

Strasburg C-3 School District



Student Handbook 2021-2022

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***APPROVED BY THE STRASBURG C-3 BOARD OF EDUCATION – MAY 20, 2021**

DIRECTORY

School:	(816) 680-3333
Fax:	(816) 865-3349
Website:	www.strasburg.k12.mo.us

Board of Education

President	Eric Stevens	estevens@strasburg.k12.mo.us
Vice President	J.C. Utterback	jutterback@strasburg.k12.mo.us
Treasurer	Shannon Whited	swhited@strasburg.k12.mo.us
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Board Member	Brian Flint	bflint@strasburg.k12.mo.us
Board Member	Katie Wingard	kwingard@strasburg.k12.mo.us
Board Member	Marilyn McClure	mmclure@strasburgk12.mo.us

Administration

Superintendent/Principal	Chrystal Mayfield	cmayfield@strasburg.k12.mo.us
Assistant Principal	Kristin Tribble	ktribble@strasburg.k12.mo.us
Nurse/Secretary/Board Secretary	Julie Fields	jfields@strasburg.k12.mo.us
Bookkeeper	Janna Cox	jcox@strasburg.k12.mo.us

Faculty

Kindergarten	Darian Eggleston	deggleston@strasburg.k12.mo.us
1st Grade	Lori Chojnacki	lchojnacki@strasburg.k12.mo.us
2nd Grade	Kelli Pickering	kpickering@strasburg.k12.mo.us
3rd Grade	Erin Morey	emorey@strasburg.k12.mo.us
4th Grade	Taylor Adams	tadams@strasburg.k12.mo.us
5th Grade	Lisa Silva	esilva@strasburg.k12.mo.us
Math/Science 6-8	Sherri Monday	smonday@strasburg.k12.mo.us

Faculty

Social Studies 6-8	Kristin Tribble	ktribble@strasburg.k12.mo.us
MS Language/Reading	Amanda Armstrong	aarmstrong@strasburg.k12.mo.us
SPED/Title I/Fed. Prog.	Jeff Clark	jclark@strasburg.k12.mo.us
Phys Ed/Health/MS EXPLO AD	Libby Clark	lclark@strasburg.k12.mo.us
Art/Library/Tech	Pam Mollenhour	pmollenhour@strasburg.k12.mo.us
Music/Band	Pam Block	pblock@strasburg.k12.mo.us
Title Reading	Raeanne Plowman	rplowman@strasburg.k12.mo.us

Support Staff

Paraprofessional	Laura Mooney	lmooney@strasburg.k12.mo.us
Food Service Coord.	Kelly Spitler	kspitler@strasburg.k12.mo.us
Food Service Asst./Custodian	Maggie Warner	mwarner@strasburg.k12.mo.us
Facility Coordinator	Sid Warner	
Speech	Katey Summer	ksummer@strasburg.k12.mo.us

Bus Drivers

Bus 2	Shanna Hudson	816-540-4610
Bus 3	Lynn Lee	816-540-4610
Durham Bus Co.	Suzanne Dierking	816-540-4610

16-18 Teacher PD
 19 Teacher Work Day
 19 Open House 5:30pm -7:00pm
 24 First Day of School
 30 Teacher PD

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

4 3rd Quarter Midterm
 14 Teacher PD
 28 Teacher PD

13 School in Session
 16 1st Quarter Midterm
 17 No School- Pleasant Hill Homecoming
 27 Teacher PD

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 End of 3rd Quarter
 14 Teacher Work Day

15 End of 1st Quarter
 18 Teacher Work Day
 25 Parent Teacher Conferences 12:30-7:00

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 School in Session
 14 4th Quarter Midterm
 14-18 Spring Break
 25 Teacher PD

15 Teacher PD
 17 2nd Quarter Midterm
 22 School In Session
 24-26 No School- Thanksgiving Break
 29 Teacher Work Day

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Teacher PD
 23 School in Session
 26 Last Day of School Full Day
 27 Teacher Work Day

13 Teacher PD
 17 End of 2nd Quarter- Full Day
 20-31 No School- Winter Break

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	No School
	Teacher PD/No School
	End of Quarter
	School in Session

Total Hours: 1113.42
 Required Hours: 1080.0

School is in Session on the following Mondays: 9/13, 11/22, 4/11, & 5/23.

