

2017/2018
Billings Elementary
Student Handbook



Billings R-IV School District

BILLINGS ELEMENTARY

118 W. Mt. Vernon St.

Billings, MO 65610

744-2552 (fax 744-4357)

www.billings.k12.mo.us

Dear Students and Parents,

Welcome to another exciting school year at Billings Elementary! I would like to present this student handbook to parents to review with your child. Within the handbook you will find important dates, policies, and general guidelines that we will follow in order to ensure a safe and successful school year. These expectations help our staff in providing an exceptional educational experience to your child.

These early years are the most crucial time in your child's educational career. This being said, we hope you will join our team in being involved with your child's success here at Billings Elementary. Our goal is to create an optimum learning environment that ensures your child always feels safe and loved by everyone whom they encounter within their school day.

Please read the policies and procedures sections to familiarize yourself with our staff, attendance policy, discipline procedures, dress code, homework policies, etc.

Thank you for allowing us the opportunity in playing a role in your child's education!

Sincerely,

Mr. Ben Abramovitz, Principal

FACULTY & STAFF

ADMINISTRATION	Superintendent	Mrs. Cynthia Brandt	
	Elementary Principal	Mr. Ben Abramovitz	
SECRETARY	Elementary	Mrs. Natalie Verch	
COUNSELOR	K-12	Mrs. Stacie Baker	
NURSE	K-12	Mrs. Dawn Moore	
TEACHERS	Pre-School	Mrs. Michelle Lewis	
	Kindergarten	Mrs. Caron Cotham	
	First Grade	Mrs. Shari Carmichael	
	Second Grade	Mrs. Catie Ewy Mrs. Joyce Burton	
	Third Grade	Mrs. Sheila Groves	
	Fourth Grade	Mrs. Joan Garner Ms. Laura McElroy	
	Fifth Grade	Mr. Dean Heller	
	Sixth Grade	Mrs. Josie Matlock Mrs. Mariam Mather	
	SUPPORT STAFF	Title Reading	Ms. Sandee Stewart
		Special Education/ Process Coordinator	Mrs. Alicia Lear
Art		Mrs. Tori Amaro	
Music		Ms. Shannon Waldo	
PE		Mr. Drew Cherry	
Library		Mrs. Lisa McClelland	
PAT		Mrs. Sherri Wright	

	Paraprofessional	Mr. Blake Towe
CUSTODIANS	Head of Maintenance	Sam Brown
	Custodian	Beverly Wilson
	Custodian	Bill Regan
	Custodian	Tasha Hayes
TRANSPORTATION DEPT.	Transportation Director	Wes Jones
	Bus Driver	Ben McClelland
	Bus Driver	James Richerson
	Bus Driver	Jerry Vermule
	Bus Driver	Alby Bos
	Bus Driver	Sam Brown

CONTACT INFORMATION

www.billings.k12.mo.us

Elementary Office	Phone - 744-2552	Fax - 744-4357
High School Office	Phone - 744-2551	Fax - 744-2720
Superintendent's Office	Phone - 744-2623	Fax - 744-4545
Transportation Dept.	Phone - 744-4049	

BILLINGS R-IV SCHOOL CALENDAR 2017-2018



July 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2018						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 New Year's Holiday
No School
- 2 Teacher Work Day/PD
- 3 School Resumes
- 15 MLK Day/No School

- 1 Office Staff Returns
- 3 New Teacher Work
- 4 Teacher Work Day/PD
- 7 All Staff Meeting/PD
- 7 Open House 7:00 pm
- 9 First Day of School
- 28 Early Dismissal/PD for teachers 12:30-3:00

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 16 & 19 Winter Holiday/
No School

- 4 Labor Day-No School
- 18 No School-Teacher PD Day

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 16 & 19 Spring Holiday/
No School
- 30 Easter Break No School

- 13 No School Teacher PD
- 24-26 Parent Teacher Conferences
- 27 No-School-Holiday

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 20-23 Spring Holiday

- 22-24 Thanksgiving Holiday
No School

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 11 Last Day for Students/
Dismiss at 12:30
Faculty/Full Day-Check Out
- 19 Graduation
- 28 Memorial Day Observed

- 20 Half Day/Dismiss 12:30
- 21-31 Christmas Holiday
No School

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Planned Make-Up Days (6)
- Jan 15 MLK Day
- May 14
- May 15
- May 16
- May 17, 18
- Additional make-up days 21, 22, 23, 24. State Law: "A qualifying district is required to make up the six scheduled make-up days, plus half of the additional day lost up to a total of 10 make-up days (total of 14 snow days)."

