

**LOGAN -
ROGERSVILLE
STUDENT
HANDBOOK**



2016-17

SCHOOL DISTRICT GOALS AND OBJECTIVES

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the school district. In discharging this responsibility the Board has addressed four primary areas: education, professional personnel, school environment and operations. It is the commitment of the Board to develop policies, rules and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations, as well as those for each administrative and/or instructional level.

The goals of the Logan-Rogersville R-VIII School District are to ensure that:

1. All students graduate from high school.
2. All students complete a rigorous and meaningful path of studies with specific learning outcomes.
3. All students will proceed to college, technical school or vocational school or job opportunities with the knowledge and skills necessary to be successful.

The primary objectives of the Logan-Rogersville Schools are as follows:

1. To provide free and equal educational opportunities for all children, and to assist each individual in developing to the maximum of his/her capacity in these learning experiences.
2. To develop a sense of expectancy in the use of intelligence and good judgement in solving problems.
3. To impart to children their cultural heritage--a basic responsibility to each generation.
4. To provide an opportunity for maximum participation in the development of a sense of moral values and creativity in living.
5. To promote an environment wherein students may recognize opportunities, accept responsibility, and develop the desire and habit of rendering services peculiar to their individual abilities to the society of which they are a part.
6. To develop an understanding of and appreciation for the physical world and the intelligent use of national and world resources.
7. Promote a desire to improve the Logan-Rogersville Schools.

EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION

The following belief statements provide the foundation for the mission of the Logan-Rogersville R-VIII School District. We believe:

- All people have worth and the right to be treated with dignity and respect.
- All students will have the opportunity to learn to the extent of their abilities.
- The family is critical to the success of the learning process.
- The quality of learning directly affects the quality of life.
- Any compromise in a commitment to excellence in education is unacceptable.

MISSION STATEMENT

The mission statement of the Logan-Rogersville R-VIII School District is:

“To provide all students with the skills and knowledge necessary for successful participation in our changing society.”

The Logan-Rogersville School District of Missouri, being an agency of the state of Missouri, has the responsibility of providing free public education for all school age residents within the legal boundaries of the school district. This “privilege to learn” is established by the Missouri State constitution of 1945.

The dignity and worth of the individual are the cornerstones for the philosophy of the Logan-Rogersville R-VIII School District. In keeping with this principle, the opportunity for self-realization to the maximum of each child's ability is extended to all children of the district. The school attempts to provide an individualized education experience while keeping in mind the present and future demands and needs of the world in which we live.

The educational program shall provide for experiences in self-development in terms of the students' intellectual, social, physical and career needs. We also believe that a pattern of responsible behavior should be developed with sound lesson plans, shall be the process of achieving these worthwhile positive behavior patterns.

A continuous effort shall also be made to develop the understanding that adherence to moral principle is essential to the stability, unity and lifeblood of any society.

Through the establishment of a respect for the individual in all faculty-student relations, the total school experience becomes a workshop in the democratic way of life.

NONDISCRIMINATION POLICY

The Logan-Rogersville R-VIII School District is committed to a policy of nondiscrimination in all aspects of the school program. The School District shall seek to maintain an atmosphere in which all

persons can develop attitudes and skills for effective, cooperative living. For example, a deliberate effort will be made to promote good human relations by avoiding all vestiges of prejudice and discrimination in employment, assignment and promotion of personnel; in curriculum development and instructional materials; and in the availability of programs and services to students and patrons of the school district regardless of any existing disabilities.

The School District shall continue to evaluate its policies and procedures to insure that discriminatory practices do not exist and to emphasize positive human relationships.

ACADEMIC ACHIEVEMENT (Board Policy IK)

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluative process.

ACCIDENTS

Parents will be notified immediately of an accident that is serious. We contact parents concerning all blows to the head which seem more than a routine bump.

ADMISSION TO SCHOOL – SCHOOL BOARD POLICY JEC RESIDENCY:

All students who attend Logan-Rogersville Schools will reside in this school district. Prior to enrollment the parent or legal guardian must establish proof of residency. Submitting false information relating to residency is defined as a Class A misdemeanor, and the district may recover the full amount of tuition established by the Board of Education. Students will begin school the first full day after enrollment.

ALL STUDENTS: In order to enroll, the school **must** be given proof of up-to-date immunizations as required by state law, Section 167.181.RSMo., proof of residence, and proof of age in the form of a copy of the child's **certified** birth certificate (kindergarten). Admission to school will be denied until these documents are provided.

EARLY CHILDHOOD EDUCATION: To enter any Early Childhood Education program, a child **must** be three (3) or four (4) years old before August 1, in the year entering, and meet the admission criteria for services. A child will be denied attendance Pre-K programs if proof of age is not provided by the 1st day of the entering year. A copy of the child's **certified** birth certificate is needed at the time of registration. All immunizations must meet the requirements of state law, Section 167.181.RSMo.

