

BRECKENRIDGE ELEMENTARY SCHOOL
2021-2022
STUDENT HANDBOOK



“HOME OF THE BULLDOGS”

MEMBER: CLAA CONFERENCE

SCHOOL COLORS: BLUE AND WHITE

TRADITION

PRIDE

EXCELLENCE

MR. BRENT SKINNER
SUPERINTENDENT OF SCHOOLS

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PRINCIPAL

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Important Phone Numbers

Breckenridge Elementary Office.....	644-5715
Breckenridge Jr. High School/High School Office	644-5715
Director of Federal Programs.....	644-5715

Breckenridge R-I School District
2021-2022
School Calendar

New Staff Orientation	August 18, 2021
Teacher Work Day	August 23, 2021
Teacher Work Day	August 24, 2021
First Day of School	August 25, 2021
Labor Day (No School)	September 6, 2021
In-Service (No School)	September 13, 2021
Teacher In-Service (No School)	October 1, 2021
Parent Teacher Conf. (Early Dismissal)	October 28, 2021
No School	October 29, 2021
Teacher In-Service (No School)	November 5, 2021
CLAA Choral Clinic (Early Dismissal)	November 8, 2021
Thanksgiving Break	November 24-26, 2021
Teacher In-Service (No School)	December 3, 2021
Dismiss Early	December 21, 2021
Christmas Break	December 22, 2021
Teacher Work Day	Through January 3, 2022
	January 3, 2022
School Resumes	January 4, 2022
MLK Holiday	January 17, 2022
Teacher In-Service (No School)	February 4, 2022
CLAA Band Clinic (Dismiss Early)	February 14, 2022
Presidents Day	February 21, 2022
Teacher In-Service (No School)	March 7, 2022
Parent Teacher Conf. (Early Dismissal)	March 24, 2022
No School	March 25, 2022
Dismiss Early	April 14, 2022
No School Easter Break	April 15-18, 2022
Graduation	May 8, 2022 3:00 PM
Last Day (Early Dismissal)	May 20, 2022

BRECKENRIDGE R-I ATTENDANCE POLICY

The following rules, regulations and procedures shall apply to student attendance at Breckenridge Elementary:

Attendance is the responsibility of the student and parent.

1. Absences will be classified as "excused" or "unexcused". Excused absences allow students to make up assignments and tests as long as the makeup policy of **2 days per day of absence** is followed. **Unexcused absences result in zeros for all class work and tests. Unexcused absences** include but are not limited to the following:
 - a. Any absence when parent verification has not been received
 - b. Truancy
 - c. Out-of-school suspension (O.S.S.)
 - d. Absence (after six days) not covered by a doctor's note, etc.
 - e. Unexcused tardies
2. Students are eligible to make up all class work as long as the absence is **excused** and the student complies with the makeup policy.
3. Certain absences are excused regardless of the number of absences:
 - a. Hospitalization
 - b. Doctor's excuses
 - c. School sponsored activities for which the student has been properly pre-excused
 - d. Absences due to the failure of a school bus to make its regular run
 - e. Religious observance
 - f. Any other absence must be cleared through building principal.

Attendance letters will be mailed to parents, Caldwell County Prosecuting Attorney, and Caldwell County juvenile authorities after the 4th absence. **Letters are mailed regardless of the nature of the absence; excused and unexcused absences are included.**

A family vacation during the school year will require advance assignments, completion of those assignments during vacation time, and the turning in of those assignments upon the student's first day in attendance after the vacation. At least three (3) days notice must be received by the administration prior to the vacation so that teachers can be notified and assignments can be prepared. **It should be understood that days taken for family vacations count as part of the six (6) absences per semester.**

Educational travel may be used when a student has used his "Family Vacation" allotment. The request must come from a parent or guardian in advance. The educational benefits of travel must fit at least one of the following descriptors: 1) student will experience another language or culture, 2) student will observe significant natural scientific phenomena, 3) student will learn about one (1) or more locations of national or world historical significance, or 4) student will observe recognized works of art, scientific exhibits, or other noteworthy artifacts in a museum-like setting. Parents are responsible for providing information to the building principal to verify compliance with all requirements associated with educational travel. The location site(s) identified must be at least 300 miles from Breckenridge.

Students who are absent due to illness are not allowed to participate or attend school-sponsored extracurricular or evening activities.

EXCUSING STUDENTS FOR APPOINTMENTS

The school is responsible for students as soon as they arrive on the property. All students must be accounted for at all times. Students are required to check out and into the office when leaving the grounds or returning to school. No student will be allowed to leave the building without consent from a parent or guardian, preferably in writing. Students with permission are still required to go through the check out procedure. Students who leave for an appointment are still required to bring back dated proof of the appointment in writing. **It would be in the best interest of the student if all**

appointments were conducted after school hours. As stated previously, it is the legal responsibility of parents to make sure that their student(s) are at school. The school cannot condone nor excuse any absence that, for any length of time, takes away from the educational opportunity that is supplied to each student. Any student who does not check out, leaves without permission, or is not accounted for in the building will be truant and subject to disciplinary action.

In order to leave school you must:

1. Present a note written by your parents to the principal or secretary stating when and why the student needs to leave.
2. If a note is not presented a phone call from parents will be required.
3. **ONLY THE SECRETARY, PRINCIPAL, OR SUPERINTENDENT** can give you permission to leave. All students must be released by the secretary.
4. Even if a student has received permission to leave, the student absence may still be unexcused by the principal if it is an unjustified reason for leaving. In this situation, students will not be allowed to make-up any work that is missed.
5. Leaving school without **Permission to leave** will result in **disciplinary** action for truancy.

PROCEDURE FOR LEAVING SCHOOL

1. Parent/guardian reports to office.
2. Student reports to office with permission of classroom teacher.
3. Parent/guardian signs student out, leaves and may not return to school without following the re-admittance procedures.
4. If students are not being picked up by a parent/guardian, the office must have written or telephoned permission from a parent to go with someone else. No elementary student will be allowed to leave the building unless accompanied by an adult.
5. Any other guest who wishes to remove a child from school must have a note from the custodial parent/legal guardian. The custodial parent/legal guardian authorizing the dismissal of the child must make contact by phone with office personnel.