School Day: 8:20-3:55
 Doors Open: 8:00 am

3 Teacher Work Day
 4 Students Return
 24 Teacher PD

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

****SCHEDULED MAKE UP DAYS- IF NEEDED:** December 6, January 10, February 7, March 7, April 4, May 2

****5 AMI DAYS (VIRTUAL) CAN ALSO BE USED FOR WEATHER MAKE-UP DAYS.**

Board Approved: March 18, 2021

MISSION STATEMENT

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

VISION STATEMENT

The vision of the Strasburg C-3 School District is to successfully produce high student achievement through problem-solving, technology, and collaboration.

THE STRASBURG C-3 SCHOOL DISTRICT BELIEFS

The Strasburg C-3 School District believes:

- Every student will be provided the opportunity to learn in a way most effective for them.
- We must seek and retain motivated, inspired, and innovative staff who focuses on every student's learning needs and provides best-instructional practices.
- Systems will be in place for all students to be supported academically, socially, mentally, physically, and emotionally.
- Every student and staff members deserve a safe climate and culture that fosters lifelong learning.
- Transparent allocation of resources and collaborative decision making reflects that our students are our top priority.
- In fostering a collaborative culture for student achievement and opportunities.
- In creating and sustaining a partnership between students, staff, family, and community.

NONDISCRIMINATION POLICY

It is the policy of the Strasburg C-3 School District not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

Conduct that is not unlawful or does not rise to the level of illegal discrimination or harassment might be unacceptable for the workplace or educational environment. Demeaning and harmful actions are prohibited, particularly if directed at personal characteristics.

Inquiries related to the District's student programs should be directed to Superintendent Chrystal Mayfield, (816) 680-3333, cmayfield@strasburg.k12.mo.us.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; 816-268-0550; TDD 877-521-2172.

For more information, please see Board Policy and Regulation 1300.

FAMILY EDUCATION RIGHTS TO PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs

an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency ("SEA") in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Directory Information

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

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

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

– names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing by August 27, 2021. The District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

TIME SCHEDULE

- | 8:00 Students may enter the building
- | 8:20 School Begins
- | 3:55 Dismissal

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 District contracts transportation with Durham School Services. To set up bus service, or if you have any other question or concerns, you can contact the transportation department at 816-540-4610.

BREAKFAST & LUNCH INFORMATION

Breakfast

Breakfast is served at 8:05 a.m. All meals may be paid on a daily, weekly, or monthly basis. We prefer weekly payments on Monday. Cost of student breakfast is \$1.60.

Lunch

Lunches are served in three lunch shifts. Home lunches are acceptable with milk available at 45 cents per carton. Cost of student lunch is \$2.20.

Charges

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

Free and Reduced Price Lunch

Financial assistance is available to pay for schools meals where need is established. Children from families whose current income is at or below certain levels are eligible for free or reduced price meals. Eligibility standards will be distributed by the District annually. Applications are available in the Superintendent's office and on the District's website at <http://strasburg.k12.mo.us/wp-content/uploads/2020/09/Free-and-Reduced-Application.pdf>.

All information is kept confidential.

Applications may be submitted at any time during the school year, but please complete and turn them in as early in the school year as possible.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

SCHOOL VISITATIONS

DUE TO COVID RESTRICTIONS, VISITORS ARE NOT ALLOWED IN THE HALLWAYS OR CLASSROOMS THIS SCHOOL YEAR. IF YOU NEED TO PICK UP YOUR STUDENTS, PLEASE REPORT DIRECTLY TO THE OFFICE.

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.

Communicable Diseases; Policy 2860

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical

reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Student Examinations

Physical Examinations; Board Policy 2880

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Vision Examination; Board Policy 2880

Students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician.

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 with their teachers.

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be said in each classroom at 8:30 a.m. daily.

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 every day 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 the superintendent's approval before attending an activity that night.
- Suspended students 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.

ACADEMICS AND GRADING

Statewide Assessments

Statewide assessments will be given in the spring every year. Students in grades 3-6 will take the Math and English/Language Arts MAP assessment. Students in fifth grade will also take the science MAP assessments. Seventh grade students will take the Math and English/Language Arts MAP assessment. Eighth grade students will take the Math, English/Language Arts and Science MAP assessments, as well as the English/Language Arts EOC. Students enrolled in MOCAP courses will also be required to take state assessments.

