-231-2700  
Fax: 636-231-2750  
Principal: Mrs. Aimee Harty  
Asst. Principal: Mrs.  
Stephanie Virgen

## **Permission to Photograph**

Opportunities occasionally arise whereby your student may be videotaped, audio taped or photographed on campus by authorized individuals, such as a media representative or members of our staff. There may also be opportunities for your child's name and/or picture to be posted on our website. Our commitment to safeguarding your child's well-being, safety and privacy in this regard is important to us. A parent or legal guardian must notify the district through the parent portal by completing the Media Publishing Permission Form that they do not want their child's picture on our website or to be videotaped, audio taped, or photographed.

## **Mission Statement**

Our mission is to inspire achievement, character, and personal growth in all students as they pursue and succeed in college, careers, and life.

## **Comprehensive School Improvement Plan**

The District has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the District's fundamental beliefs about teaching and learning. This plan serves as the District's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary.

A copy of the district's CSIP is available on the School District of Washington website: [www.washington.k12.mo.us](http://www.washington.k12.mo.us) .

## **Elementary School Hours**

Elementary school hours are 7:45 A.M. until 2:45 P.M. for grades kindergarten through six. All students are expected to be in their seats and ready to learn by 7:45 A.M. Students who ride the bus must enter the school immediately upon arrival. Students who walk and/or are driven to school must not arrive before 7:20 A.M. All students must leave the school immediately after the end of the school day. The School District of Washington is not responsible for student supervision outside of the above hours.

## **Attendance Laws: Absences and Tardiness**

Missouri law requires that children age seven and older attend school regularly. Exceptions are allowed only for “homebound” and/or “home schooled” students. Missouri law also requires that the school district monitor attendance, certify exceptions, and report non-compliance to Franklin County Support and Children’s Division (or proper authorities).

When a student is to be absent, please contact the school office prior to 9 A.M. for each day of absence. If a child needs to be taken out of school for an extended period, please discuss the situation with the principal in advance. All absences must be classified as excused, unexcused or truant by the school secretary who will use these guidelines:

A child is considered *Tardy* if he/she arrives after the 7:45 A.M. bell rings. Tardy students, for child safety reasons, must be accompanied into the school office by an adult.

Students who are absent because of illness may not attend other school events the same day or evening.

Please read

## **Make Up Work for Absences**

Make up work will normally be available after school on the day of an absence. Students are allowed a minimum of two days for each day absent to make up the work missed. Students with more than five absences in a quarter will be referred to the school Problem Solving Team.

## **Release of Students During the School Day**

To prevent the release of students to unauthorized persons the following guidelines must be followed:

1. Students will be released only through the school office. Persons other than parents/guardians must have written permission to pick up a student. Students will not be released to minors, including siblings.
2. Students who are under a court-awarded custody agreement will be released only to the parent/guardian who has proof of physical custody. To minimize the chance of disputes and to foster student safety, divorced/legally separated

parents/guardians must provide to the principal written proof of custody (such as Custody Orders and/or Parenting Plans) that describes who has physical custody during and after school hours. Parents/guardians are required to keep the principal updated as to any changes relating to physical custody arrangements.

### **Inclement Weather**

When school is canceled because of inclement weather, an announcement will be made via call blast, as well as on TV and the district website: [www.washington.k12.mo.us](http://www.washington.k12.mo.us). A form will be sent home at the beginning of the school year asking for parental instructions as to where the child should go in the event of school closing early. When school is dismissed for weather, all after school and evening activities are canceled.

All students are expected to go outside unless the weather is severe. It is imperative that children always dress in accordance with the weather. Buildings have the responsibility to determine whether students go outside. Indoor recess is warranted by temperatures at 20 degrees, wind chill below 20 degrees, three-digit temperatures or three-digit heat index. Any temperature over 90 degrees is a building decision. During periods of high heat and humidity students are encouraged to bring water bottles and drink plenty of water. Reference [Office of Childcare-Weather Watch](#).