CHRONICALLY ABSENT STUDENTS

A chronically absent student is defined as one having 16 whole or partial days of absence in a school year or 6 whole or partial unexcused days of absence in a semester. The following guidelines will be used to address the problem of chronically absent students: 1) Requests for Family Vacation will not be approved, 2) parents will be notified in writing of their child's attendance problem and the possible consequences, and 3) letters will be sent to the Department of Family Services and to the Prosecuting Attorney notifying these offices of the chronic absences of the student.

DAILY SCHEDULE

ARRIVAL

1. All exterior doors to the building, except the front doors, will be kept locked for student safety. **The front doors will be unlocked at 7:45 a.m.**
2. Students will have the opportunity to eat breakfast between 7:45 a.m. and 8:05 a.m.

DISMISSAL TIME

3:05 p.m.

BUS STUDENTS

Students may exit the building through appropriate exits and go directly to their bus. No bus student should stop to purchase drinks prior to getting on the bus. Anyone who has a drink and enters a bus will have the drink confiscated.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag of the United States of America will be recited each morning. Students are **not** required to participate in the recitation of the Pledge of Allegiance.

EMERGENCY DISMISSAL

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over the following media stations: Cancellations will be broadcast on KCHI 103.9; KMZU 100.7 FM; KFEQ 92.7 FM; Channel 4, 5, and 9 in Kansas City. Reports in the morning will be between 6:00 - 7:30 a.m. If no report is heard, it can be assumed that school will be in session. Parents/guardians are responsible for listening to radio announcements. Individual parent calls may be made.

PARENTS/GUARDIANS AND GUESTS

1. Parents/guardians and guests are welcome to visit school at any time. **EVERYONE wishing to visit a classroom must report to the office upon arrival, sign-in, and state the purpose of the visit. A "Visitor Pass" will be issued to ensure the safety and care of our students.** This pass lets students and teachers know that people in our hallways are supposed to be there. Student-aged guests are not permitted to visit classrooms unless accompanied by an adult.

Visitors should be same age range as the student they are visiting school with

2. If a parent wishes to talk with a teacher, a mutually convenient time for a conference can be made through the office, or by calling the teacher directly after school. **Please refrain from calling teachers at home.**

CHANGE OF ADDRESS OR PHONE NUMBERS

1. For your child's safety and well-being, **please notify the school immediately if you have a change of address and/or phone number either at home or at work.**
2. Documentation of a change of address must be presented to the school office. Changes in address or telephone number may be sent with your child, but need to be on file in the office in case of illness or emergency.

STUDENT DRESS CODE

The purpose of the Breckenridge R-I School dress code is to ensure that all students are able to attend school in a safe and distraction-free environment. The school's intention is not to infringe on individual student rights, but rather encourage students to "dress for success" and to come to school prepared to participate in the learning process. The dress code is intended to provide guidelines for parents and students in selecting appropriate school attire. No dress code can possibly cover all eventualities. Therefore, teachers and administrators will weigh all factors and use their professional judgment regarding decisions of proper dress.

The dress code is to be maintained at all school activities, both home and away.

1. Hats, head coverings and sunglasses are not to be worn indoors. This does not apply to extra-curricular activities or special dress-up days.

2. No bare torso is allowed. All students, regardless of gender, must wear shirts that are either tucked in or extend below the top of the pants/skirts without being pulled down to meet this standard. Pants should be worn at or above the hip. "Sagging" is not allowed. At no time may undergarments or buttocks be visible.
3. Shorts, skirts or skorts must extend to mid-thigh or the fingertip while standing. Tight shorts, spandex or boxers will not be worn unless other shorts are worn over them.
4. Tears, rips, or precut holes in shirts or above the knees in jeans or shorts are not allowed.
5. Tank tops may not be worn in such a way as to expose an inappropriate amount of the body. (We are using the "two finger rule" as a general rule for strap width and the "palm rule" to determine appropriate necklines and underarms.)
6. Spaghetti straps, halter-tops, tube tops, backless shirts, single-strapped tops, "beaters", and see-through blouses/mesh shirts are not allowed. All items listed are appropriate at formal dances with the exception of see-through blouses.
7. No pajama pants or hats may be worn unless a spirit day asking for that type of clothing is approved by administration.
8. Clothing displaying alcohol, tobacco products, illegal drugs, drug paraphernalia, sexual content, violent or aggressive acts or having suggestive "double meaning" slogans are not allowed.
9. Inside school buildings students must refrain from wearing oversized or bulky coats/jackets that may conceal any item in violation of the student handbook. This includes trench coats or dusters. This does not apply to outdoor activities.
10. Students should wear footwear at all times; no wallet chains will be permitted.

Administration will deal with dress code offenders in the following ways:

Students may change into appropriate clothing they have at school or the office will provide them with appropriate attire. In all cases the articles in violation will be left in the office until the end of the school day.

If a student repeatedly offends, becomes defiant or insubordinate when asked to change clothing, disciplinary action will be taken. Students can refer to the district handbook for further explanation.

DISCIPLINE GUIDELINES

AFTER SCHOOL DETENTION

After-school detention MAY be scheduled from 3:05-4:00 p.m. on Monday and Wednesday. Detention will be assigned in increments of one-hour. Students who arrive late for assigned detention will be assigned additional detention time on another date. A student who fails to attend will be subject to additional detention time or suspension. **Students will receive appropriate credit for work completed during detention.**

IN-SCHOOL SUSPENSION

Students who are assigned one or more days of in-school suspension will remain in school, but will be assigned to a specific area in the building. This area will be away from the regular classroom and be supervised by a staff member at all times. The student will be expected to accomplish the daily work or tests which were assigned in the regular classroom for that day and submit the daily work or tests. The teacher will determine when work will be due. Student and supervisor guidelines will be available upon parent request.

OUT-OF-SCHOOL SUSPENSION

During out-of-school suspension students are not to attend school, classes, or any school activity. Students on school grounds while serving out-of-school suspension will be subject to further disciplinary action. **All grades, tests, and homework may NOT be made up.** Students are encouraged to request the lessons that will be missed because of the absence. Work completed and submitted to the teacher will be reviewed to ensure basic understanding of the concepts practiced.