Teacher=180
Students=174

BILLINGS ELEMENTARY

VISITORS

The faculty and staff at Billings Elementary want parents and the community to be involved in the education of our students. We also want our students to be safe and interruptions to instructional time be kept to a minimum. For these reasons we ask that visitors follow these guidelines:

1. **You will have to show an I.D. at the window of the office to receive a visitor's pass.**
2. **If you are visiting a classroom, you must make prior arrangements with the teacher.**
3. **While in our school, please observe our school rules.**

SCHOOL TIMES AND PROCEDURES

1. Billings Elementary students will begin their day at 8:10 and end at 3:05.
2. Students riding the bus will be dismissed when all buses have arrived. Walkers will be dismissed when the buses have cleared at approximately 3:10.
3. Parents choosing to pick their students up after school **should arrive at the school by 3:00.** Your child will be brought to your car in the pickup line in front of the elementary.
4. **Students will not be allowed in the building until 7:45.** Those eating breakfast should report to the cafeteria until dismissed to their classes. Any student not eating breakfast should report to the gymnasium until dismissed for class.

BREAKFAST AND LUNCH

Students may purchase a breakfast and lunch each day. Free and reduced priced meals are available according to eligibility. All students will receive applications for free and reduced meals the first week of school. Applications may also be picked up in the office.

1. Student meal accounts are entered into a computerized system. Money brought by the students is entered into their account and a computer balance reflects each transaction.
2. Parents are encouraged to pay for meals weekly, monthly, or quarterly to avoid negative balances.
3. All money should be placed in an envelope with the student's name, grade, teacher's name, and amount enclosed.

4. **Breakfast - \$1.75 Lunch - \$2.45** (subject to change) Extra Milk - \$0.50
5. Free/Reduced lunch: **Applications must be renewed annually!** Application will be in student packet.

Students should observe these general rules in the cafeteria:

1. Use good table manners, which includes a reasonable voice volume.
2. Do not run or break line.
3. Return used trays and utensils to the appropriate place.
4. Dispose of trash properly.
5. Do not carry food, cans, straws, etc. out of the cafeteria.
6. Keep your area clean.
7. Do not trade food.
8. Do not leave the cafeteria without permission.

COUNSELING OFFICE

Mrs. Baker is the Billings Elementary counselor. Counseling services are available to all students. The counselor can provide help with personal problems, difficulties with classroom performance, and interpretation of test scores. Additionally, Mrs. Baker instructs and informs students about decision making, career choices, and social relationships.

CURRICULUM

The Billings R-IV District uses a board-approved curriculum to assure that all students receive rigorous and appropriate instruction. This full curriculum can be viewed on the district's web page.

ATTENDANCE REQUIREMENT FOR PARTICIPATION

ALL STUDENTS MUST HAVE AN ATTENDANCE PERCENTAGE OF 90% OR HIGHER TO PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITY. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTENDANCE AT: SPORTING EVENTS, SCHOOL DANCES, FIELD TRIPS, CLUB ACTIVITIES, AND SPORTS TEAMS AS ALLOWED BY LAW.

BUILDING RULES

Students are expected to conduct themselves in a respectful, safe and responsible manner at our school. Everyone will work to make Billings Elementary a place where every student is valued, respected, and appreciated. It is the responsibility of all to abide by the rules set down within this handbook and to other commonly accepted codes of behavior. These include, but are not limited to:

1. Walking quietly in the halls so that instructional time is not interrupted.
2. Maintaining self-control in the classroom, cafeteria, halls, gym, and playground.

3. Toys should be left at home. **FIDGET SPINNERS OR ANY TOYS RESEMBLING FIDGET SPINNERS WILL BE CONFISCATED IMMEDIATELY AND CAN BE PICKED UP FROM THE OFFICE BY THE PARENTS.** The school is not responsible for personal games, computer games, skateboards, scooters, radios, cd players, balls, etc.
4. Keeping our school safe, clean, and orderly by helping keep desks, hallways, and the cafeteria neat.