### **Alternative Methods of Instruction (eLearning Days)**

Student attendance will be recorded on days when the Alternative Methods of Instruction (AMI) plan is implemented due to exceptional or emergency circumstances, and will be documented by the completion of assignments and/or online participation in activities for each class. This could include synchronous lessons as well as asynchronous lessons. Work is due on the 1st day back to school following an AMI day. eLearning days due to inclement weather will be communicated with families in advance and with the cancellation of school. Expect eLearning days to be implemented after missing 6 inclement weather days. Inclement weather days 7-10 will consist of online office hours for assistance on assignments as needed. Lessons and assignments will be posted in Google Classroom. An eLearning PLUS schedule will be implemented after missing 11 or more inclement weather days. All eLearning PLUS days will mimic a normal school day but will shift classes to an online format scheduled as a typical school day.

## **Modified Day**

There are several scheduled Modified Days in the school year when students are dismissed early for teachers to attend professional development, work on report cards, or hold parent-teacher conferences. On Modified Days grades K-6 will attend from 7:45 A.M. until 11:50 A.M. Lunch will be served and lunchtime medications administered on such days.

## **School Visitation**

Parents, patrons, and volunteers are welcome in our schools! All visitors must register in the school office upon arrival. Visitors to District schools are required to demonstrate behavior appropriate for the school setting. Therefore, visitors who act inappropriately, violate the Board's visitor policy or otherwise impede or impair the operation of the school will be required to leave campus, and law enforcement may be called when deemed necessary by school personnel. Volunteers are required to provide information for a police background check. All volunteers and visitors will go through the school Raptor system and receive a badge verifying approval to enter the building. Classroom visits by parents may be allowed with prior approval. A parent-teacher conference day is built into the school calendar. Additional conferences during the regular school day may be scheduled with the classroom teacher or through the school office.

## **Parent Portal**

Parents are expected to view current grades and information regarding their students, the School District of Washington has instituted a Parent Portal. In order to participate, complete the Parent Portal Request Form which can be found on our website at [https://docs.google.com/forms/d/e/1FAIpQLSe5i\\_0uRsrJ3yTdcELIVpGnnIH3\\_iz3Th1DUo-11k4coxrVQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe5i_0uRsrJ3yTdcELIVpGnnIH3_iz3Th1DUo-11k4coxrVQ/viewform) .

## **Grade Reports/Report Cards**

Progress reports and report cards will be available online and can be accessed through the Parent Portal on Lumen. A printed copy of quarterly grades will be sent home. Also, some students will have a daily/weekly parent information management system. The District's goal is to keep parents informed so that parents and the school can work together. A parent who has any concerns about communication with the school or about the receipt of information from the school is encouraged to contact the classroom teacher for a conference. Parent/Teacher conferences will be held in October. Please see the attached academic calendar for the exact date.



[https://cdnsm5-ss19.sharpschool.com/UserFiles/Servers/Server\\_163438/File/About%20Us/Academic%20Calendar%202023-24.pdf](https://cdnsm5-ss19.sharpschool.com/UserFiles/Servers/Server_163438/File/About%20Us/Academic%20Calendar%202023-24.pdf)

Below you will see the performance scale for grades K-5 and the grading scale for grade 6. Since 2015 the SDOW has been implementing a Standards Based Grading (SBG) system. In a SBG system grades are based on clear standards and/or skills, only evidence pertaining to that particular standard is included in the grade, and non-academic indicators are reported to parents separately as lifelong learning skills.

In order to help you have a clear understanding of the change in reporting mastery of skills, a Parent Q & A has been posted to our district website at [www.washington.k12.mo.us](http://www.washington.k12.mo.us). Just click on the parent tab and scroll down to Standards Based Grades.