BUS DISCIPLINE CODE

Offenses

- Disobedience/refusal to cooperate with driver
- Unacceptable/obscene language or gestures
- Throwing items of any kind in the bus or out the window
- Fighting or scuffling on the bus
- Destruction or defacing of school property
- Possessing or using tobacco on the bus
- Extending hands, arms, or head out windows
- Refusal to stay seated
- Discourteous or annoying to other students
- Tampering with the Emergency Exits
- Physically assaulting the bus driver or other personnel in any manner

Disciplinary action*

Riding the bus is a privilege and not a right. Students are expected to act responsibly and follow all directions and rules on the bus. Difficulties on the bus will not be tolerated as any conduct that takes the driver's attention from the road is a hazard to all riders and motorists. Students will be removed from the bus for increasing lengths of time up to and including for the remainder of the school year. While suspensions from the bus are not desired by the administration or parents, the safety of all riders is of the utmost importance and the primary consideration in disciplinary action.

****NOTE: Parent contact by phone or in person as well as bus conducts reports will be provided for each bus offense. Students are subject to action of the regular school discipline code as well as the above listed action***

STUDENT ACCOUNTABILITY

All Students attending Breckenridge R-I School District will be held accountable for their actions on school property and at school sponsored events. The failure of a student and parent/guardian to read the Student Handbook and sign the acknowledgement page will not prevent students from being held accountable for their behavior and receiving consequences listed below.

BRECKENRIDGE ELEMENTARY STARR PLEDGE

I am **S**afe

I **T**ry Hard

I **A**chieve

I am **R**espectful

I am **R**esponsible

I am, and always will be, a **STARR!**

STARR STUDENTS RIGHTS AND RESPONSIBILITIES

I have the Right to be safe and.....the Responsibility to act in a safe manner.

I have the Right to be my best andthe Responsibility to try hard to succeed.

I have the Right to achieve andthe Responsibility to allow others to achieve.

I have the Right to be respected and.....the Responsibility to respect others.
 I have the Right to make decisions and.....the Responsibility to face the consequences.

All children are expected to know and behave according to these 5 expectations. Each child will recite the STARR Pledge the first few weeks of school to the principal. Older students are then responsible for reciting the STARR Student Rights and Responsibilities.

STARR EXPECTATIONS

Classroom
 S *Walk at all times
 *Keep body to yourself
 T *Do your best
 *Keep trying
 A *Follow directions
 *Focus on the teacher
 R *Listen to others
 *Allow others to learn
 R *Encourage other
 *Complete your homework

Cafeteria
 S *Walk at all times
 *Keep body to yourself
 T *Use manners
 *Use a quiet voice
 A *Make healthy choices
 *Follow directions
 R *Listen carefully
 *Use polite language
 R *Eat promptly
 *Take care of trash

Bus
 S *Walk at all times
 *Keep body to yourself
 T *Let driver focus
 *Sit in your seat
 A *Follow directions
 *Use time wisely
 R *Listen to bus driver
 *Talk to others quietly
 R *Listen for bell
 *Cross in front of bus

Hallway
 S *Walk single file
 *Keep body to yourself
 T *Be where you should be
 *Focus on the teacher
 A *Greet others quietly
 *Allow others to learn
 R *Use a quiet voice
 *Do not touch displays
 R *Use a pass
 *Go directly to your assigned place

Playground
 S *Follow directions
 *Keep body to yourself
 T *Play fairly
 *Be a good sport
 A *Learn rules to games
 *Be a good friend
 R *Use school language
 *Take turns
 R *Line up promptly
 *Return equipment

Walkers
 S *Walk at all times
 *Keep body to yourself
 T *Walk directly home
 *Use the sidewalks
 A *Follow directions
 *Use crosswalks
 R *Be polite to crossing guard
 *Wait for traffic
 R *Take care of belongings
 *Help others stay safe

Bathroom
 S *Wash hands
 *Keep water in sink
 T *Keep bathroom clean
 *Keep your visit short
 A *Use manners
 *Use supplies carefully
 R *Use a quiet voice
 *Allow others privacy
 R *Flush
 *Return to class quickly

Assembly
 S *Cross legs
 *Keep body to yourself
 T *Listen to speaker
 *Be courteous
 A *Learn one new thing
 *Ask questions on topic
 R *Clap quietly
 *Use a quiet voice
 R *Focus on the program
 *Do not play with others

Office/Nurse
 S *Walk at all times
 *Keep body to yourself
 T *Wait your turn
 *Be courteous
 A *Follow directions
 *Explain your problem
 R *Listen to others
 *Be polite to others
 R *Use your pass
 *Return to class quickly

STUDENT STARR BEHAVIOR

Every child to make good behavior choices. If a child has difficulty behaving according to the STARR expectations, the following procedures are in place:

Safe Seat/Area is a quiet place in class for the student.

A **Think Plan** helps the student plan for better behavior choices.

A **Buddy Room** is a nearby classroom where the student completes a Think Plan before returning to class.

The **FOCUS (Focus on Changing and Understanding Self) Room** is a place where students plan for better behavior choices before returning to class.

OFFICE REFERRAL

The principal helps the student solve behavior problems. A record of the referral and consequence is on file. Depending on the circumstances, office referrals may result in suspension (in-school or out-of-school). Parents will be notified by all office referrals by phone, in-person, or by letter.

RE-ENTRY INTO THE CLASSROOM FOR STUDENTS WITH OFFICE REFERRALS

Parents will be informed of the office referral. All students who receive referrals must own the problem and develop a plan so this problem will not reoccur. Adults will be available to assist the student with the plan. Students will confer with a teacher before returning to the classroom.

SERIOUS BEHAVIOR

Students who have serious behavior that disrupts learning or is dangerous will be referred immediately and removed from the class to discuss and solve the problems.

REPEATED PROBLEMATIC BEHAVIOR

Students who have repeated problematic behavior that disrupts their learning (although not dangerous) will be referred, but not removed immediately.

CONSEQUENCES

The consequences for office referrals may be loss of recess, loss of privileges, time spent in the Think and Plan Room, In-School Suspension, Out-of-School Suspension, meeting with the teacher and parents, a Behavior Plan, and/or referral to a counseling group.

STUDENT DISCIPLINE CODE

Offenses are placed in "levels" according to the severity of the individual offenses. Each level has a designated minimum discipline. Once a student commits a "level" offense, the next offense on the same level will be disciplined on the next higher level, regardless if the same offense has occurred multiple times or various offenses on the same level have been committed once. For example, a student commits three offenses that are all on "Level 1" at different times. The first will require the student to serve one-half day of ISS, the second will require one day of ISS, and the third will require two days of ISS.