KINDERGARTEN: To enter kindergarten, a child **must** be five (5) years old before August 1, in the year entering. A child will be denied attendance in kindergarten if proof of age is not provided by the 1st day of the entering year. A copy of the child's **certified** birth certificate is needed at the time of registration. All immunizations must meet the requirements of state law, Section 167.181.RSMo. No early school admission is allowed for children whose birth date is August 1 or after.

FIRST GRADE: To enter first grade, a child must be six (6) years old before August 1, in the year entering. However, any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade.

IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE: School Board Policy JHCB

All immunizations must meet the requirements of state law, Section 167.181.RSMo., as follows:

EARLY CHILDHOOD SPECIAL EDUCATION OR TITLE I PROGRAMS:

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HIB	HB (HEPATITIS B)
4 Doses	3 Doses	1 Dose	1 Dose	1 Dose	1 Dose	3 Doses
	On or after students	On or after 1st birthday.	On or after 1st birthday.	On or after 1st birthday.	On or after 1st birthday.	For all born on or after Jan. 1, 1990

KINDERGARTEN:

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HB (HEPATITIS B)
4 Doses	3 Doses	2 Doses	1 Dose	1 Dose	3 Doses
Last dose on or after 4th birthday. Pertussis is required for all students 6 years of age and younger.	Last dose on or after 4th birthday. MAXIMUM DOSES: 6	On or after 1st birthday. At least 28 days must DOSES: 4 separate the two doses.	On or after 1st birthday.	On or after 1st birthday.	On or after 1st birthday.

GRADES 1 THROUGH 7:

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HB (HEPATITIS B)
3 Doses	3 Doses	2 Doses	1 Dose	1 Dose	3 Doses
Last dose on or after 4th birthday. Pertus- Grades	Last dose on or after 4th birthday.	On or after 1st birthday.	On or after 1 st birthday.	On or after 1 st birthday.	Third, Fourth and Seventh

sis is required for all students 6 years of age and younger. MAX DOSES: 4 At least 28 days must separate the two doses.

MAXIMUM DOSES: 6

GRADES 8 THROUGH 12:

DPT/DT/TD	POLIO	MEASLES	MUMPS	RUBELLA	HB (HEPATITIS B)
3 Doses	3 Doses	1 Dose	1 Dose	1 Dose	3 Doses
Last dose on or after 3rd birthday.	Last dose on or after 3 rd birthday.	On or after 1st birthday.	On or after 1 st birthday.	On or after 1 st birthday.	Eight and Ninth Grades

TD booster required 10 years after last dose.

ARRIVAL AND DEPARTURE TIMES FOR STUDENTS

Students should not arrive at the Upper Elementary before 8:15 a.m., the Elementary before 8:10 a.m. and the Primary School before 8:15 a.m. unless they are enrolled in before school child care.

	SCHOOL BEGINS	SCHOOLS ENDS
PRIMARY	8:40	3:40
ELEMENTARY	8:30	3:30
UPPER	8:35	3:35

Any child who arrives at school late or leaves early must report to the office for attendance and lunch count purposes.

For security and attendance purposes, during school hours students should be dropped off and picked up ONLY at the front door of the schools. Parents dropping off or picking up children should come to the office and not go directly to the classroom, and we will call the students on the intercom.

It is helpful if your child knows each morning whether you are picking them up or if they need to ride the bus. This eliminates last minute changes. Please send a note to your child's teacher with pickup instructions, then it won't be necessary to check in or call the office.

ASSIGNMENTS - HOMEWORK - MAKEUP WORK

Assignments should be realistic, but long-term assignments may not be practical for many elementary pupils. The amount of time spent and type of homework will vary with individuals depending on their needs and work habits. Large amounts of homework should not be necessary unless a child is not completing his work in the classroom.

Students should have the opportunity to make up assignments given while the child was absent. If the teacher knows in advance that a child will be absent, assignments may be made prior to the absence.

ATTENDANCE POLICIES

It is imperative that elementary students attend school every day unless they are ill or otherwise excused. Many activities at this level are hands-on and performance based. Skills learned during these times cannot be sent home or completed in worksheet form.

When a student is going to be absent, parents should contact the school office to verify the child's absence. Phone calls will be made daily from the school office if we haven't heard from parents. Any student who is absent from school for excessive days and parents make no contact with the school, or they do not provide a verifiable reason for the absences, they will receive a phone call from the building administrator. The teacher, or the counselor and/or the building administrator will call home after 5, 10 and 15 days of absence to stress the importance of attendance. A letter will be sent home during this time. The Children's Division may be contacted after 20 days of absences. The school resource officer will also be contacted to evaluate the case and may forward to the prosecuting attorney's office to review for possible criminal prosecution.