<b><u>Grades K-5 Performance Scale</u></b>	<b><u>Grades 6 Grading Scale</u></b>																										
<p><b>CM - <u>Consistently Meeting</u></b> grade-level expectation with independence <i>Demonstrates understanding of concepts and skills independently</i></p> <p><b>MP - <u>Making Progress</u></b> towards independence with grade-level expectation <i>Demonstrates understanding of concepts and skills with supports as needed</i></p> <p><b>NY - <u>Not Yet</u></b> meeting expectations <i>Not yet demonstrating an understanding of concepts and skills, requires intensive support</i></p> <p><b>IE-</b> Insufficient evidence</p> <p><b>N/A-</b> Indicates not assessed at this time</p>	<table data-bbox="824 808 1144 1228"> <tr><td>97-100 %</td><td>A+</td></tr> <tr><td>93-96 %</td><td>A</td></tr> <tr><td>90-92 %</td><td>A-</td></tr> <tr><td>87-89 %</td><td>B+</td></tr> <tr><td>83-86 %</td><td>B</td></tr> <tr><td>80-82 %</td><td>B-</td></tr> <tr><td>77-79 %</td><td>C+</td></tr> <tr><td>73-76 %</td><td>C</td></tr> <tr><td>70-72 %</td><td>C-</td></tr> <tr><td>67-69 %</td><td>D+</td></tr> <tr><td>63-66 %</td><td>D</td></tr> <tr><td>60-62 %</td><td>D-</td></tr> <tr><td>0-59 %</td><td>F</td></tr> </table> <p>Grades of A or B are indicators of mastery of a subject.</p> <p>Grades below A or B are below mastery. The school's goal is for all students to be at the mastery level for each subject. A grade of C is passing, but does not ensure that a student is fully ready for what comes next in the curriculum and/or the next grade. Likewise, grades of D or F are cause for more concern.</p>	97-100 %	A+	93-96 %	A	90-92 %	A-	87-89 %	B+	83-86 %	B	80-82 %	B-	77-79 %	C+	73-76 %	C	70-72 %	C-	67-69 %	D+	63-66 %	D	60-62 %	D-	0-59 %	F
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67-69 %	D+																										
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60-62 %	D-																										
0-59 %	F																										

## **Homework, Class Participation and Achievement**

The Board of Education recognizes homework that is properly designed, carefully planned, and geared to the development of the individual student has a definite place in the educational program. Homework is not always done in the home as the name implies. The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class, or which is assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, prepare research papers, aid in the mastery of skills, complete certain projects, and create and stimulate interest on the part of the student. There is an expectation that parents are to review and sign assignment books daily (review and sign Thursday/Friday folders).

### **Homework Guidelines**

Some homework is assigned at the primary level. Students may complete work at home, which was begun in class. Special projects may be brought home for completion. Additional reading should be encouraged for pleasure. Work missed due to absence will be assigned as homework, except for tests/quizzes, which are administered at school.

#### **Assignment of Homework by Teachers:**

1. Teachers in the District strive to administer homework in accordance with established educational practices and procedures.
2. Teachers follow general guidelines to provide that time spent on homework should be approximately 30 minutes for primary grades K-3 or 60 minutes for intermediate grades 4-6. If the time spent on homework exceeds the time, please contact your child’s classroom teacher.
3. Homework will be considered as a part of the total learning process and will be monitored (specific feedback, etc.).

#### **The Students’ Responsibilities are:**

1. Be sure to understand the assignments. Ask the classroom teacher if clarification is needed.
2. Use class time wisely.

3. Complete the assignments.
4. Turn assignments in by the specific date due.

#### Tips for Parents to Help their Children with Homework:

Parents are encouraged to help support your student with homework completion.

### **Protecting Instructional Time**

Care shall be taken by school personnel to protect instructional time. Practices that are designed to protect instructional time include limiting intercom announcements except at the beginning and end of the school day, scheduling blocks of time devoted to specific subjects, and preventing interruptions. Special assemblies, guest speakers, field trips, etc. shall support the curriculum. Parents are asked to refrain from taking students out of school for appointments and other activities. Parents/guardians are expected to refrain from delivering presents, flowers, fast food, or other items to school. Tardiness is also an interruption to instructional time. Therefore, the timely presence of students at school is important.

### **Educational Experiences**

Educational Learning experiences are an extension of school. All students must ride school-approved transportation. All students must have written permission on file before an educational learning experience. Adults who assist with an educational learning experience are not to bring preschool students or other children. All school rules apply on educational learning experiences. Students who have demonstrated irresponsible behavior prior to educational learning experience may be provided alternate activities in lieu of participation. Adults who assist with educational learning experiences are expected to be appropriate role models, dress appropriately, and to refrain from tobacco products, alcohol, and profanity.

### **School Nurse/Health Services**

The elementary schools are served by full-time nurses. Students who become ill at school or have fever must be picked up from school as soon as possible. If your child has an I.E.P. or significant chronic health problem that requires in-school medication and/or special care, be sure to talk to the school principal and nurse about the situation and provide the school with documentation from a physician.