This discipline code is in effect for all students at all school activities. The punishments listed are minimum, and offenses may be punished more harshly if deemed necessary by the administration. **Offenses not listed will be disciplined on a case-by-case basis as deemed necessary by the administration.** Field trips, reward activities, and special activities are rewards for good behavior and homework completion. Students may lose those privileges when homework or behavior is inadequate.

Level 1 - 1/2 day ISS:

Truancy of less than a half day	Chronic food/ drink in hall
2 nd Dress Code Violation	Profanity
Possession of a disruptive device	Chronic non-compliance (procedures)
Littering	Parking Lot Violation
Disruption of Class	Misconduct
Public Displays of Affection	
In Halls without Hall Pass	
Refusal to do class work or not prepared to participate	
Lewd or obscene language, writing, literature, material or gestures	
2 nd confiscation of electronic devices	

Level 2 - 1 day ISS:

Cheating (Also results on zero for assignment/ test/ project)
Truancy of half day or more
Lying during an administrative investigation

Harassment (Student-Student and non-sexual in nature) to include wrestling, scuffling, verbal or written threats

Level 3 - 3 days ISS

Vandalism

Tobacco/Vape/or E Cigarettes use or possession

Inappropriate Language or Disrespectful Acts/ Attitude toward Staff

Fighting (When reasonable doubt exists as to the amount of involvement of an individual, the administration may absolve a student from complicity in the fight)

Level 4 - 1-5 days OSS

Gambling/Extortion

Indecent Exposure

Insubordination (Defiance) to staff

Hazing or Bullying

Level 5 - 10 days OSS (minimum)

Offensive or Obscene Gestures, Language, or threats used directly or indirectly towards a staff member

Theft

False alarm

Sexual Harassment of students by students

Physical, Written, or Vocal Aggression (threatening) toward staff

Disparaging remarks of a racial, ethnic, or religious nature

Level 6 - 45 days OSS (minimum)

Alcohol - Possession, Transmission, Use, or Under the Influence

Drugs - Possession, Transmission, Use, or Under the Influence (including paraphernalia)

First offense – 15 days OSS

Second offense – 45 days OSS

Third offense – 90 days OSS

**Note: Drug/Alcohol offenses are cumulative over six years of high school*

Arson

Assault on a student

Possession of Weapons (excluding firearms)

Level 7 - (Expulsion)

Possession of firearms (not including antique, non-functioning)

Drugs - Selling or Buying

Assault on staff

TARDINESS (not in classroom when bell rings) will be disciplined on a quarterly basis per offense.

2nd Tardy -- 1 Hour ISS

3rd Tardy -- ½ Day ISS

4th Tardy -- 1 Day ISS

5th Tardy -- 3 Days ISS

*Tardiness in excess of 5 days will be dealt with case by case.

*Excessive tardies will be reported the appropriate county juvenile office.

ADDITIONAL RULES

The administration reserves the right to take reasonable actions and to make rules and administer them as they may judge to be necessary to maintain general school discipline or for the educational benefit of the student and/or the student's schoolmates.

HARASSMENT (Policy 2130/Regulation 2130/Form 2130)

It is the policy of the Breckenridge R-I School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or take other appropriate action reasonably calculated to end the harassment/discrimination.

HAZING

Hazing of any kind will not be tolerated at Breckenridge R-I Schools.

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Nonstudents who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who

have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

Obligation to Students

- The coach will at all times place the safety, health, and well-being of the student athlete above any desire or pressure to win.
- The coach will maintain a professional relationship with student-athletes and must not, under any circumstances, develop a romantic or sexual relationship with any student-athlete.
- The coach will instill in the student-athletes the belief that participation in sports is a privilege and not a right. To obtain this privilege, the coach will instruct student athletes on how to represent the school with honor, dignity, and respect.
- The coach will not permit or condone hazing of any student-athletes on the team or any other school students.
- The coach will not use or consume any alcohol or tobacco products in the presence of student-athletes and will not permit or condone any student-athlete's use of alcohol or tobacco products.
- The coach will stress to student-athletes the importance of natural and healthy physical development. The coach must never recommend, encourage, permit, or condone the use of any illegal or banned performance enhancing substance.

Obligation to Officials, Parents, and Fans

- The coach will demonstrate proper sportsmanship when in contact with all officials, parents, and fans. The coach will be humble in victory and gracious in defeat.
- The coach will proactively seek the cooperation of parents and fans in maintaining the appropriate emphasis on sportsmanship.
- The coach will treat others equitably and require all student-athletes to do the same.

GENERAL INFORMATION

GUIDANCE SERVICES

Guidance services are available for every student in the school. The counselor has a scheduled period with each class weekly. In addition, assistance with student problems, help with home, school or social concerns is available for students in the elementary.

HONOR ROLL (Grades 3-5)

Each **quarter** an honor roll certificate will be awarded, and the honor roll student list will be published in the local media. The honor roll is based on letter grades for all subjects.

A Honor Roll:	No grade below A-
Principal's Honor Roll:	A 10.0 or above GPA and no grade below B-
Honor Roll:	A 8.0 or above GPA and no grade below B-

SNACK/PARTY TREATS

All snacks, treats, and drinks are to be purchased commercially, either prepackaged or from a bakery. Do not open packages. These snacks include all group snacks and drinks as well as special treats for birthdays, holidays, or any other time of the year for all grade levels and classrooms. In coordination with the Breckenridge R-I Health and Wellness Policy, parents are encouraged to bring healthy snacks and beverages for party treats.

GRADING SYSTEM EXPLANATION

A (4.00) 100-94	B (3.00) 84-87	C (2.00) 74-77	D (1.00) 64-67
A-(3.67) 90-93	B- (2.67) 80-83	C- (1.67) 70-73	D-(0.67) 60-63
B+(3.33) 88-90	C+(2.33) 78-80	D+(1.33) 68-70	F (0) 59 and Below

Special Education Students will be graded as follows and accordingly with IEPs:

- A - Outstanding progress in relation to student's ability.**
- B - Above average progress in relation to student's ability.**
- C - Normal progress in relation to student's ability.**
- D - Below average progress in relation to student's ability.**
- F - Failure - No effort and little or no progress**

LUNCH PROGRAM

Lunches may be paid for by the day, week or month. Each student should have cash or a separate check for his/her lunch money. **Checks must be for the amount of lunch only. All money received by check, will be credited to the student's lunch account only. Money for meals should be given to the secretary before school in the cafeteria.** If you have been approved for free/reduced lunches, the same application covers breakfast. If you want an application for free/reduced meals, please notify the elementary office.

