

**RAYMORE-PECULIAR
ELEMENTARY SCHOOLS**

*PARENT / STUDENT
HANDBOOK
2013-2014*

“CHILDREN FIRST”

www.raypec.k12.mo.us

RAYMORE-PECULIAR SCHOOL DISTRICT MISSION STATEMENT

Preparing EACH STUDENT for a Successful and Meaningful Life.

RAYMORE-PECULIAR SCHOOL DISTRICT VISION STATEMENT

Turning today's learners into tomorrow's leaders.

RAYMORE-PECULIAR BOARD OF EDUCATION

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Professional Learning Communities (PLC)

The Raymore Peculiar School District and each school are highly engaged in re-shaping our culture to become a Professional Learning Community (PLC). A PLC is described in large measure by the following six characteristics:

- Shared mission, vision, values (collective commitments) and goals
- Collaborative teams with a collaborative culture
- Collective inquiry to reflect consistently on what is and what is not working
- Focus on action steps for improvement rather than just good intentions
- Commitment to continuous improvement and assessing progress
- Focus on results recognizing that success is measurable

In addition, PLC's consistently ask themselves these four questions to keep the district and each school focused on the students as our top priority.

- What do we expect each student to be able to know and do?
- How will we know when they have learned it and have the skills needed to be successful?
- What will we do at each school and as a district when students are not learning or being successful?
- What will we do at each school and as a district when students are already learning at high levels and being highly successful?

These questions remind each educator within the district that the fundamental purpose of the Raymore-Peculiar School District is learning and that decisions should be made based upon "the best interest of Ray-Pec students."

District Information Available: To receive e-mail news from the school district, send a message to: rpupdate@raypec.k12.mo.us In the body of the message, type "Subscribe RP Update."

You may sign up for text message alerts from the Ray-Pec School District by visiting the district web site at: www.raypec.k12.mo.us Each subscriber must self-enroll and submit an authorization code that will be provided during the enrollment process. Allen Bank and Trust of Raymore is sponsoring the service.

For more information about the Raymore-Peculiar School District check out Comcast Cable Channel 15.

DIRECTORY

Creekmoor Elementary.....	892-1675
Peculiar Elementary.....	892-1650
Raymore Elementary.....	892-1925
Shull Elementary.....	892-1600
Stonegate Elementary.....	892-1900
Timber Creek Elementary.....	892-1950
Elementary Office Hours 8:00-4:30	
Bridle Ridge Intermediate School.....	892-1700
Eagle Glen Intermediate School.....	892-1750
Office Hours: 8:00-4:30	
Raymore-Peculiar Middle School.....	388-4000
Office Hours: 7:00-3:30	
Raymore-Peculiar South High School.....	892-1400
Office Hours: 7:00-4:00	
Raymore-Peculiar North High School.....	892-1500
Office Hours: 7:00-4:00	
Administrative Services Center.....	892-1300
Office Hours 8:00-4:30	
Apple Bus Company.....	318-1900
Office Hours: 5:00 a.m. - 5:00 p.m.	
Panther Cub Academy (Raymore).....	892-1943
Early Childhood Education and Pre-School.....	892-1942
Parents As Teachers.....	892-1938

ILLEGAL DISCRIMINATION STATEMENT

In accordance with the provisions of The Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of The Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Raymore-Peculiar R-II School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the administrative office of the District.

Inquiries by persons about their protection against discrimination under The Americans With Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

Director of Human Resources
Raymore-Peculiar R-II School District
21005 S. School Road
PO Box 789
Peculiar, MO 64078
(816) 892-1300

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WELCOME!

Welcome to the elementary schools of the Raymore-Peculiar School District. The Raymore-Peculiar School District is committed to providing quality educational opportunities for all students.

This handbook is designed to acquaint both students and parents with the school's programs, services, and procedures. We hope it will answer questions you may have about our school and that you will keep it for reference throughout the school year.

SCHOOL CLIMATE

We want each student at our elementary schools to benefit from the educational opportunities that are provided. A positive and orderly school climate is vital to accomplish this goal. A good school climate enables each individual to realize his/her fullest potential.

The school and home share in the overall development of the child. Through the cooperative efforts of both the home and the school, we hope to instill in children an interest in learning, a responsibility for oneself, and a respect for the rights and property of others.

A parent is the first and prime educator of a child, and is instrumental in developing good behavior and a positive attitude toward school. The school's role is to work closely with parents to further develop behaviors that encourage children to become responsible, respectful, and caring individuals.

The basic school rules are:

1. It is never ok to be hurtful.
2. It is never ok to disrupt learning.

Elementary school guidelines for discipline are located at the back of this handbook. Please review them with your child and direct any questions you might have to your child's teacher or the building principal.