PLAYGROUND RULES

The following rules make the use of these facilities safer and more enjoyable for all:

1. Bats are not to be used on the playground.
2. Jump ropes are to be used only for the purpose of jumping.
3. Students are not to stand on slides or swings or use equipment for any purpose other than its intended use. Horseplay on any of the equipment is not safe and will not be permitted.
4. Rocks and sticks are to be left on the ground and not be thrown or kicked.
5. Fighting, shoving, and/or punching are not permitted.
6. Tackle football is prohibited.
7. All problems, accidents, or incidents should be reported to a teacher on duty.
8. Students are to **walk** to and from recess.
9. You must have permission from the playground teacher before going back into the building.
10. Students should never be outside the playground fence during recess. If a ball goes over the fence, a teacher will retrieve it.
11. Playground teachers are responsible for seeing that student play is safe. Students who do not follow the teacher's directives may be disciplined by the removal of playground privileges for an appropriate amount of time.

DRESS CODE

Students are expected to dress in good taste. The school reserves the right to request that students dress in a manner that is acceptable to the best interest of the students. We take pride in the appearance of our students. Your dress affects the quality of the school, and the quality of your conduct. All students are expected to dress and groom themselves neatly and to wear clothes that are suitable for all school activities. The principal may request student attire be changed when needed. Evaluation of dress and appearance will be based on the taste and manner in which the clothing is worn. Evaluation of the purpose and effectiveness of the pupil attire and appearance standards will be a continual process of the school, the student, and concerned patrons.

The administration is authorized by the Board of Education to establish appropriate dress standards. The following guidelines should be observed:

1. Clothing with obscene, vulgar, racially inflammatory, profane slogans/pictures, and/or demonstrating a negative attitude toward school/school work shall not appear on clothing worn at school.
2. Halter tops, tube tops, tops that allow bare midriffs, backless tops, fish-net mesh style tops, strapless tops, or single-strap tops shall not be worn. Underwear shall not be worn as outerwear.
3. Shoes shall be worn at all times.
4. Hats, other headgear, and sunglasses shall not be worn in the building.
5. Clothing which contains advertisements for and/or promotes alcohol, tobacco, and/or drug-related products shall not be worn at school.
6. Heavy chains, wallet chains, or studded/spiked collars/bracelets shall not be worn at any time on school property.
7. Any type of extremism of dress, or dress that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, clothing that is too revealing, sagging) will be dealt with on an individual basis.
8. **SHORTS**—as a guideline, we suggest that the wearing of shorts K-6 students be limited to the months of August, September, April, and May. This suggestion is based upon health and safety factors. The length of shorts will be monitored by the staff and principal. Any students wearing shorts of inappropriate length will call home to get a change of clothes.

*Violators of the above guidelines will be asked to seek appropriate attire immediately. Repeated violations of the guidelines may result in additional disciplinary action.

EMERGENCY INFORMATION AND ADDRESS CHANGES

1. Parents **MUST** complete the emergency contact forms sent home with students at the beginning of school. It is vital that we have this information in case of emergency.
2. Parents **MUST** notify the school of a change of address.
3. Parents **MUST** notify the school if a student's emergency contact changes.
4. Parents **MUST** notify the school of any changes in their work phone numbers.

EMERGENCY PROCEDURES AND DRILLS

Fire, tornado, earthquake, and intruder drills are held at regular intervals throughout the year. Procedures are posted within each classroom. Teachers give specific instructions to their students.

RELOCATION

In the event that students and staff are required to leave the school campus due to an emergency, they will be relocated to the Billings Assemblies of God Church 749 West HWY 14, Billings MO. Phone # 744-4000.

HEALTH SERVICES

A school nurse or care aide is available to assist students and staff with illness or injury at school. If the student has a serious injury or illness at school that needs further medical attention or needs further attention at home, the nurse or administrator will notify the parent and alert them of the incident. Parents may be, but are not guaranteed notification for minor bruises, scrapes or injuries that rendered basic first aid treatment. Parents should notify the nurse if their student has special health needs.