If lunches are brought from home, milk may be purchased as well for 30 cents. The secretary also collects this money at meal times. Please make sure you give your child money for milk or juice which is separate from the lunch money. **Pop is not allowed during elementary lunch.**

NUISANCE ITEMS

Any item which causes a distraction in the classroom should be left at home. This includes cell phones, electronic devices, trading cards, etc. Roller blades, skateboards, and baseballs/softballs are dangerous toys, particularly when large numbers of children are present. All of the above should be left at home or are in jeopardy of confiscation. Parents will be contacted on the first offense and asked to come to school to pick up items. On the second occurrence, items will be kept in the principal's office for the remainder of the school year.

INFORMATION REQUESTS TO TEACHERS

If you need information from your child's teacher for evaluation purposes, please consider the time it takes a teacher to write reports, letters and other information for an individual student. We are always glad to help our students in any way we can, but we do ask you to allow one (1) to three (3) days for us to gather information you need to be sent or take with you. If requests arrive on the day the information is needed, instructional time must sometimes be taken to complete your request. All our students are important. Please help us conserve our instructional time.

MEDICAL CONCERNS

For the school to provide the safest environment possible for the children, we must be aware of **any medical or health problems** that a student may have. Parents will be asked to complete a yearly confidential "Student Medical Concerns" form. This form contains important health information about each student and also serves as a permission form for administration of non-aspirin medication. If at any time the School Nurse identifies a potential infectious condition in your child, your child may be excluded from school until treatment is sought in accordance with School Board policy.

ASTHMA

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration, metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. A copy of the directives of this act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration, medical history of the student's asthma, a written asthma action plan to address emergencies and a written authorization from the prescribing physician must be in place prior to the student self-administering medications. If parents do not want students to carry an inhaler, an inhaler may be left in the Health Office to be stored in case of an emergency. A physician's medication authorization and parent permission must be on file to administer the emergency inhaler.

HEAD LICE

Students in Grades **K-6** are screened at the beginning of school and randomly throughout the school year. If head lice are discovered on your child, you will be notified and your child will need to be picked up from school. Specific information will be given to you regarding treatment, removal of nits and follow-up procedures. Parents will need to accompany students returning to school for a head check after treatment. Students may only stay at school the next day after being screened (and lice or nits are found) by: 1) providing proof of treatment (box top lid, receipt, etc.) indicating that the lice treatment was performed, and 2) no presence of live lice or nits are found. Parents must continue to work on nit removal and re-treat their child in 7-10 days. Students will be re-examined again on or before 10 days. **Breckenridge R-I School District has a "NO NIT POLICY" which means that no student may return to school until ALL evidence of lice has been removed following the second check-up.** Parents should routinely check their child for lice infestation. If your child should be bothered with lice notify the school and treat your child with a pediculicide before returning them to school.

VISION

A vision screening is conducted on students in grades **K-6**, and on all new students and at teacher/parent requests. You will be notified of any deficiencies and should consult your eye doctor for a thorough eye examination. Your doctor should send a report back to the health office indicating findings. The school exam will not detect all eye problems, so if your child presents symptoms of eyestrain, redness, squinting, persistent headaches, etc. it would be advisable to have a professional eye examination. Children who wear glasses should be seen by their doctor each year or as often as the doctor recommends.

HEARING

A hearing test is conducted on students in grades **K-6** and all new students and teacher/parent requests. Those failing the screening procedure are re-tested in two weeks and those that fail this test are referred for evaluation by the family doctor.

DENTAL

Dental screenings are conducted each February for grades **K-6**. Permission forms are sent home with your child. If you do not want your child screened, the refusal form will need to be returned to school.

LIFE-THREATENING FOOD ALLERGIES

This is a policy mandated by the state that the school administration would like to be sure you are aware of.

Breckenridge R-I School District is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Breckenridge R-I School has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that

appropriate medical treatment is available in the case of an allergic reaction. The Breckenridge R-I School's aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the students and their parents. The school's policy is as follows:

- Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible.
- Based on information from the student's parents and doctor, the school nurse will develop a Food Allergy Health Plan which lists the student's food allergies, emergency treatment protocols and contact information. These health plans will be kept in the student's health file in the nurse's office. Copies will be distributed to food service personnel, classroom teachers of those students with food allergies, and other faculty/staff on a need to know basis. Plans will be updated yearly or as needed.
- Breckenridge R-I School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.

MEDICATIONS AT SCHOOL

If a student is required to take medication at school, the School Nurse, Health Clerk or trained designee will administer the medication in compliance with the School Board Policy. Parents or guardians must authorize the school personnel to give any medication. This authorization can be in the form of a note to the school acknowledging the parent's approval. The request shall state the name of the student, name of drug, dosage, route and frequency of administration. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription. If a medication is to be taken only one or two times per day, there should be no need for the school to administer the medication. The school will not administer the first dose of any medication. **STUDENTS ARE NOT TO CARRY MEDICATION WITH THEM AT SCHOOL!**

PRESCRIPTION DRUGS

The prescribed medication must be in the original container and labeled with the physician's prescription directions. Upon request, a pharmacist can provide an extra labeled bottle to use for medicine to be sent to school. The bottle should include the following information:

- A. Student's name
- B. Date of prescription
- C. Name of medication and specific instructions (dose, route & time to be given)
- D. Name of physician prescribing medication.

SHORT-TERM MEDICATIONS

A properly labeled prescription bottle will serve as an authorized physician's order to administer a short duration medication, such as an antibiotic. Parent authorization in the form of a note is required before the medication can be given.

EMERGENCY/LONG-TERM MEDICATION

Students with chronic or specific problems requiring medication for emergency or long-term use must have their medication properly labeled as listed above. Also, specific written instructions must be provided to the school in the form of an "Authorization for Medication" signed by the physician and

parent/guardian. This information must be provided with accompanying signature by the student's doctor when treatment is initiated and thereafter on an annual basis.

