

STRASBURG C-3
STUDENT HANDBOOK
2020-2021



BE POLITE
BE PREPARED
BE PRODUCTIVE

MESSAGE FROM THE SUPERINTENDENT

Welcome to the Strasburg C-3 School! On behalf of the faculty and staff, I welcome you to the 2020-2021 school year. This handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. The main focus is to provide an orderly environment that is conducive to student learning. We have tried to include as much information as possible, however every aspect of school operations would be difficult to cover. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with the expectations, procedures and rules outlined in this handbook. Please take time to read and discuss this handbook with your student(s). We look forward to an exciting school year and I look forward to meeting and spending time with each parent throughout the school year. Please feel free to contact me if there is anything I can do to help your student have an amazing and productive year.

Chrystal Mayfield
Superintendent/Principal

MISSION STATEMENT

Our mission at Strasburg C-3 is to prepare students for a lifetime of learning and personal success.

NONDISCRIMINATION POLICY

It is the policy of the Strasburg C-3 School District not to discriminate on the basis of sex, race, national origin, creed, marital status, age, or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

FAMILY EDUCATION RIGHTS TO PRIVACY ACT (FERPA):

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the United States 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). You may contact the Superintendent if you wish to review the requirements provided in FERPA.

TIME SCHEDULE

8:15 Students may enter the building
8:35 School Begins
3:30 Dismissal

12:30 Dismissal time for Early-Release Days

SCHOOL POSTPONEMENT/CANCELLATION

The Strasburg School District will notify television stations before 7:00 a.m. if school is to be postponed or canceled due to inclement weather. Please check all local channels as some post district names sooner than others. Notification of school cancellations will also be made through the "One-Call Now" system.

CHANGE OF PERSONAL INFORMATION

Please notify the school if there is a change to your mailing address or contact information. It is very important to always have a way to contact the student's parent/guardian in the case of an emergency.

TRANSPORTATION SERVICES

The Strasburg C-3 School District contracts transportation with Durham School Services. To set up bus service, or other question/concerns, you can contact the transportation department at 816-540-4610.

BREAKFAST & LUNCH INFORMATION

BREAKFAST –

Breakfast is served at 8:20 a.m. All meals may be paid on a daily, weekly, or monthly basis. We prefer weekly payments on Monday.

LUNCH –

Lunches are served in three lunch shifts. Home lunches are acceptable with milk available at 45 cents per carton.

CHARGES-

Students will not be allowed to charge more than \$10.00 total.

LUNCH FORMS –

Free and reduced price lunch forms are to be completed and returned as soon as possible. **PLEASE** participate in the program, if eligible, as the school receives additional funding for free and reduced price participants. The Free and Reduced program is a win-win for everyone.

All information is kept confidential.

SCHOOL VISITATIONS

Parents are welcome to visit their children's classrooms. Please call in advance to schedule your visit. All visitors are asked to check in at the office anytime they are in the building.

HEALTH POLICIES

HEALTH FORM - Each student must have a completed and signed Emergency Health Form on file in the office.

IMMUNIZATIONS - Students may not attend school without up-to-date immunization records.

PRESCRIPTION MEDICINE - Doctor prescribed medication may be administered at school with a parent request and must be delivered and picked up by the parent. Over the counter medications may also be administered by the school nurse with parent permission. Over the counter medications include Ibuprofen and Tylenol. Please notify the school nurse with questions or concerns.

The medicine must be in the original bottle and labeled with:

1. The child's name
2. The name of the medicine
3. The time of day to be given
4. The doctor's name or signature
5. The parent's name or signature

MINOR ILLNESSES - If a child becomes ill, he/she will be kept at school until parental contact is made. Students must be fever and symptom free without the assistance of medication for 24 hours before returning.

ATTENDANCE AT ACTIVITIES – To attend a school activity, a student must be at school by noon on the day of the activity if he/she has been absent that morning. Any student who goes home ill during the day will not be allowed to participate in or attend an activity that evening.

FIRST AID - If a parent cannot be contacted, the school reserves the right to contact a medical provider to administer emergency treatment. The school holds no legal or financial responsibility for this action.