1. No student will be permitted to attend school that has an incomplete immunization record.
2. No student will be permitted to attend school with a contagious or transferable condition such as head lice, scabies, impetigo, influenza, strep throat, chicken pox, conjunctivitis (pink eye) with drainage, or a rash that is undiagnosed by a doctor.
3. If a student is running a fever (considered anything over 100 degrees) they will be sent home and are not allowed to attend school until have been fever free for 24 hours without the use of medication to lower.
4. If a student is vomiting or has diarrhea, they will not be allowed to attend school unless free of symptoms for 24 hours without the use of medications to control this.
5. A student that has any kind of discomfort (such as earache, sore throat, stomach ache) that is uncontrollable with medicine or continual yellow/green nasal drainage may be sent home at the discretion of the school nurse or administration if this is causing a distraction in the classroom.
6. Any activity restrictions (such as recess restrictions, PE or physical activity limitations) require a signed order from a doctor or medical facility. This should state specific restrictions and length of restriction.
7. **MEDICATIONS**
 1. A physician's written order must accompany any medication dispensed to a student.

2. Written permission from the parent for dispensation of the medication must be given to the nurse.
3. **Medication must be delivered to and from school by the parent and cannot be sent on the bus with the student.**

LIBRARY MEDIA CENTER

Students may check out books from the library for recreational reading or classroom assignments. All books must be returned before checking out additional materials. Students will be required to pay for lost or damaged books.

PARTIES, SPECIAL ACTIVITIES, GIFTS, AND ASSEMBLIES

1. A student gift exchange or special field trip/activity is usually held in conjunction with the winter-break party. Students and parents will be given specific instructions about dates and the cost (a nominal amount).
2. Special activities that coincide with curriculum may be scheduled at the discretion of the staff (science fairs, plays, musical productions, etc.)
3. **Birthday party invitations are not to be delivered at school.**
4. Food for parties must be commercially prepared and not homemade.
5. Attempts will be made to accommodate students who do not wish to participate in parties or special activities because of personal beliefs.
6. Assemblies are held to provide information and entertainment. Students and guests are expected to be well behaved and respectful at all times. Unacceptable conduct may result in the student being removed from or not being allowed to attend an assembly.

PRIVACY

The Billings R-IV Board of Education has adopted and continues to use policies to assure student privacy, parental access to information, and the administration of certain physical exams. These policies are available upon request or may be viewed on the District's web page.

RECORDS AND TRANSFERS

Parents wanting to review their child's file should make an appointment with the teacher, counselor, or principal. Adequate time should be scheduled so that test data and other pertinent information can be explained.

When a student is transferring to another school, records will be forwarded after a release of records has been received.

REPORTS TO PARENTS AND PARENT-TEACHER CONFERENCES

1. **Report Cards:** Report cards will be issued to parents at parent/teacher conference during the first quarter. Reports cards will be sent home with students at the end of second, third and fourth quarters. Grades cards will be held in the event that a student has an outstanding charge for lunches, library books, or textbooks. Grade cards will also be held if the student has an overdue library book.
2. Parents are encouraged to attend the scheduled parent-teacher conferences and to contact the teacher, counselor, or principal any time there is a concern. Concerns should be first addressed with teacher.
3. Cooperation and collaboration are essential to a successful educational experience.

SCHOOL INSURANCE

School insurance is available to all students. Purchase of this program is optional. Parents should request insurance enrollment forms from the office.

SEARCHES

Lockers and other school property used by students may be searched. Drug dogs may be used to search lockers, backpacks, purses, and cars parked on the school lot.

TELEPHONES

Office phones are for official school business. Students may use the office phone only with teacher permission and this use should be limited to emergencies. If a message needs to be given to a student, please call the office before 2:00 p.m. We cannot guarantee messages given after 2:00 will be delivered.

The use of cell phones by students in the building is not permitted with the exception of grades 5th and 6th, which have permission to use their phones in the cafeteria during lunch.

TESTING AND ASSESSMENTS

Students are given both oral and written in classroom assessments throughout the school year. Our students will also take the Acuity Online Assessment. It is a progress monitoring tool that gives us a prediction of how our students will score on the state assessment. Students in grades 3, 4, 5, and 6 will participate in the state-wide MAP testing in the spring. Parents will be notified of exact testing dates. Results of all assessments will be made available to parents.

TECHNOLOGY

All students in the Billings School District will have the opportunity to experience

learning through the use of computers and other technology. Students are expected to use this technology in a responsible manner. Students who choose to use the technology in an inappropriate manner may have those privileges revoked. Additionally, parents and students should know that for students there is no expectation of privacy on computers and other technology they may use at school.

The district has established a web page to provide parents with up-to-date information about happenings in the various buildings. Parents are encouraged to participate and may do so by going to the link on the district's web page (www.billings.k12.mo.us).