NONPRESCRIPTION DRUGS:

No over-the-counter medications including Natural, Herbal or Homeopathic medications will be given at school without a physician's order. The only exception is non-aspirin acetaminophen (Tylenol) and it will be given only with permission from the parent/guardian with a signed Student Medical Concerns form. If it is necessary for your child to take an over-the-counter medication at school, please contact the Health Office to get an Authorization for Medication or have your physician fax the School Nurse at 660-644-5715 with the medication order.

Non-aspirin products will be given only with written permission from the parent/guardian. Parents may sign a permission statement on the Student Medical Concerns form. This form is completed on a yearly basis. Students who request non-aspirin from the office will be monitored for excessive requests. Parents of students receiving non-aspirin products more than five times per month will be notified indicating the frequency and reasons furnished by the students so that possible problems or needed treatment can be assessed.

MATERIAL FOR DISTRIBUTION AT SCHOOL

School is an important place for elementary students. The school setting is the first place students make a serious commitment to themselves and others, and become responsible for themselves. Anything the school sends home, therefore, has great impact on impressionable, young minds. Material sent from the school has a greater weight for students receiving it than the same material would have if handed out from a different source. Because of this impact, anything distributed by the school must first be approved by the building principal. For-profit or commercial materials, or those which would advance a specific business interest will not be distributed by the school.

Local non-profit organizations not affiliated with a specific business or religious group may leave materials for school distribution according to the following guidelines.

The material must:

- 1) Be age appropriate.
- 2) Further a legitimate educational goal.
- 3) Be pre-sorted into appropriate numbers for classroom distribution. Copying, collating and counting are the responsibilities of the party distributing the materials
- 4) Require no additional teacher duties or time.
- 5) Be clearly marked for off campus collection/mailing.
- 6) Require no collection of money or other goods by school personnel.

PROMOTION AND RETENTION POLICY

The purpose of a promotion and retention policy is to assure that each student is assigned to an appropriate level of study. This assures that students will be able to experience success with the tasks given them. The curriculum is sequential and requires that minimum basic skills be completely mastered at one level before the next step can be attempted. Promotion or retention is based on this philosophy. A student must master the essential skills prescribed by the district or the student will be retained.

PROMOTION

Students who have mastered the minimum basic skills in reading and mathematics.

Students who have successfully passed all semesters in the core curriculum areas (math, reading, English, spelling, social studies, science/health). An 80% mastery level or above on minimal mastery skills signifies passage of that curriculum area.

RETENTION

Students who have not mastered the minimum basic skills in reading and mathematics may be retained.

1. Students who have failed one or more semesters in a core curriculum subject will be considered for retention.
2. When a student receives a failing grade for the first, second or third quarter, the teacher will contact the parent and a conference scheduled. Attending this conference will be the parent, teacher and the principal and/or counselor.
3. Students with excessive amounts of absences will be considered for retention

This group will develop steps to provide the student with remediation and opportunities for success. The advisory group will work together throughout the remainder of the school year.

Students reading at least one grade level below his/her current grade level are subject to provisions outlined in Senate Bill 319. Parent information is disseminated at the beginning of each school year. For more information, please contact the principal at 644-5715 or visit the Missouri Department of Elementary and Secondary website at www.dese.state.mo.us.

A student who has been retained previously MAY be retained again if the student has not mastered the minimum basic skills. If the student is served by a special program (LD or EMR), the student will be assigned a grade level on an individual basis.

HANDICAP ACCESSIBILITY

Breckenridge R-I School District does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Breckenridge R-I School District also 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 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA or Section 504 may be forwarded to Lori Alexander, 400 W. Colfax, Breckenridge, MO 64625.

DRUG-FREE SCHOOLS

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

Such programs address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

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

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

DISCRIMINATION AND STUDENT RIGHTS

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural, or socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services.

Questions, complaints, or requests for additional information may be forwarded to Director of Federal Programs/504 Coordinator, 400 W. Colfax, Breckenridge, MO 64625.

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 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, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The 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 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 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 be reviewed at Breckenridge R-I School District, Federal Programs Office, 400 W. Colfax, Breckenridge, MO., Monday thru Friday, 8:00 am to 3:30 pm.

This notice will be provided in native languages as appropriate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 should submit to the School principal [or appropriate school official] 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 or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent of FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); 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 or her tasks. A school official 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 officials of another school district in which a student seeks or intends to enroll.
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 20202-4605**

5. Directory information: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

NO CHILD LEFT BEHIND (NCLB)

For any student attending a school receiving Title I funds, Breckenridge R-I School District will, at a parent's written request, provide information regarding the professional qualifications of a student's teacher consistent with the applicable legal requirements.

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

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 which states the written complaint must contain the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The complaint is turned into the Superintendent. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons for underlying such agreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director. The state director will then initiate an investigation, determine the facts and issue notice of his/her findings to the Board and the complainant.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Superintendent at 400 W. Colfax, Breckenridge, MO 64625.

APPENDIX A

Level 1 Offenses

Truancy of less than one-half day

- Failure to report to an assigned class without acceptable excuse after the tardy bell rings.

Dress code violation

- Dress or appearance that is likely to cause disruption to the educational process or creates a health or safety problem.

Possession of a disruptive device

- Possession of a device which is used to disrupt the educational process.

Failure to complete assigned work or failure to comply with classroom rules

- Disobedience towards school personnel.
- Failure to obey classroom rules or directives of classroom instructor.
- Failure of a student to complete assigned work.

Lewd or obscene language, writing, literature, materials or gestures

- The use of any language, acts, unwelcome remarks or expressions, names or slurs or other behavior, including obscene gestures, which is offensive to modesty or decency.
- Any slurs, innuendoes, and other verbal or physical conduct reflecting an individual's gender, race, color, religion, ethnic or national origin, sexual orientation, or disability, which has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

Destruction of property

- Destruction of school property
- Destruction of the property of another while on school grounds.

Chronic misconduct

- Persistent violations of the Student Handbook.

Misuse of computer

- Any misuse or inappropriate network practices including, but not limited to, practices that violate the School District's Internet policy.

Level 2 Offenses

Academic dishonesty

- Cheating on tests.
- Copying assignments or papers.

- Forging the signature of a parent/guardian, teacher or other school personnel.