THE SCHOOL DAY

The school day for elementary students begins at 8:45am and ends at 3:45pm. Each school will publish arrival and dismissal procedures for their building.

The Pledge of Allegiance is recited in the classroom every day. If you do not wish for your child to participate in the Pledge, please communicate this desire in written form to the office.

DRESS CODE

Students are encouraged to maintain a neat appearance at all times and to avoid extremes in what they wear. Appropriate dress and grooming are primarily the responsibility of parents and students. If it is believed that the safety and welfare of the student is compromised or the decorum of the student is potentially DISRUPTIVE, the student's parents will be notified so that adjustments can be made. During hot weather, shorts are permitted; however, short-shorts, short skirts, spaghetti strap tops, halter tops, gaping arm holes, strapless dresses and/or strapless tops are not allowed. In addition, a student's mid-section is to be covered. Tops and T-shirts having suggestive or inappropriate words, pictures, advertisement, or designs, or that promote violence, alcohol and/or drugs, may not be worn to school. Footwear with wheels is not permitted. Students are requested to wear clothing and shoes suitable for physical activity on the days they have physical education.

ATTENDANCE

Consistent school attendance is one of the keys to academic success. Parents can help their child succeed by ensuring his/her attendance except when illness or extreme family emergencies occur. Parents are requested to contact the school by 9:30 if a student is going to be absent. After 10:00, the office staff may place a call to inquire on the whereabouts of student(s) who have an absence. For the purpose of attendance reporting, the Raymore-Peculiar School District has three categories for absences.

- **VERIFIED ABSENCES:** An absence from school resulting from illness or unforeseen circumstances which is verified by a parent/guardian within 48 hours of the absence.
- **EXCUSED ABSENCES:** An absence is categorized as excused when a note is received by the school excusing the absence. **EXAMPLE:** office visit signed by a medical practitioner.
- **UNEXCUSED ABSENCES:** An absence from school without verification within 48 hours of the absence.

After five verified/unexcused absences, tardies, late arrivals, and/or early outs*, the parents will receive a letter informing them of the absences. After ten verified/unexcused absences or tardies/early outs, the office will contact the parents to schedule a conference regarding the issue. In accordance with Missouri's Compulsory School Attendance Law (RSMO 167.031), regular school attendance is required. This law states, "Every parent, guardian or other person in this state having care, control or custody of a child between the ages of five and seventeen years shall cause the child to attend regularly." Parents are encouraged to contact the school to communicate extenuating circumstances. Make-up work will be provided when the student returns, or in the event of a longer absence, a parent may request work prior to the child returning. Should the pattern of excessive absences continue, Raymore-Peculiar School District reserves the right to refer the matter to the Juvenile Officer of Cass County for further investigation.

If there is a need for a student to deviate from his/her normal routine at dismissal, a note from the parent should be presented to the teacher upon his/her arrival. The note should give specific instructions about the change in plans and have a telephone number in case there are any questions.

For the safety of each child, when it becomes essential that a student be dismissed early from or arrive late to school, the parent must sign the student out/in at the office and show identification. The student will be called to the office to be dismissed.

Pick-up information is completed at the time of enrollment and updated yearly. Only those persons listed on the pick-up authorization form will be allowed to remove a student from the school unless written notice is provided by a parent or legal guardian. It is important to keep all enrollment, emergency and pick-up information current throughout the school year.

***for the purposes of attendance tracking, early outs are categorized as tardies.**

BIST (Behavior Intervention Support Team)

The elementary schools use a student management program known as BIST. The purpose of this behavior management system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others. The following steps may be taken to help students become accountable for their actions when they choose not to follow classroom rules.

Safe Spot: The safe spot is a designated area in the student's regular classroom. It is intended to provide a safe place for students where their inappropriate behavior can stop and the student can begin taking responsibility for the behavior while continuing their academic course work.

Buddy Room: The buddy room is simply a safe spot in a classroom other than the student's scheduled classroom.

Focus Room: The focus room is a safe place for students who are having difficulty controlling their behavior to the extent that the regular classroom and/or buddy room is not the safest place for them. In the recovery room:

1. Students will be given time to think through the situation.
2. Students will begin taking responsibility for their actions.
3. Students will develop a behavior plan with teacher assistance.
4. A Focus Facilitator will facilitate individualized instruction.

Processing: Processing is the discussion between the student and the teacher regarding the problem that occurred. Processing will take place once the student accepts responsibility for his/her behavior. The processing teacher will then determine where the student will be most successful.