TEXTBOOKS

Textbooks are provided to our students for their use during the school year. Texts should be handled with care and kept clean. The district policy is to review and replace texts on a rotating five-year cycle. Payment will be required for lost or damaged books.

WEATHER-RELATED SCHOOL CLOSING

School closings because of weather will be announced on major radio and television stations. Our school also utilizes a system called School Messenger. All parents who have current correct phone numbers in our school system will also be notified via School Messenger through a phone call and/or text. Generally, a decision to cancel school will be made by 6:00 a.m. Unscheduled early dismissal due to equipment failure or weather may also be necessary. **Students should know where they are to go if school is dismissed early.** An early dismissal form **must** be filled out by the parent and turned into the office. It is the parents' responsibility to keep the information on the form updated.

STUDENT DISCIPLINE CODE

The purpose of discipline at school is to:

1. Foster an appreciation of order as a necessary condition of living and working.
2. Develop self control in the interest of good living and working arrangements.
3. Teach respect for proper authority whether embodied in a person, in a group, or in regulations, with recognition that proper authority is a necessary and reasonable factor in group living.
4. Increase ability for assuming responsibility for sharing in solving problems of the group.
5. Develop the ability to exercise freedom wisely and to know that there is no freedom from consequences of one's actions.

Action	First Offense	Subsequent Offense
Arson	10-180 days OSS, or expulsion	Expulsion
Assault (a) Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person (b) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another	1-180 days OSS, or expulsion Expulsion	1-180 days OSS, or expulsion
Bullying Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group	ISS or 1-180 days OSS	1-180 days OSS, or expulsion
Dishonesty Any act of lying, whether verbal or written, including forgery	Nullification of forged document, Principal/Student conference, ISS, or 1-10 days OSS	Nullification of forged document, ISS, 1-180 days OSS, or expulsion, or other assigned discipline
Disruptive Behavior Any act that disrupts the student learning and/or teaching process.	Principal/Student conference, ISS, or 1-180 days OSS	ISS or 1-180 days OSS, or other assigned discipline
Disrespectful Conduct or Speech Verbal, written, pictorial, or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions.	Principal/Student conference, ISS, or 1-10 days OSS	ISS or 1-180 days OSS, expulsion, or other assigned discipline

<p>Disruptive Devices Possession or use of any device to include, but not limited to, pagers and fireworks, which causes disruption of school or classes. (Cellular telephones must be off during instructional time, and out of sight.)</p>	Principal/Student conference, ISS, or 1-180 days OSS	ISS or 1-180 days OSS, or other assigned discipline
<p>Extortion Threatening or intimidating any person for the purpose of obtaining money or anything of value.</p>	Principal/Student conference, ISS, or 1-10 days OSS	ISS or 1-180 days OSS, expulsion, or other assigned discipline
<p>False Alarms Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property.</p>	Restitution, Principal/Student conference, ISS, 1-180 days OSS, or expulsion	Restitution, ISS or 1-180 days OSS, or expulsion
Action	First Offense	Subsequent Offense
<p>Fighting (see also, Assault) Mutual combat in which both parties have contributed to the conflict either verbally or by physical action</p>	Principal/Student conference, ISS, or 1-180 days OSS	ISS or 1-180 days OSS, expulsion, or other assigned discipline
<p>Hazing Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants</p>	ISS or 1-180 days OSS	1-180 days OSS, or expulsion
<p>Public Display of Affection Physical contact that is inappropriate for the school setting, including, but not limited to kissing and inappropriate touching</p>	Principal/Student conference, ISS, or 1-180 days OSS	ISS, 1-180 days OSS or expulsion, possible documentation in student file
<p>Sexual Harassment (a) Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile, or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, and other unwelcome sexual advances (b) Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether or not the touching occurred through or under clothing</p>	Principal/Student conference, ISS, 10-180 days OSS or expulsion ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion 10-180 days OSS or expulsion
<p>Technology Misconduct (a) Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses",</p>	Principal/Student conference, loss of user privileges, ISS, or 1-180 days of OSS	Loss of user privileges, 1-180 days OSS, suspension, expulsion, or other assigned discipline