Truancy of one-half day or more

- Failure to report for more than one-half of a school day, without an acceptable excuse, to an assigned class after the "tardy bell" rings.

Harassment

- Unwelcome harassment of students where a student could or does cause injury to another student.

Level 3 Offenses

Vandalism

- Willful or malicious destruction and/or damage of School District property or the property of another.

Inappropriate language or disrespectful acts/attitude toward staff

- Intentional verbal or physical acts by a student to a staff member.

Fighting

- Mutual combat in which both parties contribute to the conflict either verbally or through physical action.

Falsely reporting an emergency

- Activating a fire alarm when there is no fire or smoke and/or making a false bomb report or any other false emergency report.

Tobacco use or possession

- Possession of any tobacco product or use of any tobacco product on school property.

Level 4 Offenses

The unlawful taking or disposition of property of another with the intent to deprive the person of the property

- Non-accidental taking or disposition of another's property.

Indecent exposure

- An actual or intentional exposure of a student body part which should be covered under the school dress policy.

the influence of drugs will not be allowed to attend class.

Offensive or obscene gesture or language directed at staff

- Use of any language, acts, unwelcome remarks, or gestures, names or slurs or any other behavior, including obscene gestures, which is offensive toward the staff.

Insubordination

- Willful or intentional disregard of instructions by staff members. This may include refusal to comply with the rules or a directive given by a teacher or other school employee.

Level 5 Offenses

Sexual harassment of students by students

- "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of interfering with the student's educational performance or creates an intimidating, hostile or offensive educational environment.

Physical, written or vocal aggression toward staff

- Intentional verbal, written or physical threat to do violence to a staff member by a student who possesses an apparent ability to do so or creates a reasonable fear that the violence may occur.
- Disparaging remarks of a sexual, racial, ethnic or religious nature directed toward a staff member or regarding a staff member.

Any comment which harasses a student on the basis of race, ethnicity, or religion.

Level 6 Offenses

Alcohol – possession, transmission, use or being under the influence

- Possession, consumption or transmission of alcohol at school, on school property or during a school activity.
- Any student who arrives at school or class under the influence of alcohol will not be allowed to attend class.

Drugs (including drug paraphernalia) – possession, transmission, use or being under the influence

- Possession, transmission or use of a controlled substance at school, on school property or during a school activity.
- Any student who arrives at school or class under

- Possession of drug paraphernalia: items used to pack, weigh, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the body a controlled substance. In all instances, the items will be confiscated from the student.

Arson

- Starting a fire or causing an explosion with the intent to damage personal property or buildings.

Assault of a student

- An actual or intentional touching or striking of another student against his or her will with the intent to cause serious physical harm, or an attempt to do the same, or placing a student in apprehension of immediate physical injury.

Possession of a weapon (excluding firearms)

- Possession and/or use of an instrument, device or projectile that could reasonably be used to attack another person or to threaten, intimidate, or inflict injury or harm on another person.

Level 7 Offenses

Possession of firearms (not including antique, non-functioning firearms used for school-approved purposes)

- Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.
- A definition of a firearm has been adopted by the Board of Education as outlined in the Gun-Free Schools Act.

Drugs, buying or selling

- Purchasing or selling, or attempting to purchase or sell, a controlled substance where the amount of the controlled substance would be considered greater than that for personal use by virtue of the quantity, packing, or other circumstances which demonstrate an intent to sell or distribute.

Attempted murder

- Physical, intentional act or placing a person in apprehension of deadly, bodily harm.

Assault of a staff member

- An actual, intentional touching or striking of a school staff member against his or her will with the intent of causing serious physical harm, or an attempt to do the same, or placing a staff member in apprehension of immediate physical injury.

MAP VOCABULARY		
IF YOU ARE ASKED TO:	YOU SHOULD DO THE FOLLOWING:	EXAMPLES:
Analyze	Break down or separate a problem or situation into separate factors and/or relationships. Draw a conclusion, make a judgment, or make clear the relationship you see based on your breakdown.	Analyze the main story line in Chapter 2 and how it sets the stage for Chapter 3.
Categorize	Place items under headings already labeled by your teacher.	Categorize the items on the left under the proper headings on the right.
Classify	Place items in related groups; then name or title each group.	Listed below are 20 items. Classify them in 4 main groups; then name each group.
Compare	Tell how things are alike; use concrete examples.	Compare the American government system with that of the German government.
Contrast	Tell how things are different; use supporting concrete examples.	Contrast the writing styles of Shakespeare and Bacon.
Criticize	Make a judgment of the work of art or literature and support your judgment.	Criticize the use of cigarette advertising in magazines.
Deduce	Trace the course; derive a conclusion by reasoning.	Deduce the following logic problem to arrive at one of the conclusions listed below...
Defend	Give enough details to prove the statement.	Defend the statement "innocent until proven guilty."
Define	Give the meaning.	Define plankton.
Describe	Give an account in words; trace the outline or present a picture.	Describe grand Coulee Dam.
Diagram	Use pictures, graphs, charts mind maps & flow charts to show relationships of details to main ideas.	Diagram the offices of the federal government.
Discuss	Consider the various points of view by presenting all sides of the issue.	Discuss the use of chemotherapy in the treatment of cancer.
Distinguish	Tell how this is different from others similar to it.	Distinguish the three types of mole we have studied in class.
Enumerate	List all possible items.	Enumerate the presidents of the United States since Lincoln.
Evaluate	Make a judgment based on the evidence and support it; give the good and bad points.	Evaluate the use of pesticides.
Explain	Make clear and plain; give reason or cause.	Explain how a natural disaster can help man.
Illustrate	Give; examples, pictures, charts, diagrams or concrete examples to clarify your answer.	Illustrate the use of a drawbridge.
Interpret	Express your thinking by giving the meaning as you see it.	Interpret the line "Water, water everywhere and not a drop to drink."
Justify	Give some evidence by supporting your statement with facts.	Justify the decision to bomb Nagasaki, Japan.
List	Write in a numbered fashion.	List 5 reasons to support your statement.
Outline	Use a specific and shortened form to organize main ideas supporting details and examples.	Outline the leading cause of World War II.
Paraphrase	Put in your own words.	Paraphrase the first paragraph of Gettysburg Address.
Predict	Present solutions that could happen if certain variables were present.	Predict the ending of the short story written below.
Prove	Provide factual evidence to back up the truth of the statement.	Prove that the whaling industry has led to almost extinction of certain varieties.
Relate	Show the relationship among concepts.	Relate man's survival instincts to those of animals.
Review	Examine the information critically. Analyze and comment on the important statements.	Review the effects of television advertisements on the public.
State	Establish by specifying. Write what you believe and back it with evidence.	State your beliefs in the democratic system of government.
Summarize	Condense the main points in the fewest words possible.	Summarize early man's methods of self-defense.
Synthesize	Combine parts or pieces of an idea, situation or event.	Synthesize the events leading up to the Civil War.
Trace	Describe in steps the progression of something.	Trace the importance of the prairie schooner to the opening of the West.
Verify	Confirm or establish the truth or accuracy of point of view with supporting examples, evidence and facts.	Verify the Declaration of Independence.