Grading Scale: 3rd – 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 home 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 3rd through 8th grade, who 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 Criteria

No grade below a 90%

B – Honor Roll Criteria

No grade below an 80%

Chain of Communication

Whenever there is a concern or questions regarding a student issue, the parent is going to be directed to a) make an appointment to visit with the teacher, b) make an appointment to visit with the assistant principal, and finally, c) make an

appointment to visit with the principal/superintendent. By following the chain of communication pattern, again the individuals most immediately able to address the situation will be notified first in hopes that the situation can be remedied quickly and efficiently.

Student Promotion and Retention

It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory. A student, however, may be retained when his or her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade.

Reading Levels and State-Mandated Retention

For students in grades K-6, it is important to understand that they are responsible for the successful completion of scheduled course work. Schools are required by state law to ensure that students read at specific reading levels before they can be promoted to the next grade level. Reading skills will be evaluated through designated assessments and measures. In some circumstances, remedial measures may be required. These measures may include required supplemental reading instruction, implementation of reading improvement plans, and enrollment in summer school.

Please refer to Board Policy and Regulation 2520 for more information concerning retention and promotion, reading levels, and state-mandated retention.

VIRTUAL INSTRUCTION

The Missouri Course Access and Virtual School Program (“MOCAP”) statute establishes requirements for virtual education courses offered in Missouri. To be eligible for part- or full-time enrollment in MOCAP, a student must:

- Obtain approval from the District,
- Have been enrolled full-time in the District for, at a minimum, the entire semester immediately preceding enrollment in MOCAP, unless the student has a documented medical or psychological diagnosis or condition preventing them from attending school during the prior semester.

The District will approve or deny a student’s request to enroll in a MOCAP course or full-time virtual instruction within 10 business days from the date the enrollment request is submitted. If the request is denied, the District will provide written notice of the reason for the denial. Included in the written notice will be information relating to the student’s right to appeal a denial.

ATTENDANCE

Absences

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:

- *First Attendance Letter:* 21 hours
- *Second Attendance Letter:* 42 hours
- *Third Attendance Letter:* 56 hours

56-Hour Limit

Students are permitted to be absent no more than 56 hours 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 the student's classes. Appropriate authorities may be notified if no justifiable reasons are provided for excessive absences.

Absences due to a student's participation in approved school-related activities do not count toward the 56-hour limit.

Tardies

Students arriving to school after 8:30 will be counted as tardy and must be accompanied by an adult and check in at the office upon their late arrival.

Leaving Early

All students leaving school prior to 3:55 must be checked out at the office by an adult or risk being considered truant.

AMI-Day Expectations

The district has 5 AMI days that can be used instead of snow days, AMI days do not have to be made up on a regular school day. **This year, we will use AMI days before using snow days for weather cancellations.** During an AMI weather day, students will be learning virtually or completing worksheet packets from home. **On AMI days, attendance will be determined by the completion of lessons and activities in the following manner:**

- Completion of written lessons and activities turned in on the next in-person attendance day.
- Electronic submission of completed lessons and activities on the day of AMI or on the next day of in-person attendance.

*For students who do not complete the lessons in the timeframe and manner listed above, students will be marked as absent. Absences will be recorded by class period or subject.

SEXUAL ABUSE AWARENESS TRAINING

State law requires the District to provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-8. The training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

The District will notify parents/guardians of the training content before it starts and of the parents/guardians' right to opt out of the training. Upon written request from a parent/guardian, any student may be excused from the training.

TEXTBOOK/LIBRARY BOOK USAGE

The District spends a significant amount of money to provide students with textbooks and library books. All students are responsible for taking good care of their books. If books are lost or badly damaged, the student will be required to pay the cost of replacement. Please make sure all books are turned in or paid for prior to leaving the District or before the end of the school year.

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.

SPECIAL EDUCATION

Public Notice

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

The 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 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 District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act. This plan may be reviewed at the office of the Superintendent during ordinary hours of school operations.

This notice will be provided in native languages as appropriate.

STUDENT CODE OF CONDUCT

Discipline

The purpose of the Student Code of Conduct is to foster student responsibility and respect for all within our school community. The Student Code of Conduct is also designed to provide for the orderly operation of the District's schools. 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

Bus services for students are contracted, and students are expected to observe the rules of the contracting company. The bus driver has authority to enforce those rules. The District will support the bus driver's enforcement of the rules. Bus-related discipline is handled through the District's transportation department unless it has or may become an issue within the school building or poses a disruption from learning in the academic environment.