STUDENT RECORDS

Student records are available to parents for review at any time. Parents wishing to review the files should set up an appointment with the office to guarantee adequate time for explanation.

When transferring a student to another school, please notify the office and the child's teacher as soon as possible. The child's records will be sent to the new school upon request from the new school.

Board of Education Policy JO will guide school administration and staff decisions on student records. All parents will have the right to inspect their child's education records as allowed by law. As used in policy JO, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked.

REPORTING of STUDENT PROGRESS

The Raymore-Peculiar School District has made a commitment to students and families to provide clear, consistent, and current communication regarding student growth and progress toward standards (what students should know and be able to do).

Beginning the 2012-13 school year, K-4 grades will report student progress within a standards-referenced format. Standards referenced reporting is a research-based practice that provides consistency across the district on power standards.

Guiding principles within this practice are:

- Students learn in different levels and time frames
- Mistakes are necessary and productive in learning
- Problem solving and critical thinking are integral parts of learning
- Student must have ownership in their learning and data
- Students must understand the purpose of their learning
- Students receive frequent, specific, and timely feedback
- Student scoring is based on content knowledge of a learning goal, not attitude or effort

The reporting process is clear, concise, and provides the stakeholders with accurate information regarding student proficiency.

In grades K-4, there are four reporting periods. At the end of each reporting period, parents will receive information about their child's progress. Students are evaluated based on their progress toward mastering end-of-year standards. In essence, the report cards given at the end of the first three quarters function as progress reports of learning targets leading up to the final report card. Report cards will include Academic Descriptors and non-academic Student Learning Attributes reported separately. Student learning attributes are factors that influence academic achievement and promote workplace success, but are not directly tied to the curriculum standards. Computer, Art, Music and Physical Education will report academic and non-academic progress on a semester basis.

Students with disabilities under IDEA or Section 504 will participate in the district's grading and reporting of academic standards and non-academic Student Learning Attributes the same as students without disabilities unless accommodations/modifications are clearly written into the Individual Education Plan (IEP) or Section 504 Plan. A special marking on the report card will denote that the student is working on a modified standard according to the determinations made at the most recent IEP meeting. Additional information will be included to provide parents updates on progress toward the modified standards.

Report cards are sent home by email for the parents' review. Parents are asked to refer to school office personnel or classroom teacher to request an alternative method if email is not accessible. Scheduled parent conferences for all students are held at the end of the first quarter. Spring parent conferences are also scheduled as needed. Parents are welcome to contact their child's teacher for a conference any time during the school year.

Academic Descriptors:

- 4 = Learning and performing exceeds grade-level or course standards
- 3 = Meeting grade-level or course standards independently; thoroughly; and accurately
- 2 = Progressing toward grade-level or course standards with some additional help and support
- 1 = Not meeting required grade-level or course standards; consistently requires assistance
- IE = Insufficient Evidence
- NA = Not Assessed

Student Learning Attributes:

- Effort - Perseveres and attempts quality work
- Engagement – Actively participates and listens; shows interest
- Responsibility – Follows directions; meets deadlines; manages time; advocates for self
- Respectful – Respects people and property
- Prepared – Prepares and organizes for learning

TRANSPORTATION

Riding the school bus is a privilege extended to students and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the immediate authority of the bus driver and must behave in accordance with school district and bus company rules and regulations. Specific rules and regulations are posted in each bus. Failure to comply with the rules and regulations may result in discipline. Serious infractions such as weapons, serious assaults, or drug possession will result in loss of riding privileges and possible discipline from the district. Bus conduct notices require parental signature. Parents may be required to contact the bus company before riding may resume.

In the event students need to deviate from their original transportation routine, parents must provide the school with written directions stating the date(s) involved, the new drop-off address, and their signature. Students are requested to give the note to their classroom teacher upon entering the classroom in the morning for processing by the building secretary prior to departure time. The student will be issued a bus pass that states the date and location change to present to the bus driver.

For a one day change of transportation, parents must notify the office in writing or by phone no later than 2:30. Once students have boarded the bus, parents must sign students out at the office, if they desire to transport their child home. Parents are encouraged to contact Apple Bus Company with any bus-related questions or concerns, at 318-1900. A copy of the transportation rules and procedures is available in the office upon request.

APPLE BUS COMPANY – BEHAVIORAL MANAGEMENT STEPS

Safe and orderly bus transportation is important in the Raymore-Peculiar School District. It is important that students feel safe while riding the school bus. Students and parents are asked to read the behavioral expectations and guidelines listed below. These guidelines, along with the Student Code of Conduct listed in the board approved school agendas, give a clear explanation of behavioral expectations while riding the bus.