<p>“hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device</p> <p>(b) Violation other than those listed in “a” of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology</p>	Principal/Student conference, ISS, or 1-180 days OSS	Loss of user privileges, ISS, 1-180 days OSS, or expulsion
<p>Theft Theft, attempted theft, or knowing possession of stolen property</p>	Return of or restitution for property, ISS, or 1-180 days OSS	10-180 days OSS, or expulsion, or other assigned discipline
<p>Threats Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage</p>	Principal/Student conference, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, expulsion, or other assigned discipline
<p>Tobacco/E-Cigarette (a) possession of any tobacco products/E-Cigarettes on school grounds, school transportation, or at any school activity</p> <p>(b) use of any tobacco products/E-Cigarette on school grounds, bus, or at any school activity</p>	<p>Confiscation of tobacco product/E-Cigarette, Principal/Student conference, ISS, or 1-3 days OSS</p> <p>Confiscation of tobacco product/E-Cigarette, Principal/Student conference, ISS, 1-3 days OSS</p>	<p>Confiscation of tobacco product/E-Cigarette, ISS or 1-10 days OSS</p> <p>Confiscation of tobacco product/E-Cigarette, ISS or 1-10 days OSS</p>

Action	First Offense	Subsequent Offense
<p>Truancy Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians</p>	Principal/Student conference or 1-3 days ISS	1-10 days ISS
<p>Unauthorized Entry Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance</p>	Principal/Student conference, ISS, or 1-180 days OSS	1-180 days of OSS, expulsion, or other assigned discipline
<p>Vandalism Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students</p>	Restitution, ISS, 1-180 days OSS, or expulsion	Restitution, 1-180 days OSS, expulsion, or other assigned discipline
<p>Weapons (a) possession or use of any instrument or device other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another</p> <p>(b) Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2)</p>	<p>ISS, 1-180 days OSS, or expulsion</p> <p>One calendar-year suspension, or expulsion, unless modified by the Board upon recommendation by the superintendent</p>	10-180 days OSS or expulsion

Drug/Alcohol (a) possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation (b) possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia (c) sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, drug-related paraphernalia	ISS, 1-180 days OSS	1-180 days OSS
	1-180 days OSS	Expulsion
	1-180 days OSS, or expulsion	Expulsion

Out of School Suspensions

Students suspended from school may turn in their missed work for full credit. Work must be completed upon return from suspension. It is the student/parent responsibility to acquire school work that will be missed.

Repeat Offender/Severe Offender Clause

Any student who has been suspended from school on three (3) previous occasions, served in-school suspension on (3) occasions, or has been removed from class on three (3) occasions may be reviewed by the administrative staff for consideration of a recommendation to the superintendent for suspension for the balance of the semester or to the Board of Education for expulsion.

Any student who refuses to serve an in-school suspension or refuses to complete an in-school suspension will be suspended out-of-school.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of school, or is in violation of state statutes or city ordinances.

BUS DISCIPLINE

BUS REGULATIONS

Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Students riding the bus are to go immediately to the bus upon dismissal in the afternoon. **Students needing or wanting to ride a different bus must have written permission from their parents/guardians, and the note must be signed by the principal.** Except in cases of emergency, students will not be allowed to call a parent asking permission to ride a different bus.

See the Board approved Bus Discipline guidelines in this handbook for further details.

Bus Regulations

Students must observe discipline guidelines while enjoying the privilege of riding a school bus. Whenever a bus driver must direct his/her attention away from the road, danger exists. In order to ensure a safe environment while riding the bus, students must observe the following rules:

1. The bus driver is in full charge of the bus and the students.
2. Except for ordinary conversation, students shall remain quiet on the bus.
3. Students shall remain in their seats while the bus is in motion.
4. Students shall not waste papers on the floor of the bus.
5. Students shall not have food or drinks on the bus.
6. Nothing shall be thrown or extended through the windows of the bus.
7. Students shall remain quiet while the bus is stopping at a railroad crossing.
8. Students shall not leave the bus through the emergency door unless an emergency exists.

Discipline and Penalties:

The riding privilege of a student may be revoked for violation of bus rules or conduct judged, by the driver, to be detrimental to the safe and orderly operation of the bus by the driver. Misconduct will result in the following:

1. The first violation will result in a written warning by the driver.
2. The second violation will result in a 2 day bus suspension and written notice by the driver.
3. If a student commits three violations within a 20 day period, a 20 day bus suspension will be assessed.

Local law officials must be notified based on the Missouri Safe Schools Act.