From *Senior High Study Skills Booklet*, Jefferson County School, Colorado. C1983. Used by permission. C1990 by Incentive Publication, Inc. Nashville, TN

Breckenridge R-I School District
2021-2022
School Calendar

New Staff Orientation	August 18, 2021
Teacher Work Day	August 23, 2021
Teacher Work Day	August 24, 2021
First Day of School	August 25, 2021
Labor Day (No School)	September 6, 2021
In-Service (No School)	September 13, 2021
Teacher In-Service (No School)	October 1, 2021
Parent Teacher Conf. (Early Dismissal)	October 28, 2021
No School	October 29, 2021
Teacher In-Service (No School)	November 5, 2021
CLAA Choral Clinic (Early Dismissal)	November 8, 2021
Thanksgiving Break	November 24-26, 2021
Teacher In-Service (No School)	December 3, 2021
Dismiss Early	December 21, 2021
Christmas Break	December 22, 2021
Teacher Work Day	Through January 3, 2022
	January 3, 2022
School Resumes	January 4, 2022
MLK Holiday	January 17, 2022
Teacher In-Service (No School)	February 4, 2022
CLAA Band Clinic (Dismiss Early)	February 14, 2022
Presidents Day	February 21, 2022
Teacher In-Service (No School)	March 7, 2022
Parent Teacher Conf. (Early Dismissal)	March 24, 2022
No School	March 25, 2022
Dismiss Early	April 14, 2022
No School Easter Break	April 15-18, 2022
Graduation	May 8, 2022 3:00 PM
Last Day (Early Dismissal)	May 20, 2022

LETTER FROM THE SUPERINTENDENT

Welcome to Breckenridge Elementary School. This handbook has been carefully prepared to provide needed information to you as the school year progresses. It is your responsibility as a student and parent to read the contents of this booklet and become familiar with our rules and traditions. Items not covered within the booklet will be dealt with by the administration after a review of the facts involved.

These are the formative years of education that will eventually lead to life as an adult in the big wide world. The lessons learned here will get you on the way to a lifetime of learning.

Breckenridge Elementary School has a tradition of excellence. The Faculty and Administration have high expectations for every student in order to continue this tradition. The policies and procedures of the school, as outlined in this Handbook, are in place to enhance and further that pursuit of excellence. I am proud to be the Principal/Superintendent of this school and hope that this year will be a great one for the school and personally for you.

Let's make it a great year!

Brent Skinner

The rules, policies, and procedures outlined in the Student Handbook are by no means all inclusive. Situations may arise that are not directly addressed in the Student Handbook. The administration will act as these situations arise. Each student is responsible for having knowledge of the policies as outlined in the Student Handbook. Each student will be given a copy of the Student Handbook and should take the time to read it. Parents are also encouraged to become familiar with its contents.



Tiered Monitoring Parent Right to Know Letter

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

- Upon your request, our district is required to provide to you in a timely manner, the following information:
- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Source – DESE Federal Programs

<https://dese.mo.gov/sites/default/files/qs-fc-Parents-Right-to-Know-ESSA-2017.pdf>

Homeless Enrollment Form

The term "homeless children and youth"—

A. means individuals who lack a fixed, regular, and adequate nighttime residence...; and

B. includes —

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children...who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). These questions cover the definition of homelessness that is within the Every Student Succeeds Act (ESSA).

1. Are you sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason? Explain if it is for a similar reason. ____ yes ____ no

Explain: _____

2. Are you currently residing at a motel, hotel, trailer parks, or camping grounds due to the lack of alternative adequate accommodations? ____ yes ____ no

3. Are you currently residing in an emergency or transitional shelter? ____ yes ____ no

4. Has the student been abandoned in a hospital? ____ yes ____ no

5. Is your primary nighttime residence a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings? ____ yes ____ no 6.

Are you currently living in a car, park, public space, abandoned buildings, substandard housing, bus or train station or similar setting? ____ yes ____ no

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

TITLE 1A Student / Parent / School Compact

Breckenridge K-12 SCHOOL-PARENT-STUDENT COMPACT (2021-2022)

(Breckenridge), and the parents of students participating in Title I.A activities services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved Student academic achievement.

School Responsibilities -Breckenridge and its staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the MO Learning Standards as follows –

1. Retain highly qualified principals and teachers,
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
 1. Discuss the child's progress/grades during the first quarter,
 2. Discuss this compact as it relates to the child's achievement, and
 3. Examine the child's achievement and any pending options at the end of the third quarter.
 - Provide parents with frequent reports on their child's progress as follows –
 1. Weekly packet from the classroom teacher,
 2. Monthly suggestions from the classroom teacher,
 3. Mid-quarter report mailed from the school, and
 4. Quarterly grade cards/reports sent home by the school.
 - Be accessible to parents through –
 1. Phone calls or person-to-person meetings,
 2. Scheduled consultation before, during, or after school, and
 3. Scheduled school or home visits.
 - Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows
 1. Listen to children read,
 2. Help with classroom decorations, art projects, etc.,
 3. Present a program on your culture, a different country, etc., and
 4. Assist with holiday programs or parties, educational trips, etc.

Parent Responsibilities I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities (revise to make grade appropriate)

I, as a student, will share the responsibility to improve my academic performance to meet the MO Learning Standards and will

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

Principal Signature & Date _____ Teacher Signature & Date _____

Parent(s) Signature & Date _____ Student Signature & Date _____