Behavior Level 1:

Productive Environment – Behaviors that occur that interfere with a positive and productive environment.

1. Departing or entering at unauthorized stop.
2. Dress code violation.
3. Falsification or alteration of documents.
4. Public display of affection.
5. Unauthorized use of cell phone.
6. Unauthorized possession of food, animals, or nuisance items.

Consequences included, but not limited to:

1. First Offense
 - a. Verbal correction
 - b. Parent/guardian contact
 - c. Behavioral management steps
 - i. Assigned Seat
 - ii. School administrator/student/bus representative conference as deemed by school administration.
2. Second Offense
 - a. Verbal correction
 - b. Parent/guardian contact
 - c. Behavioral management steps
 - i. Assigned seat
 - ii. School administrator/student/bus representative conference as deemed by school administration.
3. Third Offense
 - a. Up to three (3) days suspension of bus transportation

Behavior Level 2:

Orderly Environment – Behaviors that occur that are not intended to cause physical/mental harm to another, are not illegal, but do negatively affect an orderly environment.

1. Disruptive speech and/or conduct.
2. Failure to comply with reasonable request.
3. Refusing to stay in assigned seat, moving out of seat while bus is moving and/or failing to keep aisle clear.
4. Hanging out bus window.
5. Unsafe behavior.
6. Throwing objects on bus or out bus window.
7. Other

Consequences included, but not limited to:

1. First Offense
 - a. Verbal correction
 - b. Parent/guardian contact
 - c. Behavioral management steps
 - i. Assigned seat
 - ii. School administrator/student/bus representative conference as deemed by school administration
2. Second Offense
 - a. Up to three (3) days suspension of bus transportation
3. Third Offense
 - a. Up to five (5) days suspension of bus transportation
4. Fourth Offense
 - a. Up to twenty (20) days suspension of bus transportation and bus contract
5. Fifth Offense
 - a. Loss of bus transportation for the balance of the school year

Behavior Level 3:

Safe Environment – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.

1. Profanity, vulgar and/or inappropriate language.
2. Open defiance.
3. Theft/extortion.
4. Verbal abuse to staff.
5. Sexual harassment.
6. Bullying and/or harassment.
7. Any behavior compromising the safety of others.
8. Destruction and/or defacement of property, vandalism.
9. Fighting, assault, inciting actions of violence.
10. Tampering with emergency equipment.
11. Possession of tobacco products.
12. Other.

Consequences included, but not limited to: (Law enforcement officials may play an active role in this behavioral level.)

1. First Offense
 - a. Up to ten (10) days suspension of bus transportation
2. Second Offense
 - a. Up to twenty (20) days suspension of bus transportation and bus contract

3. Third Offense
 - a. Up to twenty (20) days suspension of bus transportation or the balance of the school year
4. Fourth Offense
 - a. Loss of bus transportation for the balance of the school year

Behavior Level 4:

Severe Behaviors– Severe behaviors that are intended to cause another individual physical or mental harm, are illegal, and significantly compromise the safety of others.

1. Possession of alcohol, drugs, controlled substance and/or paraphernalia.
2. Arson, fireworks and/or explosive devices.
3. Indecent exposure.
4. Weapons, look-alike weapons, dangerous items.
5. Sexual Misconduct

Consequences included, but not limited to: (Law enforcement may play an active role in this behavioral level.)

1. First Offense
 - a. Up to ninety (90) days suspension of bus transportation and a bus contract
2. Second Offense
 - a. Loss of bus transportation for the balance of the school year

RECESS GUIDELINES

Our goal is to create a safe environment during recess. Each school will determine specific rules for recess appropriate to their setting. We will have outdoor recess when the temperature and/or wind chill is above 20 degrees. All students will be expected to participate in outdoor recess, unless a doctor's note is provided. We encourage cooperation and respect of others and property so that this time is safe and enjoyable. It is never going to be OK to disturb the learning of others or be hurtful to others.

FIELD TRIPS

Field trips are valuable instructional opportunities designed to extend learning beyond the classroom setting.

The number of parent chaperones needed for each field trip may vary due to the nature of the field trip and site locations. **School personnel will determine the number of parents/chaperones that may accompany students on a field trip.** All chaperones and students are required to ride the bus. **Siblings may not accompany parents/chaperones on the field trip.**

Students taking field trips must have a written permission slip signed by a parent/guardian. Students who do not return a signed permission slip will not be allowed to go on the field trip.

Because field trips are a privilege, students experiencing difficulty with behavioral performances may not be allowed to participate in the field trip. All school and bus rules apply during field trips; therefore students must abide by directions from school personnel.