Parents/Guardians are asked to sign the incident report and have student return it to the Elementary office.

Billings Elementary Attendance Policy

This K-6 attendance plan is designed to promote higher student attendance rates and should help instill strong attendance habits at early ages. Our district goal for attendance is 95%, because we know that when students are in attendance at school their learning increases. When a student is not encouraged to attend school as an

elementary pupil, the student often encounters problems as a secondary student. The plan strives to involve the parents in the beginning of the process and eventually move to more punitive actions as the attendance problem continues.

1. When a student has been absent from school he/she must bring a note from his/her parent stating their reason from the absence unless the parent has previously contacted the school. If a note is not brought from home, the parent will be contacted by telephone by the elementary office.
2. Parents should contact the office (744-2552) by 9:00 a.m. if a student will be absent.
3. Parents or guardians should sign in students arriving late (after 8:10) and should sign out students leaving early (prior to 3:00).
4. An absence will be considered unexcused **except** for illness, medical or dental appointment, a death in the immediate family or personal hardship reasons.
5. Five consecutive or excessive absences due to illness will require a Doctor's note.
6. Absences for family trips or vacations are generally considered unexcused and are strongly discouraged. Should such a trip be necessary, at least 3 days prior notification to the elementary principal is required.
7. A student may make up work missed because of an excused absence. The office (744-2552) should be called prior to 10:30 am to request homework. The number of days allowed for make-up work to be turned in will be determined by the number of days missed. Thus, if a child is absent 3 days all make-up work must be turned in within 3 days after the child returns to school to receive credit.
8. If you have a question as to whether an absence will be excused or unexcused, please contact the elementary principal before the absence.
9. Whenever possible we encourage parents to make arrangements to pick up make-up work as soon as possible. Please call the office no later than **10:30** to make arrangements.
10. Awards ("Perfect" attendance and other incentives) will be given to those students that have been in school every day from start time to dismissal time.
11. Missouri law (167.031) states that it is the responsibility of the parent to ensure that children attend school regularly. Excessive and/or unexcused absences or tardies may be considered educational neglect.

12. Should a child accumulate **5 absences and/or tardies** in a semester, that have not been excused by doctor's note or pre-approval in the office, a warning letter along with the attendance policy will be sent home to the parent.
13. Should a child accumulate **8 absences and/or tardies** in a semester that have not been excused by doctor's note or pre-approval in the office, a letter will be sent to the parent addressing the issue of attendance. In addition, copies of the letter will be sent to both the offices of Division of Family Services and the Prosecuting Attorney.

PUBLIC NOTICE

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

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

The Billings R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Billings R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent of the Billings R-IV School District at 118 W. Mt. Vernon, Billings, MO 65610.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Billings R-IV School District Superintendent's Office.

This notice will be provided in native languages as appropriate.

Last revised November 2003

FAMILY EDUCATION RIGHTS AND PRIVACY ACT & NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Billings R-IV School District has designated certain information contained in the educational records of its students as directory information for the purposes of the Family Education Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) student's name, (2) parent's name, (3) address, (4) telephone number, (5) date and place of birth, (6) major field of study, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, (11) most recent previous school attended, and (12) photograph.

Directory information may be disclosed by a school official of the Billings R-IV School district for legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff person; a person serving on the R-IV School Board; a person or company with whom the district has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his tasks. A school official has legitimate education interest if the official needs to review an education record in order to fulfill his professional responsibility.

Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will NOT be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Parents or eligible students have ten (10) days after the annual public notice to view the student's directory information and to provide notice in writing to the building principal that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as directory information without prior written consent.

In the event a notification of refusal is not filed, the Billings R-IV School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

The Billings R-IV School District offers federal programs that include Title I, Title II, and Title IV. Program

Complaints may be addressed through the following procedure.

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

What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or the Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or regulation of the Department of Elementary and Secondary Education.
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. *A question about local school district policies, rules, or practices that are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local district level.*

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a

state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

8. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.
9. Within thirty (30) days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
10. If a complainant disagrees with the decision of the section director, the complainant may, within ten (10) working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
11. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
12. If the complainant disagrees with the decision of the Deputy Commission or Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Billings R-IV Board of Education believes that discrimination against a qualified disable person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of disabling condition in the educational programs, activities, and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

Under P.L. 93-112, Section 504 of the Rehabilitation Act of 1973, P.L. 94-142, the Education for All Handicapped Children Act of 1975, and the Americans with Disabilities Act, the Republic R-III School District:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- Must make facilities, programs, and activities accessible, usable, and open to qualified disabled persons.
- Must provide free appropriate education at elementary and secondary levels, including non-academic and extracurricular services and activities to qualified disabled persons.
- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare, and other social services as are provided other persons.