## **Medication Guidelines**

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

In order to administer any medication at school the following requirements must be met:

1. The medication must be in its original container, labeled with the name of the student, name and dosage of medication, and directions as to when and how it is to be given. The school personnel will not administer the first dose of any medication and will not give one-time medications at school.
2. Only current prescriptions will be given. We will not administer any medication past the expiration date on the container. Long term medications must have a new prescription bottle each month.
3. Sample medications from the physician **MUST** have a prescription from the physician.
4. Over the counter medication must be in the original container in which it was purchased. These medications will only be given according to the directions on the container for appropriate age and weight of the child. Over the counter medications will not be given before 11:00 AM unless arrangements are made with the school nurse.
5. A “medication administration” form must be filled out and signed by a parent or guardian on all medications giving the designated school personnel permission to administer the medication.
6. Parent permission is good for the current school year only, and must be updated if any changes are made in the medication.
7. Medications must be brought to school by a parent/guardian or responsible adult. Medications will be counted by designated school personnel with parents present each time medications are brought to school.
8. The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally **NOT** be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is a part of a student’s necessary treatment, subject to the approval of the district’s health services coordinator. All medication policies and forms can be found on the district's website under the health services department.

**PLEASE NOTE:** \*The student must not bring any medication on the school bus, school grounds, or into the school building to keep with him/her for use. Exceptions may be made through the school nurse for “Emergency Use Medications”, such as inhalers for asthma or an Epi-pen for bee stings. The situation requires a “student

self-administration” form to be completed, along with a care plan. Both forms need the parent and physician’s signature. If a medication is brought to school that does not meet these guidelines, it will be REJECTED and will not be administered to the student. The District will KEEP any medication brought to school by a child until it can be returned directly to the parent.

The School District of Washington will not give prescribed narcotic medication to students while in attendance or participating in school activities. Since narcotic medications can have an adverse effect on a student’s ability to participate in school functions, it is suggested that the student remain at home while taking such prescribed medication. The student will need a doctor’s note to return to school.

### **Head Lice**

The student must be accompanied by an adult for readmission. The nurse, principal, or other designated person will inspect the student prior to readmission.

### **Recess Participation**

Students in grades K through 3 will have up to two 15 minute recess periods a day. Students in grades 4, 5, and 6 will have one 20-minute recess a day.

### **Special Class Participation**

Physical Education, Music, Art, and STEM (Science, Technology, Engineering, and Math) are subjects in the curriculum for Grades K-6. It is an important part of a child’s education, and effort and participation are required.

All students are expected to participate in P.E. unless a physician’s statement of exemption is on file. Students who have an exemption and do not participate in P.E. will also be restricted at recess. Parents are responsible for ensuring that children wear appropriate shoes/clothing on P.E. days.

Group instruction in violin, viola, and cello is offered during the school day for students in grades 5 and 6.

### **Food Services**

The School District of Washington participates in the National School Lunch Program (NSLP), and the School Breakfast Program (SBP). A computerized accounting system allows parents and guardians to make deposits on student lunch accounts through an online system.

No credit or charging is allowed. A positive balance is required for all student accounts. See parent portal for balances and further information at [www.lumen.washington.k12.mo.us](http://www.lumen.washington.k12.mo.us). Should a student's account go into arrears, the matter may be reported to Franklin County Support and Children's Division, DFS or the proper authorities.

Students may bring their lunch, but refrigeration is not available. Bottles or cans of soda and pizza or fast food are not allowed. Rewards and "birthday lunches" should be handled off school campus. Free and reduced price lunch applications must be filled out yearly, and are available through the school office, or our Central Warehouse. Sharing or trading food is not allowed. Federal Guidelines for the NSLP and SBP are followed.

The NSLP consists of a minimum of 2 oz protein, 1/2 cup fruit, 1/4 cup vegetable, 1 to 2 oz of whole grain, and 8 oz dairy. Students may choose all five categories or as few as three, but one of the three to five items must be a fruit or vegetable.