A perfect attendance award is given to all students who are in attendance every day of school. To achieve this award, students must arrive on time each morning and stay until the bell rings at the end of the day. Perfect attendance is required until the time the award is presented. Parents must accompany their child for late check-in or early check-out.

ALL-DAY CHILD CARE:

ALL-DAY CHILD CARE **WILL NOT** BE PROVIDED AT THE UPPER ELEMENTARY ON SCHOOL HOLIDAYS, HALF DAY DISMISSALS OR SNOW DAYS.

BAND

Band is part of the 6th grade schedule for students who choose to participate. There are specific times when students can add or drop band. During the 1st week of school, at the end of 1st qtr. & 2nd qtr. (1st sem.) students may add or drop band. After 1st sem. students will not be allowed to add band but they may still drop band. Students who drop band will take a study skills class. Once a change has been made in the schedule that is final for the remainder of the school year. Grades in core subject areas must be maintained at a "C" average in order to stay in Band, those who do not maintain their grades will be pulled from Band and placed in a study skills class.

BEFORE/AFTER SCHOOL CHILD CARE

We have both before and after school child care for school age children. It is operated by a certified teacher. Information concerning childcare may be obtained by calling the office.

The Before School Programs operate in all three elementary schools. The After School Program operates only at the Upper Elementary. Students attending the After School Program will be shuttled from the Primary and Elementary School and will go directly to the gym after school.

The price for the morning sessions at all elementaries is \$1.00 per day. The charge is \$5.00 per day for the afternoon session. The morning programs operate from 7:00-8:20 a.m. The afternoon program operates from 3:45-6:00 p.m. Grade cards will be held for any outstanding charges from Before/Afterschool childcare. Afterschool care will be available for the one-hour early dismissal days scheduled for each Friday.

In the event that the district would implement a “two hour late start” for inclement weather, the Before School programs would be in session beginning at 7:00 AM.

BIRTHDAY PARTIES

Birthday parties are not permitted during class time because of the number of students involved in each class.

With prior permission from the teacher, parents may bring cupcakes or some other appropriate, purchased refreshment to the class in honor of a child's birthday. The children may have refreshments during snack or recess time.

BREAKFAST, LUNCH AND MILK FOR STUDENTS

The elementary schools have a computerized lunch program. A debit card is used each time they eat breakfast, lunch or drink afternoon milk. Parents are encouraged to send larger amounts of money and pay less often. The computer will keep track of all deposits received and meals or milk issued. Please send all money in a sealed envelope with the student's name, teacher's name and amount enclosed.

Free or reduced price meals are available for those students in need of such services who meet the requirements set forth by the State of Missouri. There is a charge for afternoon milk (grades PreK, K-1) even though the child has been approved for free or reduced meals. In order to receive afternoon snack milk a deposit needs to be made into their account, and the account needs to maintain a positive balance. Contact the school office for further information.

Payment should be prompt. Alternative lunches will be served if accounts reach more than a negative \$5.00.

Our campus allows parents to bring their child a special lunch from a restaurant; however, if you plan to eat with your child you need to go to the designated area with your child.

BRINGING ANIMALS TO SCHOOL (See Board Policy ECG)

Without prior approval, animals should not be brought to school. Students should be encouraged to avoid confinement of wild creatures.

BULLY PROOF PROGRAM

The Elementary Schools have implemented a Bully Proof Program. Information is provided to students through the building counselor and implemented by all faculty and staff in accordance with Board Policy JFCF.

BUS RULES FOR PUPILS

The following regulations govern our children's behavior on the school buses. The children will also receive a copy of the rules from the Driver. Also see "Acts of School Violence'.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in roadway while waiting for the bus.

4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
6. Pupils must keep head and arms inside the bus windows.
7. Pupils must stay seated while the bus is in motion.
8. Students must observe directions of the driver and supervisory personnel when leaving the bus. When crossing in front of the bus, students must walk in front of the extended crossing arm to be seen by the Driver and cross only when the driver signals it is safe.
9. Any damage to bus should be reported at once to the driver.
10. Students must get off the bus at their regular boarding place unless the driver and Principal receive a note or call from parents.
11. No profane or loud language to be allowed.
12. No fighting or scuffling allowed.
13. Students must keep their hands off others.
14. Water, snow or ice shall not be permitted on bus.
15. No objects should be thrown, flipped or shot on bus at any time.
16. Students cannot save seats for others.
17. No animals to be brought on bus.
18. No weapons shall be permitted on school bus.
19. Students may be assigned seats by the bus driver.
20. No food is to be eaten on bus.
21. No drinks are to be consumed on bus.
22. No radios, stereos, CD players, etc., are to be brought on the bus. (Headphones are acceptable)
23. No solicitation (fund-raising, etc.) is allowed on the bus.
24. All backpacks, carry-on bags, etc., must be carried in front or behind when loading and unloading - NOT ON THE SHOULDERS. Backpacks and/or bags must be kept out of the bus aisle at all times.
25. No balloons allowed on the bus.
26. No large floral arrangements or arrangements in glass containers allowed on the bus.