SCHOOL CLOSINGS

School closings and late starts due to inclement weather will be announced on all major television and radio stations, posted on the district's website and recorded on the district's information phone line at 816.892.3988. In addition, the district now uses School Reach; an automated phone calling system to provide information on school closings. In the event of a late start announcement, bus transportation will be provided two hours later than regular pickup times. School sessions will begin two hours later than normal times also, but dismissal time will remain the same.

Unscheduled early closings due to equipment failure or weather may also be necessary. It is important that parents have contingency plans in place for their children if school is dismissed early for any reason.

The school will follow the emergency/early dismissal plan listed by the parents on the enrollment card.

HEALTH SERVICES

The purpose of the district health services program is to help each student attend school in optimum health, and to benefit from the school experience.

A nurse or health aide is on duty during the time students are present in the building. Every effort is made to provide appropriate services to students in the event of illness or injuries that occur during school hours. **The nurse will not treat injuries that happen away from school.**

It is very important that we attempt to control the spread of communicable disease. We would appreciate your compliance in following these guidelines:

1. Students should be fever-free (without the influence of fever-reducing medicine) for 24 hours before returning to school.
2. The student health services recognize an oral or tympanic (ear) temperature as 100.0 degrees Fahrenheit as a fever. Students with a temperature of 100.0 or greater will be sent home from school.
3. Students should be free of continuous coughing.
4. Students with vomiting or diarrhea will be sent home from school. An exception will be made for students vomiting secondary to certain medications, physical activity, or by the medical judgment of the school nurse. Students should remain at home for 24 hours after their last episode of vomiting or diarrhea.
5. Students should remain at home for 24 hours after taking the first dose of an antibiotic for infection.
6. Students who are found to have head lice will not be allowed to attend school until free of living specimens and all nits.
7. Students will be excluded from school for pink eye/conjunctivitis until on medication for 24 hours, with primary care provider's written orders or until clearing of the eye.
8. The health services department shall be informed of any child with an illness characterized by rash, recurrent episodes of bleeding, or who has draining skin lesions.
9. With the increase number of students experiencing food-related allergies, we require parents to provide written medical documentation of major food difficulties their child may experience. (Note: Parents will be notified if special guidelines are necessary due to food related allergies of a classmate.)

Parents will be notified of any serious-injuries.

Prescription medications must come in the original pharmacy bottle with the student's and primary care provider's name clearly visible and must be accompanied by written primary care provider's instructions along with signed legal parent/guardian consent to administer. All medications must be delivered directly to the health room by a responsible adult and will be dispensed by designated personnel. In accordance with school policy, medications will not be dispensed within one hour of dismissal, unless there is a written primary care provider's order and signed parental/legal guardian consent to administer.

Non-prescribed, school-owned medication will be dispensed only if a current *Medication Order and Consent* form is on file in the health room. The *Medication Order and Consent* form must be completed by the parent/legal guardian. This form needs to be renewed each year.

Non school-owned over the counter medications must be accompanied by written primary care provider's instructions along with signed legal parent/guardian consent to administer. All medications must be delivered directly to the health room by a responsible adult.

If a student is unable to participate in physical education activities, a note from the parent/legal guardian is necessary. If the condition requires a child to refrain from activities for more than five days, a primary care provider's note is required.

Use of cough drops or throat lozenges will not be allowed at school. Students should not bring chapstick to school. The Health Room has Vaseline for chapped lips.

The health services department recognizes that parents/legal guardians are busy and have many responsibilities. However, it is in the best interest of your child and the other students to avoid sending sick children to school. Time spent in the health room is time NOT spent in the classroom.

OUT-OF-DISTRICT MEDICAL AND PSYCHOLOGICAL EVALUATIONS

Occasionally parents seek evaluations that require information from school district employees. The school district will partner with other professionals in order to provide accurate information. It is the district's practice to first obtain a release of information from the parent that will allow us to share information with the requesting agency. Subsequently, all rating scales, narratives, and other requested information will be forwarded directly to the agency itself.

Raymore-Peculiar School District's practice is to allow observations of students by qualified district personnel or those professionals with whom the district contracts directly. Raymore-Peculiar School District will provide a detailed record of the observation so that information about the student in the school setting can be shared. District personnel will work with the parent and the outside agency to select the appropriate staff member to match the type of observation requested.

CHILD NUTRITION PROGRAM

Our nutrition department provides breakfast and lunch daily. Milk is also included with each meal purchased. Extra milk is also available for purchase.

Each student will have an account and you will be able to prepay meals as far in advance as you wish. Prepaying meals eliminates the problem of lost or forgotten cash. Meal cost and ala Carte costs will be deducted each time a child makes a purchase. The nutrition department has the flexibility to tell parents what their child has eaten and amounts of money deposited at any given time. Students are allowed three charges. After the third charge students will be offered fruits and vegetables with milk. When writing a check, the student's first and last name should be written on the memo line of the check.