Our SBP consists of a minimum of 1 oz protein, 1/2 cup fruit, 1/2 cup vegetable, 1 oz whole grain and 8 oz dairy. The vegetable category may not be offered every day. Students may choose all five categories or as few as three, but one of the three to five items must be a fruit or vegetable.

For further questions regarding the NSLP or the SBP, please call Jill Poepsel at 636-231-2050.

### **Classroom Supplies**

Textbooks and workbooks are furnished by the school. Damage beyond normal wear and tear or theft is the responsibility of the parent. Each classroom will have a specific supply list. The supply lists are posted in several stores in Washington as well as on the school's website, [www.washington.k12.mo.us](http://www.washington.k12.mo.us)

### **Elementary Guidance and Counseling Services**

Certified guidance counselors serve the elementary schools. Each counselor provides classroom, group guidance services and individual counseling sessions. Guidance lessons include Social Skills, Conflict Resolution, Drug & Alcohol Education, Career Awareness and Study Skills. For your child to be seen on a regular basis by a counselor, a referral must be made to the counselor. A signed parental permission form is required.

## **Missouri Course Access Program (MOCAP)**

Because virtual instruction can be an effective education option for some students, there are virtual courses available either through a district-provided virtual option or through the Missouri Course Access Program (MOCAP). More information about virtual courses can be found on our website at [www.washington.k12.mo.us](http://www.washington.k12.mo.us)

## **Positive Behavior Support (PBS)**

The School District of Washington desires to promote a sense of belonging and connectedness amongst students, educators and parents. The purpose of the commitment to PBS in the School District of Washington Elementary Buildings is to establish a safe and positive learning environment for all students. Establishing school-wide expectations that encompass Respect, Ownership, Commitment, and Kindness creates a safe environment which promotes academic excellence.

PBS is a framework that systematically works to improve student behavior utilizing best practices that have been proven effective. This program is built on the premise that if basic behavior expectations are taught and reinforced, behavior will improve. Data is utilized to make decisions to improve school practices and procedures. Data is also used to identify student needs. We are able to get more effective information to make adjustments to better serve our students and improve the overall school climate. Ultimately, we want to work within the PBS framework to create a school environment with students who are respectful, take ownership, are committed, and demonstrate kindness. This environment will allow each individual the opportunity to learn and grow.

### **Levels of Behavior:**

#### **Classroom-Managed Offenses**

- These behaviors are handled at the classroom level by staff.
- Examples: being off task, talking during instruction, etc.

#### **Classroom Managed Behavior Offenses**

- This behavior is still primarily handled at the classroom level by staff.
- This behavior does not initially lead to an office referral.
- These misbehaviors will result in communication from the referring staff member.
- Continuing minor offenses can become major offenses (3 minors during the month).
- Examples: dishonesty, disrespectful conduct or speech, rough play, etc.

#### **Office Managed Behavior Offenses**

- This behavior leads directly to an office referral.
- Examples: fighting, bullying, threats, bus conduct, etc.

### **What does PBS look like?**

- Each elementary school has created behavior expectations for all areas of the school and has posted them on the PBS Matrix which is sent home at the beginning of the school year.
- Expectations are posted throughout the building to remind students
- Staff use the PBS Matrix to guide expectations for how students should behave in different parts of the school/school day.
- Staff will teach and reinforce the identified expectations throughout the school year.

We teach and reinforce academic skills on a daily basis. It is important that we also teach and reinforce behavioral expectations and procedures. If a child struggles with an academic skill, we reteach and intervene as needed. We must also reteach and intervene as needed for students concerning behavioral expectations and procedures. Each Elementary Building has established a matrix of expectations that fit their students and building environment. These expectations and more PBS information pertaining to each building can be found on each of their individual websites.

### **Technology Usage**

The use of District computers and network is a privilege offered to students enrolled in the District. Students are expected to follow Board Policy and District Guidelines for usage of technology equipment and resources. Students and parents/guardians will sign a user agreement before being given access to the district's technology resources. A student's access to technology resources may be revoked by instructors, staff, and administrators at any time for inappropriate use or usage contrary to Board policy and/or District Guidelines. In addition to revocation of privileges, other disciplinary measures may also be taken, and a referral to law enforcement may be made.