Dress

During school, at extra- or co-curricular activities, and at other school-sponsored events, students are required to wear clean clothing that does not interfere with or disrupt the operations of the school or activity. The school principal maintains discretion to determine whether student attire is appropriate. Examples of inappropriate attire and/or dress include, but are not limited to, the following:

- Sexually suggestive, immodest, or revealing clothing
- Sagging pants and shorts
- Shorts, skirts, or dresses above mid-thigh
- Pants or shorts with holes that are above the mid-thigh
- Midriffs, halter tops, backless clothing, tube tops, fishnet or mesh, and tank tops
- Obscene, vulgar, or degrading clothing
- Clothing that advertises alcohol, tobacco, or illegal substances
- Underwear as outerwear
- Pajamas
- Flip-flops in gym class and on the playground
- Hats, hoods, and sunglasses inside the buildings

If, in the school principal's discretion, a student's dress or attire fails to conform any of these standards, then the student may be sent home, be required to wear clothing provided by the school, or be required to turn the non-conforming attire inside out for the remainder of the day.

Educational Distractions or Nuisance Items

Educational distractions or nuisance items are discouraged and may be prohibited. Examples of these distractions are cell phones, trading cards, music devices, hand-held games, electronic devices, etc. **The 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. The use of the cell phone includes but is not limited to text messaging, making a call, checking the time, listening to music, 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.

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. The consequences for bullying include: 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.

See Board Policy 2655 for the full scope of the District's policy prohibiting bullying.

Disciplinary Actions

The possible discipline that can be imposed will depend on the offense. The range of disciplinary actions includes, among others, detention, loss of privileges, in-school suspension, out-of-school suspension, and expulsion.

Detention:

One-half to 1 hour of supervised study before or after school. A lunch detention may also be an option. If a lunch detention is assigned, the student will serve their detention during their lunch hour, while eating. Detentions should be served the school day following the offense or as soon as possible.

Loss of Privileges:

Loss of privileges may include removal from part or all of recess time (Grades K-5), intramurals, student clubs and activities, and school social events.

Suspensions:

A suspension may either be an in-school suspension or an out-of-school suspension.

In-School Suspension (“ISS”)

For ISS, the student will be removed from the classroom and kept under adult supervision for the assigned suspension period.

Out-of-School Suspension (“OSS”)

OSS involves the student’s removal from school premises for a designated period.

Expulsion

Permanent removal of a student from school.

Corporal Punishment Policy

No person employed by or volunteering on behalf of the 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.

Disciplinary Consequences for Misconduct

The following list contains most major offense and their consequences. Generally, major offenses will be handled in accordance with **Board Policy and Regulation 2610**. The disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. They also may be increased if the student has committed the same offense one or more times.

Academic Dishonesty

Offering and/or receiving information and/or assistance under circumstances when offering and/or receiving such information and/or assistance is prohibited. Academic dishonesty includes, without limitation, copying homework and/or other assigned work; cheating on tests; plagiarism; working together inappropriately.

- **First Offense:** The consequences will be assigned depending upon the underlying circumstances.
- **Repeated Offense:** The consequences will be assigned depending upon the underlying circumstances.

Alcohol

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

- **First Offense:** 1-180 days OSS.
- **Repeated Offense:** 1-180 days OSS or Expulsion.

Arson

Intentionally causing or attempting to cause a fire or explosion.

- **First Offense:** 1-180 days OSS. Restitution if appropriate.
- **Repeated Offense:** Expulsion. Restitution if appropriate.

Assault

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

- First Offense: 10-30 days OSS.
- Repeated Offense: 180 days OSS or Expulsion.

Assault of a Student or Staff Member

Use of physical force with the intent to do bodily harm.

- First Offense: 10-180 days OSS or Expulsion.
- Repeated Offense: Expulsion.

Bullying

Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655)

- First Offense: 10-30 days OSS.
- Repeated Offense: 180 days OSS or Expulsion.

Fighting

Physically striking another in mutual contact as differentiated from an assault.

- First Offense: 2-5 days OSS.
- Repeated Offense: 5-10 days OSS with the possibility of a longer OSS or Expulsion.

Defiance of School Authority

A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, refusal to comply with disciplinary action, or a verbal or non-verbal display of disrespect or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.

- **First Offense:** Assistant Principal/Principal-student conference, detention, ISS, or 1-10 days OSS.
- **Repeated Offense:** Detention, ISS, 1-180 days OSS, or Expulsion.

Dishonesty

Any act of lying whether verbal or written, including forgery.

- **First Offense:** Nullification of the forged document and either an Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- **Repeated Offense:** Nullification of the forged document and either an Assistant Principal/ Principal-Student Conference, Detention, ISS, or 1-10 days OSS.