The statements of nondiscrimination by the district are published to patrons, employees, and students on an annual basis. Information regarding the Americans with Disabilities Act (ADA) and its applicability to the district's programs service, and activities will be made available to applicants, participants, and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees.

Grievances – Alleged Discrimination on the Basis of Disabling Conditions

It shall be the policy of the Board that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by P.L. 94-142 shall be those outlines in the Missouri Department of Elementary and Secondary Education publication *Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975*.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

This notice can be provided in the parent's native language.

BILLINGS R-IV SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

Billings R-IV School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment of its programs, activities, or in any aspect of its operation.

PARENT INVOLVEMENT PLAN

Billings R-IV School District

The Billings R-IV School Community, which includes district personnel and parents, recognize parent involvement in the educational process as a critical factor whose importance cannot be over emphasized. The necessity for parent involvement in the education program is also recognized by Title I policy which requires a written plan that describes the means for carrying out requirements for parental involvement. This written plan, which describes these requirements for the Billings R-IV School, will be distributed annually to the parents of all students participating in the District's Title I programs.

An advisory council consisting of the Title I coordinator, building administrators, Title I resource teacher, and parents of Title I students will assist in the formulation of the District's Title I program plan and the process of school review and improvement. The council will utilize the results of the annual program review survey to formulate the plan and to provide direction for program improvement. The council will also formulate a school-parent compact that will outline how parents, the entire school staff, and the students will share the responsibility for improving student achievement. The plan will be submitted to the parents of all Title I students for comment before adoption. The compact will:

- Describe the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
- Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet the State's student performance standards; and
- Address the importance of on-going communication between teachers and parents through parent-teacher conferences, frequent reports to parents on progress, and reasonable access to staff and opportunities to volunteer, participate, and observe in the child's classroom.

School wide parent meetings will be held annually in the spring, to address program issues including: student selection; program goals, operating procedures, and services; individual and aggregate student achievement results and to inform parents of their right to be involved. All parents of Title I students will also be surveyed annually to elicit their view of program effectiveness and suggestions for improvement.

The parent involvement component will also include a quarterly newsletter to the parents of all Title I students. The newsletter will provide information regarding such things as program activities, favorite books, interpretations related to student and school performance, information related to scheduled meetings, and tips related to parenting skills. The newsletter may also contain a list of parent resource materials that are available for check-out through the school's parent resource section of the library.

The District will include Title I parents in all scheduled parent-teacher conferences. These conferences, which are to be held on a flexible schedule, will be utilized to inform parents of program activities, student progress toward established objectives, and overall program effectiveness. In addition to formalized conferences, the parents of Title I students will be provided with progress reports concerning student progress toward achieving curricular objectives on a quarterly basis and at other times as necessary.

The District will, with the assistance of parents, provide professional development activities to educate all school personnel in the importance of valuing parent contributions; communicating and working with parents as equal partners; implementing and coordinating parent programs; and building ties between home and school. Professional development activities will be held at preschool staff workshops and periodically throughout the school year.

Finally, comments from parents regarding the District's Title I program, including the School Parent Involvement Plan, are always welcome. Should you have comments regarding the program and/or this plan, please contact your child's teacher, Title I resource teacher, or the building principal.

Elementary Principal, Mr. Abramovitz
Title I Reading Teacher, Ms. Stewart

NCLB ACT

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110) have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

COMPLAINT RESOLUTION

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

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: **If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to solve the problem as quickly as possible.**

1. **Contact the person who you have a complaint about and discuss it with him/her.**
2. **If the problem still exists, contact the principal.**
3. **If the issue is still unresolved, contact the superintendent.**
4. **If not resolved at that point ask the superintendent to be placed on the agenda for the next school board meeting to discuss the issue with school board members.**

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

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

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

PLEASE SIGN AND DATE THE FORM BELOW AND RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER.



I HAVE READ AND REVIEWED WITH MY CHILD THE INFORMATION PROVIDED IN THE STUDENT HANDBOOK.

STUDENT'S PRINTED NAME _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____