### **OSS Policy**

Out of School Suspension (OSS) – This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. The student is not allowed on school property without special permission of the school administration. They are not to attend school functions or extracurricular activities at home or away. Students will be allowed to make up work for full credit.



## **Dress Code**

Matters of personal appearance that are deemed distractions in the classroom will not be allowed. If a teacher feels that a student's dress is provocative or inappropriate, the student may be referred to the office. The administration will then determine the appropriate action to be taken with the student. Parent contact may be made.

### **Guidelines for Dress are as Follows:**

No undergarments showing.  
No short shorts or short skirts (mid-thigh is the shortest allowed).  
No midriff showing.  
No tube tops.  
No hats inside the building.  
No references to drugs, alcohol, tobacco, sex, violence or profanity

## **Live Animals**

Because of safety and health concerns, animals of any kind must not be brought to school without first obtaining the permission of the principal. Principals will ask for proof of vaccination if appropriate. Individuals with disabilities who are in need of a legally allowed service animal must contact the principal in advance to obtain permission. Requests for service animals are addressed in accordance with law.

## **Cell Phones**

Cell phones and other communication devices may not be used during school hours. Use, activation, or display of such items may result in disciplinary consequences, as specified under Disruptive Speech or Conduct, (see Discipline Policy JG-R), including confiscation of the device.

## **Personal Property**

The school does not assume responsibility for personal property brought to and/or left at school. It is best not to send these things with a child.

## **Bus Transportation**

Bus service is provided under contract with First Student Transportation. First Student's phone number is 636-239-1429, and their telephone is attended during normal working hours. All students must have a bus form filled out by the parent or guardian. Once it is

approved by the First Student office a copy is faxed to the school, and a copy is given to the driver and one kept on file.

All Kindergarten and First Grade students must have a parent or older sibling to meet them at the bus stop in the afternoon or the driver will not let the student off the bus. They will be taken back to the school, or to First Student Bus Company, 400 M.E. Frick Drive, Washington, and the parent/guardian will be called.

If a parent/guardian wishes for a student to ride their regular bus, but be dropped off at a stop other than his/her own, a note must be signed by the parent/guardian and signed by a school official. Bus change forms are necessary for day-to-day dispatch to know where the students are going on a temporary basis and who may be on the bus that is not a regular rider. These forms must be received in the First Student office 24 hours prior to changing a student's transportation pick up or drop off point. Forms can be located online at [www.washington.k12.mo.us](http://www.washington.k12.mo.us). Bus change forms must be filled out and signed by a parent/guardian and sent to the First Student office or the building where the student attends school. This form will be approved or disapproved by First Student and returned to the sending school.

**Reasons for disapproving a change:**

- Bus is close to capacity.
- Bus would have to travel out of the school attendance area to either pick up or drop off.
- Previous discipline problems with the student wishing to make a change.
- First Student Transportation must approve these changes or the student will NOT be allowed to ride the bus. Transportation will be provided to and from a student's legal residence.

## **STUDENT RESPONSIBILITIES ON THE SCHOOL BUSES**

### **Before boarding the bus the student shall:**

1. Be on time and at the proper location for boarding the bus.
2. Wait until the bus is completely stopped before attempting to board the bus.
3. Be courteous. Help younger children rather than push them aside for a seat.
4. Use the handrail and watch the steps when boarding the bus.

### **While on the bus the student shall:**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Do not talk to or disturb the driver in any manner.
4. Treat the bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender or riding privileges will be revoked.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Remain in the seat in case of accident unless directed to leave by the driver.
9. Throw nothing out of the bus windows.
10. Always remain in your seat until the bus is stopped.
11. Always be courteous to fellow students, the driver and all passers-by.
12. Keep absolutely quiet when approaching a railroad crossing.
13. Expect parents to be notified in case of continuous misconduct. Privilege of riding the bus can and will be revoked for repeated or severe cases.
14. Obey the driver at all times. The driver has the same responsibility as a teacher.
15. Inform the driver, if at all possible, when you will be absent from the bus.

### **After leaving the bus the student shall:**

1. Cross the road at least 10 feet in front of the bus after checking to be sure that no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to any danger signal from the driver.
4. Leave the bus only at your regular stop unless school officials have given proper authorization, in writing, in advance.