Parents may also make payments online through www.myschoolbucks.com using the school district zip code and student ID information (obtained from Child Nutrition).

Application forms for the *National School Lunch Program* are mailed and/or emailed to students before the beginning of each new school year. If you are interested in receiving this type of assistance, a form must be filled out for your family yearly. Children who qualified for free or reduced lunch during the previous school year will maintain the same status for a brief period of time at the beginning of the new instructional term. It is important that you complete and submit a form to the office within the first week of school in order to continue uninterrupted participation in the program. <http://www.raypec.k12.mo.us/DocumentView.aspx?DID=778>

A new policy concerning allergy prevention and response addressing deadly food-borne allergies is posted to the district. <http://www.raypec.k12.mo.us/index.aspx?NID=679>

Further updates concerning child nutrition may be found on the district website. <http://www.raypec.k12.mo.us/index.aspx?nid=69>

WELLNESS POLICY

In accordance with the Child Nutrition and WIC Reauthorization Act of 2004, Raymore Peculiar School District implemented a Wellness program. This program includes school breakfasts, school lunches, vending/school stores, after school programs, and classroom parties/rewards/celebrations. A full copy of the Wellness program can be viewed at the following link: <http://www.raypec.k12.mo.us/DocumentView.aspx?DID=800>

K-6 SNACK GUIDELINES

In an effort to meet Federal Government Regulations concerning student wellness, the Raymore-Peculiar School District has made changes to the guidelines that govern snacks at school.

- Snacks sent to school for the purpose of sharing with other students **must** come from the approved snack list below and be packaged, not homemade. One example of this would be children wanting to bring treats to school on their birthday to share with their class.
- It is **recommended** that all snacks sent to school exclusively for your child come from the approved snack list.
- Snacks offered in the cafeteria will come from the approved snack list and only be offered on Tuesdays and Thursdays.
- Each school may set a maximum of five events per classroom, per school year that are not required to follow the approved list. One example of this would be a school-wide party.

A full copy of the approved snack list can be viewed at the following link:

<http://www.raypec.k12.mo.us/DocumentView.aspx?DID=800>

We appreciate your support in our endeavor to promote healthy eating habits for all of our children. Please feel free to contact us if you have any questions or would like to see an item added to the list.

CAFETERIA RULES

1. Remain quiet and orderly while going to and from the cafeteria and while waiting to be served.
2. Once seated, remain seated unless permission has been granted to leave seat.
3. Focus on eating.
4. Speak quietly with neighbors.
5. Clean up your lunch area when finished eating.
6. Be considerate of the rights of others by demonstrating appropriate table manners and food etiquette.
7. Directions given by the adults in charge shall be followed in a prompt and respectful manner.
8. All food and drink purchased from the cafeteria cannot leave the lunchroom area.

SPECIAL EVENTS/CELEBRATIONS

Celebrating a birthday, observing a special holiday, or acknowledging a major achievement or accomplishment are highlights in every child's life. Celebrations of these events often occur in your child's school setting. In order to ensure the health and safety of all students, we request observance of the following guidelines:

1. Any edible food items sent to school for distribution to students must be from the approved snack list and be individually prepackaged items or food items in the manufacturer's sealed packaging. This practice eliminates homemade food items from being sent to school for distribution to all students. This policy applies to classroom birthday observations and school sponsored events and parties.
2. With the increased number of students experiencing food-related allergies, we encourage parents to provide written medical documentation of major food difficulties their child may experience.
3. Students may bring a simple, prepackaged treat (reference item # 1) to share with their classmates on their birthday. Treats will be eaten at a designated snack time or as a dessert at lunch. Students having a summer birthday may celebrate their half-birthdays with classmates. Birthday treats are strictly optional. Birthday parties may not be conducted at school. **Invitations to birthday parties and birthday gifts may not be distributed at school.**
4. Students and parents will not be permitted to bring pets to school.
5. **Children not on the class list may not attend room parties.** This includes siblings and/or other family members and friends.
6. Parents not wishing for their children to participate in seasonal celebrations or birthday celebrations are requested to notify the school in writing of that desire.

