

BRECKENRIDGE ELEMENTARY SCHOOL
2022-2023
STUDENT HANDBOOK



“HOME OF THE BULLDOGS”

MEMBER: CLAA CONFERENCE

SCHOOL COLORS: BLUE AND WHITE

TRADITION

PRIDE

EXCELLENCE

MR. BRENT SKINNER
SUPERINTENDENT OF SCHOOLS

KADEE MCMILLAN
PRINCIPAL

(660) 644-5715

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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 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 and unexcused absences, students will be allowed to make up assignments unless it falls under the discipline guidelines.
2. 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

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.**

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.

- 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 andthe Responsibility to respect others.

I have the Right to make decisions andthe 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.

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

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.

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

- 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.

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 Maddux, 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.

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

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

- 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.

LETTER FROM THE PRINCIPAL

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 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!

Kadee McMillan

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.

RESIDENCY ENROLLMENT CHECKLIST

Name of Parent/Guardian _____
Address _____
City/State _____ Zip _____
Telephone Number - Home _____ Work _____

Name of Student _____
Address _____
City/State _____ Zip _____
Telephone Number _____ Date of Birth _____

Address Verification (Parent/Legal Guardian) (Attach copy of document)

- ☐ Rental contract
- ☐ Real Estate Contract signed by all parties
- ☐ Utilities Bill/Deposit Receipt
- ☐ Other, such as payroll check, driver's license, W-4, employment documents

Basis for Admission of Student (167.020 RSMo)

- ☐ Resides with parent in the school district
 - ☐ Resides with legal guardian in the school district (Copy of court ordered guardianship must be attached. A guardian may be appointed for the sole and specific purpose of school registration (SB944)).
 - ☐ Resides with a military guardian in the school district (SB944).
 - ☐ Homeless child (person less than 21 years of age who lacks a fixed, regular and adequate nighttime residence), including a child who is:
 - a. ☐ living on the street, in a car, abandoned building or other form of shelter not designated as a permanent home
 - b. ☐ living in a community shelter facility
 - c. ☐ living in transitional housing for less than one year
- Give address or directions _____

☐ Special circumstances (Section 167.151, RSMo):

- a. ☐ an orphan
 - b. ☐ one parent living
 - c. ☐ parents do not contribute to the student's support
 - d. ☐ agriculture (all four of the following conditions must be met: owns real estate of which 80 acres or more are used for agricultural purposes, parent's residence is on the real estate, at least 35% of the real estate is in the district, parent notified district on or before June 30 that student would be attending)
- ☐ Parent is a teacher under contract with the district (Board policy required-Section 167.151, RSMo, 168.151, RSMo)
- ☐ Parent is a regular employee with the district (Board policy required-Section 163.011, RSMo)

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 _____

REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

☐ YES

☐ NO

MO HealthNet (Medicaid) is considered healthcare insurance.

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – MIGRANT EDUCATION

PARENT QUESTIONNAIRE

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE
DISTRICT MIGRANT CONTACT	ENROLLMENT DATE

DIRECTIONS

Please complete the following survey information. Your child may be eligible for FREE additional educational services. If you answered yes to any of the questions below, an education representative may contact you to find out whether you, your child, or any member of your family is eligible for FREE additional educational services.

Mail the completed form to Migrant Education, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102. Questions? Contact Grants and Resources at 573-526-6989.

RELOCATION HISTORY

Have you moved to the school district in the past three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In any location within the last three (3) years, have you worked in the agriculture or fishing industries? If yes, please choose all that apply:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have not worked in the agriculture or fishing industries in the past, do you plan to engage in this type of work soon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

In the last three (3) years have you worked or are you currently working in any of these areas? If so, which ones? (please circle)

Pork, beef processing 	Milking Cows 	Nursery/Greenhouse 	Planting/Harvesting Crops
Planting, harvesting or ginning cotton 	Chicken processing, feeding poultry, gathering eggs, working in a hatchery 	Harvesting and packing apples 	Other: Fruit and vegetable processing Potatoes Feeding livestock Growing, tending to and felling trees

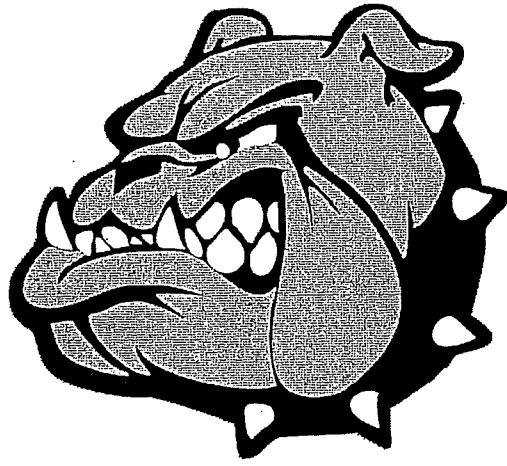
PARENT INFORMATION

PARENTS/GUARDIANS			
ADDRESS	CITY	STATE	ZIP
HOME PHONE	PLACE OF EMPLOYMENT		
NUMBER OF CHILDREN IN HOME		DATE OF MOVE	

STUDENT INFORMATION

NAME OF CHILD	BIRTHDATE	SCHOOL BUILDING	GRADE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.



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)