BUS MISCONDUCT

Students who misbehave on the bus will be sent to the building principal. The first infraction will result in a verbal warning. After the second incident, a letter will be sent home to the parents. Following the third incident, a child will be suspended from riding the bus for 3 days, 4th – 6 days, 5th – 10 days, 6th - off for the remainder of the year.

Serious incidents which occur on the bus will be handled in accordance with our Board Policy Discipline Plan.

CAFETERIA RULES

1. Students must have permission to leave seat.
2. Quiet conversation is required.
3. Good table manners must be observed. (These include: no standing, no reaching, no yelling, holding a fork correctly, using "please" and "thank you.")
4. Please do not bring liquids in glass jars.

CALENDAR

A yearly calendar is available on our district web site: www.logrog.net

CHILD ACCESS POLICY – Board Policy JEDB

The Logan-Rogersville R-VIII School District requires that an *ex parte* order or a divorce decree be on file in the office of their child's attendance center before a parent can be denied access to his/her child.

Parents not granted custody or under an *ex parte order* may contact the principal or counselor for an update on their child's progress.

In custody disagreements we will follow court orders to the letter. The District Resource Officer will be called if there is a problem. Occasionally there will be a marital dispute and a parent will ask the school not to let the other parent see the child. This is impossible without a court order. In this case, we will call the parent to say the contact is being made.

CLASS INTERRUPTIONS

Class interruptions should be kept to a minimum. All visitors should stop in the office before proceeding to the classroom. Pamphlets, notes, flowers, etc., will be handed out just before school is dismissed to protect instructional time. Flowers with glass vases and balloons will need to be picked up at the end of the day, they will not be allowed on the bus. Messages may be taken for students and they can return calls at recess time. In the case of an emergency, students will be called from class to take the call.

CLASS PLACEMENT OF PUPILS

Initial class assignments are made on a heterogeneous, self-contained basis in most instances. The office places the students during the last two weeks of school. If you have questions or concerns about your child's placement, please call the principal before May 1.

New students are placed with the purpose of maintaining even classroom enrollment. When each room has the same number of students, placement will be alternated.

COLLECTING MONIES

Teachers will be asked to collect lunch and milk envelopes, and school picture money. The balance will be collected in the school office.

The office does not collect money for organizations such as Boy Scouts, Girl Scouts, etc. The leaders of these organizations must make other arrangements for the collection of this money.

Teachers may collect money for book clubs if they wish.

DAMAGE TO SCHOOL PROPERTY OR LOSS OF SCHOOL MATERIALS

The student shall replace any property taken, lost, or damaged. They will be expected to pay a replacement price on lost books and the full price on other items that must be replaced. Parents will be notified when their child is expected to replace school property.

DANGEROUS WEAPONS IN THE SCHOOL-School Board Policy JFCJ

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in Board of Education policy JFCJ on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified by the Superintendent.

DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER

The LR School District has implemented an automated phone message system. This automatically contacts parents when an emergency occurs. The superintendent contacts local radio and television stations so the information is broadcast publicly.

At Open House, parents will receive an inclement weather early dismissal form, which should be completed and returned to the classroom teacher detailing the arrangements parents have made for the student due to bad weather. These forms should be updated as necessary.

School may be cancelled for the entire day, or a 2 hour late start may be implemented, or buses may run on snow routes only. Please listen carefully to the Alert Now message that you receive for full details.

DISCIPLINE PLAN - School Board Policy JG-R

DRESS CODE FOR STUDENTS-School Board Policy JFCA

Appropriate dress is required. Obscene or disruptive clothing will be addressed in an individual manner. Occasionally, children ask for "dress-up" days. The teacher will officially set these days.

ELEMENTARY SCHOOL CURRICULUM

This information can be found on our district website: www.logrog.net

EMERGENCY PLAN - Board Policies EBC & EBC-API

These plans are posted in every classroom and practiced regularly.

FIELD TRIPS

When field trips are taken, only teachers and students will ride the bus. Siblings are encouraged not to attend school field trips. Any expenses other than the cost of transportation (admission charges, food, etc.) will be borne by the students. Permission slips will not be sent on each trip. The enrollment card has a section that each parent should have signed at the time of enrollment and/or the form sent home with students at the beginning of the school year. All students are required to ride the bus to and from every school-sponsored field trip, unless the parent or guardian has signed them out from the teacher. Any child leaving early during a regular school day, including track and field day will be counted absent for that part of the day.

FUNDRAISERS

We have fundraisers only in special circumstances. The library has a book sale for the convenience of our patrons and students. The PTA also raises funds for special needs of our school.

GRADING SCALE

K-5th grades will use a Standards Based Grading system.