EMERGENCY DRILLS

There will be four fire drills (1 per quarter), two tornado and two intruder drills (1 per semester). Students will be prepared for these drills prior to their date from their teachers.

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be given over the intercom each morning at 8:40 a.m.

STUDENT PICTURES

Student pictures are taken in the fall. Information from the student's teacher will be sent home in a timely manner.

RECESS

Students should wear appropriate clothing everyday for outside recess. If a child is inappropriately dressed for weather conditions, they may not be allowed to go outdoors. Students are NOT to bring personal playground equipment to school as the school will furnish playground equipment. A doctor's note is required after five consecutive days that the parent has requested the student miss recess.

FIELD TRIPS

Students may be charged for field trip bus transportation in addition to admittance fees. Permission slips will be sent home to indicate cost of trips.

PARTIES

Halloween and Valentine's Day parties are for grades K-5. The parties will begin no more than one hour before school dismissal. Parents are asked to make arrangements with their child's teacher to set up and/or decorate for the party.

POP MACHINE

Only Students in an activity are allowed to use the faculty pop machine and only after school. The sponsor of that activity **MUST** accompany those students when purchasing pop.

SCHOOL FUNCTIONS

Students attending school functions must be accompanied by a parent, guardian, or the supervising adult of the activity. They are not to be "dropped off." Students are not allowed on the playground unsupervised during school functions. Students missing school on a given day must get superintendent approval before attending an activity that night. Students suspended are banned from school activities during their suspensions. Students involved in activities will observe the "Code of Conduct" while being transported to and from those activities.

GRADING SCALE – 3rd thru 8th Grades

A	96-100	C+	77-79	D-	60-63
A-	90-95	C	74-76	F	BELOW 60
B+	87-89	C-	70-73		
B	84-86	D+	67-69		
B-	80-83	D	64-66		

REPORT CARDS

Report cards are issued to students at the end of first, second, and third quarters. Report cards are mailed at the end of fourth quarter. Feel free to call for an appointment to talk to your child's teacher at any time. Mid-term reports are issued each quarter as well.

HONOR ROLL

Students in grades 3rd through 8th, that are enrolled for the entire quarter, are eligible for the A and B honor rolls each quarter if the following criteria are met:

A – Honor Roll

3.67 GPA

No Grade below B

Absent not more than 21 hrs

B – Honor Roll

3.00 GPA

No Grade below C

Absent not more than 42 hrs

STUDENT RETENTION

By law, students reading at more than one grade level below their current grade are to be retained.

Policy/Regulation 2520 Students; Student Academic Achievement; Promotion and Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 – Promotion and Retention

ATTENDANCE

Students who attend school regularly and punctually generally have better academic success and enjoy school. Attendance letters will be sent home after the following accumulated absences:

1st) 21 hours 2nd) 42 hours and 3rd) 56 hours

- Students will have a maximum of 56 hours of absences per semester
- After 56 hours, a retention hearing may be held to determine the nature of the absences and their effect on the student's ability to keep up with his/her classes
- Appropriate authorities may be notified if absences are deemed unworthy
- Absences due to school-related student activities do not count toward the 56-hour limit

TARDIES

Students arriving to school after 8:35 will be counted as tardy. Students must be accompanied by an adult and check in at the office. All students leaving school prior to 3:30 must be checked out at the office by an adult or risk being considered truant.

TELEPHONE USE BY STUDENTS

Parents and students are asked to make after school arrangements with their children before they leave home each morning. The office phone will be available to students upon request before and after school, or during their lunch period. Any other time through the day, students must get approval from the office staff. Please know that last minute phone calls increase the chance of missed messages.

STUDENT CODE OF CONDUCT

DISCIPLINE

The Strasburg C-3 District wishes to guarantee all teachers the right to teach and all students the right to learn. The C-3 Board of Education expects a clean, safe, and orderly learning environment to be maintained. Restitution for vandalism may be required. Any serious offense may require notification of appropriate law and /or juvenile authorities. All disciplinary action will be reviewed on a case-by-case basis.