The above responsibilities shall be adhered to on all trips under the school responsibilities or sponsorship. For extracurricular trips, competent chaperons appointed by the school officials shall accompany the bus riders.

## **School Transportation Conduct Reports and Consequences**

A conduct report will be issued by the bus driver for infractions of transportation and safety guidelines. For serious infractions, bus conduct reports will be dealt with by the principal as school discipline infractions. The first consequence is usually a warning. In some serious situations, however, it may result in suspension from the bus service. If drugs, alcohol, weapons, or serious property damage has occurred, such conduct will result in immediate suspension from the bus.

School bus safety and discipline must be taken very seriously. The District cannot compromise safety by tolerating misconduct that may endanger others.

## **Promotion/Retention of Students**

The elementary staff members sincerely hope that each and every child performs well in school. If a child is not meeting grade level expectations, it is extremely important for home and school to work together to address the matter. A formal system to notify parents about lack of progress and/or failure to meet grade level academic or behavioral expectations has been developed and is implemented during the school year. If a parent/guardian receives notification that a child is “at risk” because of either of these two standards, the teacher or administrator will contact the parent/guardian to set-up a conference to develop a student success plan.

The final decision to retain a child will be a team decision. Parents/guardians will then be informed about the decision in writing.

Senate Bill 681, passed in 2022, requires school districts to place students who are reading one or more years below grade level on a Reading Success Plan and provide interventions to help students succeed. If a student has a substantial reading deficiency at the end of third grade, the student’s parent or guardian and appropriate school staff shall discuss whether the student should be retained, based on a consideration of all relevant factors, including the reading deficiency, the student’s progress in other subject areas, and the student’s overall intellectual, physical, emotional and social development. A decision to promote or retain a student with a substantial reading deficiency at the end of grade three shall be made only after direct personal consultation with the student’s parent or guardian and after the formulation of a specific plan of action to remedy the student’s reading deficiency. (Several exceptions to this requirement are specified in the law, such as students who are being served by Special Education and have an IEP for reading.)

## **English Language Learners (EL)**

Assistance is available for students for whom English is a second language, or for whom English is not the primary language spoken in the home. For information on EL services as well as services for migrant or homeless students, contact the Director of Federal Programs at 636-231-2005.

## **Language Arts Lab**

A Reading Specialist in each school works with groups of students who need extra help with reading in order to keep on grade level. Students attend the Language Arts Lab class for 30 minutes five times a week.

## **Gifted Education**

The Challenge Program is available for students who meet the qualifications of “Gifted” based on standardized measures of ability and achievement. The students attend South Point Elementary where the program is located, once a week for the whole day. This program is part of the Special Services Division. Call 636-239-5162 for more information.

## **Personal Safety for Students**

Parents/guardians are encouraged to make arrangements for “safe house” supervision for children who are home alone before and after school. The district networks with local schools and law enforcement in these matters. Parents/guardians are expected to report to the school any incident that may occur. In addition, parents/guardians are urged to teach their children how to observe and report strangers they may see hanging around the school or bus stop.

## **Emergency Information for the School**

Each elementary school keeps a file of emergency information and telephone numbers in the office. This information is confidential. It is used in case a child needs emergency medical care and/or in other urgent situations. This information must be updated at the beginning of each school year. Parents/guardians who move, change telephone numbers, or other personal changes take place must promptly update the information within the parent portal. The school's maintenance of current contact information depends upon parental updates.

## **Concerns and Problem-Solving**

Each elementary school in the District is operated in accordance with Board of Education Policy. Concerns about site administration, teaching, curriculum, building practices and policies, and any number of operational issues must be first addressed and discussed at the building (i.e., site) level. In most cases, to take a concern beyond the site level, the concerned individual will be asked to identify and explain the particular situation. A conference may be scheduled with those individuals involved in this matter.

## **Helpful District Telephone Numbers**

Curriculum & Assessment, Mrs. Maranda Anderson, Assistant Superintendent	636-231-2005
First Student Bus Company, Mr. Tim Porter, Manager	636-239-1429
Student Services, Dr. Rachael Franssen, Assistant Superintendent	636-231-2020
Director of Special Services	636-239-5162

**DISTRICT ANNUAL NOTICES** ([Link to notices](#))