The 6th grade scale will be as follows:

100-95 A	87-83 B	77-73 C	67-63 D
94-90 A-	82-80 B-	72-70 C-	62-60 D-
89-88 B+	79-78 C+	69-68 D+	59-0 F

Art, Music, PE, Computer, Study Skills:

100-60 Pass 59 and below Fail

Sixth Grade Advisory (Wildcat Time): 6th grade students will meet with an assigned advisor each Monday before lunch. The purpose of Wildcat Time is to support students in successful completion of 6th grade expectations and coursework. Tuesday-Thursday students will be assigned intervention assistance if struggling in specific classes or be assigned incentive time if student is meeting or exceeding 6th grade expectations/coursework.

HAZARDOUS MATERIALS-School Board Policy EBAB

The Logan-Rogersville School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) as stated in the board policy.

HEAD LICE

Students who are found to have head lice will be suspended from school, and from riding the bus until they have received approval from the school nurse to return to school.

HOMEBOUND TEACHING

Homebound teaching is available to students who are unable to attend classes for medical reasons. A form has to be filled out by the doctor stating the necessary leave of absence.

ILLNESS OF PUPILS

Students who become ill during the school day will be removed from the classroom. The child will be placed in the nurse's room until parents can be notified and the child taken home. Secretaries will assist in parental notification. It is important that emergency telephone numbers are on the enrollment card so parents can be reached at all times. Students who go home sick from school, or have been absent on program or extracurricular activity days, may not participate in a program or activity that same night. To return to school or participate in parties, programs, etc., students must be free of fever or any other symptoms for at least 24 hours.

IMMUNIZATIONS

(See Admission to School)

INSURANCE FOR PUPILS

Accident insurance is made available to all students in our school system. Parents should mail these forms to the insurance company.

INTERROGATIONS, INTERVIEWS AND SEARCHES (Board Policy JFG)

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law.

Representatives of the Children's Division may meet with students on campus. They may find it necessary to interview students during the school day or during periods of extracurricular activities when an emergency situation exists or when interviewing in the home setting would be inappropriate. The CD worker will contact the school principal or designee prior to coming to the school to arrange the interview, when possible. The worker may be accompanied by a law enforcement officer when the report alleges sexual abuse or serious physical abuse. The principal will verify and record the identity of the CD staff person, who will explain the need to question or interview the student at school.

INTRUDER POLICY

All staff members have received emergency training to deal with this crisis situation. Our intruder policy is not public information, but it is available and reviewed yearly by all school employees.

JUVENILE CRIME

Missouri State Law, SS SCS HB 174, HCS 325 and HCS 326, contains the following provisions concerning juvenile crime:

Prosecution of Children as Adults

1. Children who are between the ages of 12 and 17 can be prosecuted as adults for felony offenses, as determined by the juvenile court findings, based on the seriousness of the offense;

protection of the community; whether the child will benefit from treatment in the juvenile system; and the child's record, maturity, and age.

2. The court is required to have a certification hearing if the child is alleged to have committed first or second degree murder, first degree assault, forcible rape, forcible sodomy, first degree robbery, distribution of drugs or has committed two or more prior unrelated felony offenses.
3. Children previously certified to be prosecuted as adults can be prosecuted as adults for subsequent offenses without another certification hearing in certain cases.
4. Racial disparity in certification is added as criteria for court consideration in determining juvenile adult certification.

Juvenile Court Records

1. The juvenile court officer, in cases where the child has committed an offense that would be a crime if committed by an adult, is allowed to share the juvenile record with the victim, witnesses, school officials, prosecutors, persons having legal control of the child, or persons who may be treating the child.
2. The juvenile court officer, in cases where the child has committed an offense that would be a felony if committed by an adult, is allowed to share non-identifying information with the public.
3. The record of the proceedings in juvenile court are made public if the child has been accused of an offense which, if committed by an adult, would be a class A or B felony, or a class C felony, if the child has a prior adjudication of two or more unrelated acts which would be classified as A, B, or C felonies.
4. Prosecutors are allowed to access records related to offenses committed by children where a certification petition has been filed.

In accordance with the Safe Schools Act, notification to the school by the juvenile court is required orally or in writing within five days of the filing of a petition for any of the following acts: 1st & 2nd degree murder, kidnapping, 1st & 2nd degree assault, forcible rape, forcible sodomy, burglary 1st, robbery 1st, distribution of drugs, distribution of drugs to a minor, arson 1st, voluntary and involuntary manslaughter, sexual assault, felonious restraint, 1st degree property damage, possession of a weapon.

If notification is made orally, written notification must follow. Notification is to include a complete description of the conduct including the dates and times.

Superintendents or their designee are to report the above information to teachers and other school personnel on a need to know basis. Upon suspension for more than ten days or expulsion, the district is to notify the juvenile court when a child is under their jurisdiction.