BUS DISCIPLINE

As bus service for Strasburg C-3 students is contracted, C-3 students are expected to observe the rules of the contracting company. The bus driver is fully in charge of enforcing those rules and the school will support bus drivers who enforce those rules appropriately. Bus related disciplines are handled through the transportation department unless it becomes or may become an issue in the school building and potentially detracts from learning in the academic environment.

DRESS

Modest and clean clothing that does not detract from the educational process must be worn to school. This includes during school or during extra or co-curricular activities sponsored by the district. The school principal may use discretion in applying these rules to articles of clothing that may be determined disruptive to good school climate. Following are a few examples of unacceptable dress:

- Suggestive or advertising of alcohol, tobacco, or illegal substance
- Obscene, off-color, degrading by letter or design
- Sagging pants
- Extreme hairstyles and colors
- Shorts, skirts, or dresses above mid-thigh
- Jeans or pants with holes that are above the mid thigh
- Underwear as outer wear
- Any underwear that is or becomes visible
- Hats, hoods, and sunglasses in the buildings
- Pajama clothing
- Midriffs, halter tops, backless clothing, tube tops, fishnet or mesh, tank tops
- Flip-flop shoes are not allowed in PE or on the playground

Non-conforming students may be sent home to change or provided clothing from school to get through the day.

Educational distractions or nuisance items are discouraged. Examples of these distractions are cell phones, trading cards, music devices, hand-held games, electronic devices, etc. The Strasburg School district in no way is responsible for the loss or replacement of these items at school either by theft, misplacement, or damage while on school property.

CELL PHONES

Possession of cell phones is prohibited during school hours, which includes recess and lunch time. Cell phones are discouraged and may be collected by the supervisory person on extracurricular events prior to leaving and then given back when returned to school. The use of the cell phone includes but is not limited to text messaging, making a call, checking the time, playing a game, or using the camera. If the phone is visible or audible, it will be confiscated and can be picked up by the parent.

OFFENSES BULLYING

Policy 2655 Students; Discipline; Bullying

The District is committed to maintaining a learning and working environment free of any forms of bullying or intimidation by students toward personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict, physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when:

- Communication with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, or expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

DISCIPLINARY ACTIONS

Detention:	One-half to 1 hour of supervised study before or after school. Detentions should be served the school day following the offense or as soon as possible.
Recess Privileges:	Removal from part or all of recess time (Grades K thru 5)
In-School Suspension:	Students will be removed from the classroom and kept under adult supervision for the assigned suspension period.
Out of School Suspension:	Removal from school premises for a designated period.

LEVEL I:

Classroom and hallway disruptions
Tardiness
Public displays of affection
Inappropriate attire
Inappropriate language
Truancy
Harassment – Bullying / Sexual
Excessive horseplay
Cell phone misconduct
Threat to student

LEVEL II:

Repeated Level I offenses
Fighting
Inappropriate language
Disrespect towards staff member
Threat directed towards a staff member
Vandalism
Theft
Extortion
Forgery
Dishonesty

LEVEL III:

Repeated Level II offenses
Drug possession/distribution
Weapon possession
Alcohol/tobacco possession/use/distribution
Evacuation offenses

CONSEQUENCE RANGES

LEVEL I: Conference with administrator to one-day suspension
LEVEL II: One detention - three days suspension
LEVEL III: One-day suspension to ten days suspension
All ten-day suspensions will be reviewed for either a 90-day suspension or referred to the Board of Education for possible expulsion

Consequences in cases involving offending special education students may be modified in accordance with Federal I.D.E.A. guidelines.

CORPORAL PUNISHMENT POLICY

No person employed by or volunteering on behalf of the Strasburg C-3 School District shall administer or cause to be administered corporal punishment upon a student. A staff member may however, use reasonable physical force against a student without advanced notice if it is essential for self-defense, the preservation of order, or protection of other persons or the property of the school district.

After reading and discussing the contents of this handbook, please sign and date the last page. Remove the signed page and return it to your child's teacher.

May 14, 2020
Strasburg C-3 School District

2020-2021

Strasburg C-3 Student Handbook Confirmation Page:

Classroom Teacher

I verify that my child, _____, and I have reviewed and agree with this handbook.

Parent Signature

Date

(Please remove this signed page and return it to your child's teacher)