PARENT / GUEST VISITING DURING THE SCHOOL DAY

Parents and grandparents are always welcome in our schools. For our students' protection, all visitors must stop by the office, sign-in, and pick up a visitor sticker before proceeding to the classrooms, and check out in the office when leaving. **Parents are required to contact their child's teacher in advance of a classroom visit. These visits are limited to one hour or less at the discretion of the teacher and/or building administrator. Children that are not students of the particular school being visited are not allowed to accompany a parent during a classroom visit.**

Parents and grandparents are always welcome to come and eat lunch with their children. All guests will need to follow the above mentioned sign in procedures. All guests will need to sit at the assigned guest table with their child only. Please call before 9:15 a.m. to order your choice for lunch. Parents are encouraged to purchase a school lunch rather than bring food in from outside restaurants. Anyone not listed as an emergency contact or listed on the Pick-Up Authorization list, should have prior parental permission before visiting a child at school.

TECHNOLOGY / MEDIA CENTERS

Technology is prevalent throughout the Raymore-Peculiar School District. The computer lab, mobile computer labs, and the library comprise the school's media and communications hub and are referred to as the Learning Resource Center (LRC). Every classroom is equipped with additional computers for students and staff to use. E-mail is used in the building and throughout the school district.

Students will be required to sign a computer usage agreement at the beginning of each school year. Parents are also requested to sign the form. The agreement stresses the proper usage of the computer and all its programs. Failure to follow these guidelines will result in loss of computer privileges by the student.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who damage school property may be required to pay for the damage done or replace the item. Fines and other assessments (e.g. vandalism cost, library fines, lunch charges, etc.) must be paid before the end of each quarter.

The following guidelines will be used to recover costs due to excessive damage or loss of textbooks:

100%	1 Year
80%-100%	2 Years or older

Minimal damage to textbooks will be levied at a cost of between \$2 and \$8. Rebinding a book will cost \$10 per book.

PERSONAL PROPERTY

Students are reminded that personal property not needed for schoolwork should not be brought to school. Students should not bring the following items to school: large amounts of cash, electronic games, skate boards, playing cards, sport cards, laser lights, pagers, **cell phones**, and toys. Such items brought to school may be taken away by school personnel and placed in the office. Confiscated items will be returned only to a parent/guardian.

The school will accept NO responsibility for the loss of the aforementioned items. Students may not sell or trade any items to other students at school.

COUNSELING CENTER

A counselor is available to consult with students, teachers, staff, and parents to provide students with the support needed to be successful. The counselor meets with individual students and small groups of students to help them grow as individuals as well as solve problems. The counselor also conducts guidance learning activities in the classroom setting. Parents are welcome to visit with the counselor by making an appointment.

SAFETY PROCEDURES

Safety is a high priority for students and staff. Drills are utilized for students and staff to practice preparedness for emergency situations. These drills include evacuation, severe weather, and lock-downs. Procedures for these drills are posted in every classroom and are reviewed by the classroom teacher.

ENROLLMENT

Kindergarten: Formal screening and enrollment for kindergarten occurs in the spring. The dates for these activities vary from year to year and are publicized by the district through the local news media.

Age for Kindergarten: Any child whose fifth birthday occurs *before* the first day of August shall be eligible to enroll in kindergarten.

Age for First Grade: Any child whose sixth birthday occurs *before* the first day of August shall be admitted to first grade.

In-District Transfer Request: Student transfers from one school to another within the district are allowed in **very rare** instances. The Board of Education policy that governs transfer administrative procedures is policy JCB. Information and administrative procedures regarding transfers can be found on the district's website www.raypec.k12.mo.us by clicking on the For Parents link and scrolling down to transfers. Transfer information can also be received by calling 892-1347. Transfer forms are typically updated and available each spring in late April for the next school year. The deadline for transfer submission is late May. Because of the district's continued rapid growth, transfer decisions are not made until after student registration in August and are typically made just a few days prior to school starting so that class sizes can be kept at appropriate learning levels for all K-6 students in each school. Parents are strongly encouraged to make no assumptions and have alternative plans in the event the transfer is denied as less than 10% of all transfer requests meet the hardship standard. The district does reserve the right to approve transfers that would relieve overcrowded classrooms to create the best learning environment for each student.

Enrollment / Emergency Procedure Information: There are times throughout the course of the school year that a parent/guardian may need to be reached by a member of the school staff. It is imperative that the school maintain current information pertaining to the families we serve. We reserve the right to ask for photo identification before releasing a student. **It is important to keep all enrollment, emergency, and pick-up information current throughout the year.**

WITHDRAWAL

Students moving to other districts or terminating their enrollment at the elementary school must report to the office and complete the necessary forms. This must be done prior to withdrawal and must occur before a student may terminate enrollment. Any money, fines, and/or materials owed must also be paid in full at this time.

MEDIA RELEASE

The Raymore-Peculiar School District periodically provides information and images of students to the news media and distributes student names and images via its own printed and electronic materials. However, to protect our students from unauthorized publicity, the district seeks permission prior to distributing such information. A media release form is sent home yearly for parental approval.