LIBRARY

The elementary libraries are computerized and each student is furnished an ID card for checking out books. All libraries will be open to the students at all times. A class visit schedule is maintained. Books may be borrowed for one or two weeks. It is suggested that one book for kindergarten and two books for grades 1-6 be checked out. If the book is read in less than a week, it should be returned and another checked out. This will provide a wider circulation for our supply of books. Students will be expected to replace a lost or damaged book.

LOCKERS

Lockers are issued to 6th grade students at the beginning of the school year. Students are responsible for keeping their locker clean both inside and outside. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office. Students are cautioned not to keep money or other valuables in their lockers. Combination locks are NOT to be used, and no decorations will be allowed on the outside of the locker. Lockers may be subject to search at the discretion of school officials.

LOST AND FOUND

Lost and found items are kept in a special receptacle bin at each school. Children should be encouraged to check there if they have lost anything. Small items such as rings, bracelets, and earrings will be kept in the office. All unclaimed articles in good condition will be given to charity at the end of the school year.

LUNCHTIME

The menus are published on the district web site: logrog.net

PRIMARY LUNCH

K - 11:40 - 12:15

1st - 12:05 - 12:40

ELEMENTARY LUNCH

2ND - 11:35-12:05

3RD - 12:00-12:30

UPPER LUNCH

4TH - 11:55-12:25

5TH - 11:50-12:20

6TH - 12:29-12:54

Fri 6th - 12:31-12:56

MEDICATION-School Board Policy JHCD

If a student is to take medicine at school, the parent should complete a "permission to dispense" form and bring a supply of medicine and the form to the nurse. The nurse will then have the responsibility of overseeing the taking of the medicine. Medication will not be administered to students without a completed permission form.

The administration of medications is the nurse's responsibility. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who

are trained by the nurse to administer medication. However, the school district retains the right to reject any request for the administration of medicine.

The school does not stock or supply medication for headaches or fever. If your child suffers from headaches, please send a supply of medication to the nurse with a completed permission form.

NOTES OR NEWSLETTERS

School information will be sent regularly to our parents. School news is also posted on our district web site: www.logrog.net

OBSCENITY

Obscene language is forbidden. An attempt will be made to correct improper language before involving parents. The counselor and principal are available to assist with repeat offenders.

OPEN HOUSE

Open House will be scheduled before the school year starts. Please remember that this is not an appropriate time for a conference with your child's new teacher. If you have important issues that need to be addressed prior to the start of school, please contact the teacher and set up a separate time to discuss these issues.

PARENT-TEACHER CONFERENCES

Parents will have an opportunity to sign up for parent-teacher conferences through Sign Up Genius. Classroom teachers will send this link to all parents in early September.

PARKING LOTS

There are designated parking spaces for visitors at all elementary buildings. **Please do not use the bus lanes during school hours and do not block any driveway.**

PARTIES

PTA schedules parties throughout the year for students in grades Pre-K through 5. Sixth grade does not have parties.

Room mothers usually help with the refreshments for the parties.

If school is dismissed on a day a party is scheduled, the party will be held on the day school is resumed.

PHONE CALLS FOR STUDENTS

Messages may be taken for students and they can return calls at recess time. In the case of an emergency, students will be called from class to take the call.

PLAYGROUND RULES

1. All playground equipment should be used as designed.
2. No climbing on anything that is not playground equipment.
3. Touch football only.
4. No baseballs to be allowed on playground.

5. No tripping, shoving, or fighting.
6. No throwing of objects other than balls or items designed to be thrown.
7. Do not leave playground to cross a street unless supervisor is present.
8. Do not enter lagoon area unless supervisor is present.
9. Children must ask permission to return to building.
10. Children should remain on blacktop area when it is muddy.
11. Swings are not to be thrown over the bar or chains twisted. No jumping out of the swings.
12. One person at a time on the rock climbing.
13. Playground supervisors shall disperse on the playground.
14. Stay off parking areas.
15. Supervisors should use common sense and not allow any activity in which children may be hurt.
16. All children should enter the building quietly.
17. If they are properly dressed, children will go outside unless it is raining or in cases of extremely cold temperatures.

PTA

We have an active PTA, which provides a link between the school and parents. We encourage parents to attend all meetings. The PTA sponsors various fundraisers during the year. A magazine fundraiser in the fall is the chief source of income. A variety of events are also held during the year.

READING POLICY

Senate Bill 319 is a law that requires students not be promoted to the fifth grade level unless they have at least a third grade reading level. Students with Individual Education Plans (IEPs) are exempt from this requirement. Students who do not meet these standards will also be required to attend summer school. Visit the Missouri Department of Elementary and Secondary Education website for more clarification of this law.

In an effort to be compliant with this law, Logan Rogersville R-VIII School District has set guidelines, which will be applied when making the decision to retain or promote a student based on the reading level of that student. These guidelines apply to the law mentioned above and are not meant to imply that reading level will be the only factor when retention is considered. Board Policy IKE is already in place and outlines procedures to follow in other decisions regarding student promotion or retention.

REPORTING TO PARENTS

Report cards are sent home on a quarterly basis. In addition, parent-teacher conferences are scheduled for all students at the end of the first quarter. Additional conferences may be arranged by

teacher or parental request. Grade cards may be withheld if there are unpaid bills. Teachers usually send home the hours that they will be available for phone calls at school.

RIDING BICYCLES OR WALKING TO SCHOOL (Upper Elementary)

Students may walk or ride bicycles to school with parental permission. Upon arrival, bicycles should immediately be placed at the bicycle rack.

Students arriving before the designated times will be sent to Before School.

All safety rules should be obeyed by students riding bicycles or walking to and from school. If these are abused, the parents will be notified.

SCHOOL HANDBOOK

The student/parent handbook can be found on line at www.logrog.net. A copy is also in the school office and library.

SCHOOL PICTURES

Individual pictures are made each year in the fall and spring. Notes will be sent out telling the date and time.

Fall pictures will be taken on a prepaid basis. Spring pictures are taken, and then the packet is sent home to be previewed before payment is required.

SMOKE-FREE SCHOOL

The Logan-Rogersville R-VIII School District is smoke free. The use of all tobacco products is prohibited.

STUDENTS BRINGING VISITORS TO SCHOOL

Students will not be allowed to bring visitors to school (cousins on vacation, etc.) Visitors will be reported to the office and parents will be contacted.

STUDENT HEALTH SERVICES AND REQUIREMENTS - School Board Policy JHC

The Board of Education will provide for the health and physical well being of students through the establishment of a district wide student health services program in the school district. 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.

Screening tests for vision, hearing, scoliosis, lice, dental, height, weight and other health-related conditions are done as necessary. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

SUBSTANCE ABUSE POLICY FOR STUDENTS-School Board Policy JFCH

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Suspicion of drug abuse by any student should be reported to the principal or counselor. In accordance with the Safe Schools Act, it is unlawful to possess or sell certain types of ephedrine or salts and optical

isomers with the intent to manufacture methamphetamine AND no student shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while:

1. On school grounds before, during, and immediately after school hours; or
2. On school grounds at any other time while the school is being used by any school group, or a Board-approved group; or
3. At any school activity, function, or event off the school grounds.

Any student caught in violation of this policy will be suspended, and any student caught selling harmful drugs or narcotics on school property will be expelled from school.

Misuse or distribution of prescription or “over the counter” drugs may warrant the same punishment as illegal drugs.

Parents and law enforcement authorities shall be notified in all cases of non prescription drug possession.

The proper use of any drug authorized by a medical prescription from a registered physician shall not be considered a violation of this policy.

SUSPENSION AND EXPULSION OF STUDENTS-School Board Policy JGD

Missouri State Law, *SS SCS HB 174*, HCS 325 and HCS 326, allows school districts to suspend pupils from school based on a finding that a student has been charged or convicted as an adult of a felony. The school district allows suspension for a period not exceeding 180 days.

In addition, the board of education authorizes the superintendent of schools to suspend students for severe offenses for not more than one hundred eighty (180) school days and the principals of schools to suspend students for not more than ten (10) calendar days. Suspension can only occur after:

1. The student has been given oral or written notice of the charges against him or her.
2. The student has been given an opportunity to present his or her version of the incident.
3. The student who has denied the charges has been given an oral or written explanation of the facts forming the basis of the charge.

Any suspension by a principal shall be reported immediately to the superintendent, who may revoke the suspension at any time.

TARDINESS

Direct instruction is generally provided to elementary students at the beginning of every day. If a child is habitually tardy, this could be devastating to the student learning process. Parents will receive a letter if excessive tardiness is observed. At the Upper Elementary, Thursday school will be assigned after receiving six tardies per quarter.

TECHNOLOGY USAGE POLICY-School Board Policy EHB

Parents and students are required to sign this policy before using district technology. A copy of our Technology Policy is located on the district website.

TELEPHONE USAGE

Cell phones are not allowed in school for student use. Student cell phones used during school hours will be taken to the office. On the first offense, the phone will be sent home with the student at the end of the day. The second offense will result in parents needing to come to the office to pick it up.

THURSDAY SCHOOL

The Upper Elementary implements a Thursday School, which runs from 3:45 – 6:00. The purpose for this will be due to excessive tardies, incomplete schoolwork, or other infractions set by the building principal.

USE OF SCHOOL BUILDINGS

The use of the school plant by any individual or group shall be under the direction of the superintendent or building principal. A Facility Usage Agreement must be in place before an event can occur.

- a. All groups must have the approval of the superintendent or building principal as to the date and hour.
- b. All charges made are for the purpose of defraying expenses incurred because of the use of the buildings.
- c. One person shall be responsible for the proper use and care of the building.