STUDENT DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, date and place of birth, grade level, bus assignment, enrollment status, participation in school based activities and sports, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. If you do not want this type of information about your child released, please send a note to that effect to your child's principal. (See Board Policy JO)

PROTECTION OF STUDENT RIGHTS

All instructional materials, including, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the children.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The school district shall give parents and students effective notice of their rights under this policy.

FILE: JFCH

Critical

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Raymore-Peculiar R-II School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

All medications, prescribed by an authorized prescriber, as well as all non-prescription medications, will be administered in accordance with Board policy JHCD, Administration of Medicines to Students.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. Controlled substances and illegal drugs are defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, but do not include substances that are legally possessed or used under authority of the Controlled Substances Act or any other federal law

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall be provided with this information.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

HAZING and BULLYING

In order to promote a safe learning environment for all students, the Raymore-Peculiar R-II School District prohibits all forms of hazing, bullying and student intimidation. (See Board Policy JFCF).

FILE: AC

Critical

STUDENT DISCIPLINE

The elementary schools use School Board Policy JG-R guidelines for handling student discipline problems. As stated in board policy, the Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. Each elementary school follows the BIST behavior program.

In the event of assault, disparaging or demeaning language, disrespectful conduct or speech, disruptive conduct or speech, extortion, false alarms, fighting, sexual harassment, theft, and vandalism, the following actions may be administered by the administration:

- **First Offense:** Principal/Student conference, parent contact, in-school suspension, or 1-10 days out-of-school suspension.
- **Subsequent Offense:** Detention, in-school suspension, 1-180 days of out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

In the event a weapon or weapon look-alike is brought to school the following steps, in accordance with Missouri's Safe School Act, will be taken:

- **First Offense:** Principal/Student conference, parent contact, possible notification of law enforcement officials, in-school suspension (1-10 days), 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
- **Subsequent Offense:** 11-180 days of out-of-school suspension, notification of law enforcement officials, and documentation in student's discipline record.

SEARCHES

The safety of each student and staff member is a top priority for the Ray-Pec School District. When investigating a situation; (in accordance with state statute and board of education policy) the district reserves the right to search students, student belongings, student lockers and vehicles on school premises and at any school sponsored event. School administrators also have the legal authority to interview a student, regardless of age with or without the student's legal guardians present.

The school administration will attempt to inform legal guardians before the interview if possible or within a reasonable timeframe after the interview as appropriate.

FILE: AC

Critical

ILLEGAL DISCRIMINATION AND ANTI-HARASSMENT

For a complete overview of the Raymore-Peculiar School District’s policy on Illegal Discrimination and Anti-Harassment, please visit the district website at: <http://www.raypec.k12.mo.us/>.

Policy AC may also be viewed in the school Board Policy Manual located in each building.

FILE: AC-R

Critical

**ILLEGAL DISCRIMINATION AND ANTI-HARASSMENT
COMPLIANCE GRIEVANCE PROCEDURE**

For a complete overview of the Raymore-Peculiar School District’s policy on Illegal Discrimination and Anti-Harassment Compliance Grievance Procedure, please visit the district website at: <http://www.raypec.k12.mo.us/>.

Polity AC-R may also be viewed in the School Board Policy Manual located in each building.

SAFE SCHOOLS ACT

In an effort to make the schools safer for Missouri children, the State Legislature enacted what has become known as The Safe Schools Act. Raymore-Peculiar School District officials are required by this law to report certain specific violations to local law enforcement agencies. Under the same law, certain specific violations alleged to have been committed by a student while not at school will be reported to the Superintendent by law enforcement personnel.

ADDENDUM: APPROVED SNACK LIST

- | | | |
|-------------------------------|--|-----------------------|
| Animal Crackers | 100 % Fruit Juice/Popsicles | Fresh Fruit |
| Graham Crackers | 100 Calorie Packs | Crackers |
| Portable Yogurt (ex. Go Gurt) | Flavored Rice Cakes | Trail Mix |
| Pretzels | Jello | Baked Chips |
| Cheese | Peanut Butter | Applesauce/Fruit Cups |
| Snack Size Cereal Boxes | Kudos Bars | Raisins/Dried Fruit |
| Breakfast/Cereal Bars | Fruit Chew Snacks
(containing real fruit juice) | Nuts |
| Vegetables/Dip | Granola Bars | Yogos |
| Popcorn | Party Mix (Chex Mix) | Milk |
| Pudding | Teddy Grahams | Clodhoppers |
| Water | Rice Krispie Treats | |