VISITOR TO DISTRICT PROPERTY/EVENTS- POLICY KK:

All visitors during the regular school day will sign in and get a visitor's badge at the office. Visitors will state the nature of their business and with whom they need to talk. It may be necessary that the building administrator request that the parent or person schedule an appointment at a different time to conduct business. Visitors will not be allowed to loiter on the campus or in the buildings.

If it is known that a parent or potential visitor is a registered sex offender, the district will adhere to **Board Policy KK**

Students are not permitted to have visitors during the school day. Exceptions may be made by the building administrator.

Persons who the administration feels will disturb or hinder school activities and the instructional process will not be allowed into the building. Visitors approved to visit the school, who cause a disturbance, and who will not leave the school premises upon request, will cause the building administrator to refer charges to the proper legal authorities.

Using the school as a site for noncustodial parent/child visitation is not allowed. The building administrator may deny the noncustodial parent any contact with child for any reason without the approval of the custodial parent or legal guardian.

All guest speakers must be approved in advance by the building administrator. The building administrator may ask for the speaker's credentials, the topic, and the nature of the presentation.

VOLUNTEERING AT SCHOOL

~~Volunteers are always welcome and appreciated. Parents may volunteer in their own child's classroom only when the teacher requests assistance. Parents who wish to volunteer in some capacity should contact the PTA for available placements.~~

WATCH D.O.G.S.

Dads who are interested in serving as a school volunteer may fill out appropriate paperwork, including a background check. Sign-up for dates is available at Open House.

WELLNESS PROGRAM

Our school has adopted a Wellness Program. Guidelines will be distributed at the beginning of school.

YEARBOOKS

In the spring of each year yearbooks may be purchased. Notes will be sent home from the yearbook company concerning the price. Yearbooks are to be purchased directly from the company, either on-line, or by mailing them a check. The school does not handle yearbook money. The yearbook will be delivered in the spring. Only elementary classes and activities will be in the yearbook.



Logan-Rogersville R-VIII
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8/11/16

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires each local education agency (LEA) to provide parents and eligible students' effective notice of their rights under FERPA pertaining to directory information on an annual basis. This notice serves to provide the required annual notification to parents and eligible students regarding their rights under FERPA pertaining to directory information.

FERPA requires that the Logan-Rogersville R-VIII School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Logan-Rogersville R-VIII School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Logan-Rogersville R-VIII School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Logan-Rogersville R-VIII School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing within ten (10) school days after the release date of this notice. The Logan-Rogersville R-VIII School District has designated the following information as directory information:

- Student's name, Parent's name
- Grade level
- Participation in school-based activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Artwork or coursework displayed by the district
- Most recent educational agency or institution attended
- 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.
- Student's and parent's address (limited directory information per Board Policy JO)
- Student's and parent's telephone number (limited directory information per Board Policy JO)
- Student's and parent's email address (limited directory information per Board Policy JO)



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Notification of Rights for Elementary and Secondary Schools under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) require each local education agency (LEA) to provide parents and eligible students' effective notice of their rights under FERPA on an annual basis. This notice serves to provide the required annual notification to parents and eligible students regarding their rights under FERPA.

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identified information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; or a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to the officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**



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Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires each local education agency (LEA) to provide parents and students effective notice of their rights under PPRA on an annual basis after any substantive change in district policy relating to PPRA. This notice serves to provide the required annual notification to parents and students regarding their rights under PPRA.

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of A student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Logan-Rogersville R-VIII School District has developed and adopted these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Logan-Rogersville R-VIII School District will also directly notify, through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Logan-Rogersville R-VIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.



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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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Logan-Rogersville R-VIII 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, intellectual disability, 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 Logan-Rogersville R-VIII 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 Logan-Rogersville R-VIII 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 Logan-Rogersville R-VIII 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 at the Logan-Rogersville Central Office Monday-Friday from 8:00 a.m. to 4:00 p.m.

This notice will be provided in native languages as appropriate.

LOGAN-ROGERSVILLE R-VIII SCHOOL DISTRICT
PUBLIC NOTICE OF ADA/SECTION 504 REQUIREMENTS

The Logan-Rogersville R-VIII School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Logan-Rogersville R-VIII School District does not discriminate on the basis of disability in its hiring or employment practices.

This Notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act of 1973 was designed to protect the rights of individuals with disabilities. For further information regarding procedures, contact the office listed below.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Logan-Rogersville R-VIII School District's designated ADA Compliance Coordinator.

Kevin McComas
Director of Special Services
Logan-Rogersville R-VIII School District
100 E. Front St.
Rogersville, MO 65742
Phone: (417) 753-2891
Days/Hours available: Monday through Friday
8:00 a.m. to 4:00 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of Logan-Rogersville R-VIII School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice will be provided in native languages as appropriate.