Disruptive Behavior

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- **Repeated Offense:** Detention, ISS, 1-180 days OSS, or Expulsion.

Drugs/Controlled Substances

Possession or presence

Possession or presence under the influence of an unauthorized drug, a controlled substance, or a substance represented to be a controlled substance while at school; on school district property; or, on a school bus or at a school activity whether on or off school district property.

- **First Offense:** ISS or 1-180 days OSS.
- **Repeated Offense:** 11-180 days OSS or Expulsion.

Sale or Distribution

Sale or distribution of an unauthorized drug, a controlled substance, or a substance represented to be a controlled substance while at school; on school district property; or, on a school bus or at a school activity whether on or off school district property.

- **First Offense:** 1-180 days OSS.
- **Repeated Offense:** 11-180 days OSS or Expulsion.

Prescription Medication

Possession

Possession of a prescription medication without a valid prescription for such medication while at school; on school district property; or on a school bus or at a school activity whether on or off school district property.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- **Repeated Offense:** Detention, ISS, 1-180 days OSS, or Expulsion.

Sale or Distribution

Sale or distribution of a prescription medication or a substance represented to be a prescription medication to any individual while at school; on school district property; or on a school bus or at a school activity whether on or off school district property.

- First Offense: 1-180 days OSS.
- Repeated Offense: 11-180 days OSS or Expulsion.

Extortion

An act to obtain or attempt to obtain money, goods, services, information, or something else of value from another through intimidation, threats of force, or threats of harm.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: ISS, 1-180 days OSS, or Expulsion.

Firearms and Weapons

Refer to Policy and Regulation 2620 – Firearms and Weapons in School.

Possession or Presence of a Firearm or Weapon

Refer to Policy and Regulation 2620 – Firearms and Weapons in School.

- First Offense: 180 days OSS or Expulsion.
- Repeated Offense: Expulsion.

Harassment

Refer to Policy and Regulation 1300 – Harassment.

- First Offense: Principal-Student Conference, Detention, ISS, or 1-180 days OSS.
- Repeated Offense: ISS, 1-180 days OSS, or Expulsion.

Improper Display of Affection

Inappropriate physical contact of another including, but not limited to, consensual kissing, fondling, or embracing.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, or ISS.
- Repeated Offense: Detention, ISS, or 1-10 days OSS.

Improper Language

Threatening Language

Use of verbal, physical or written threats to do bodily harm to person or personal property.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, or 1-180 days OSS.

Use of Obscene or Vulgar Language

Language which depicts sexual acts, human waste, and blasphemous language.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, or 1-180 days OSS.

Disruptive or Demeaning Language or Conduct

Use of hate language to demean other persons due to race, sex, sexual orientation, gender identity, disability, national origin, or religious beliefs. This provision includes conduct and verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: ISS, 1-180 days OSS, or Expulsion.

Inappropriate Sexual Conduct

Physical Touching of Another Student

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: 10-180 days OSS with the possibility of a longer OSS or Expulsion.

Use of Sexually Intimidating Language, Objects, or Pictures

Any use of language, objects, or pictures, whether electronically or otherwise, to threaten, humiliate, or discomfort another based on sex.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: 11-180 days OSS with the possibility of a longer OSS or Expulsion.

Indecent Exposure

Displaying breasts, buttocks, and genitals in a public location.

- First Offense: 1-10 days OSS.
- Second Offense: 10-180 days OSS.

Possession or Use of Nuisance Items

Possessing or using items that have not been authorized for an educational purpose, including, but not limited to electronic devices, games, toys, smoke bombs, matches, lighters, stink bombs, water guns, water balloons, playing cards, Frisbees, or other such similar items as determined by an administrator.

- **First Offense:** Confiscation of the item and either a Warning, Principal-Student Conference, Detention, or ISS.
- **Second Offense:** Confiscation of the item and either a Warning, Principal-Student Conference, Detention, ISS, or 1-10 days OSS.

Technology Violation

Any violation of the terms of the Technology Acceptable Use Agreement and Board Policy and Regulation.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, or ISS with the possibility of 1-10 days suspension from the District's computer network and/or other technology equipment and devices.
- **Repeated Offense:** Assistant Principal/Principal-Student Conference, Detention, or ISS with the possibility of 11-90 days suspension from District's computer network And/or other technology equipment and devices.

Theft

Nonconsensual taking or attempting to take the property of another.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-180 days OSS and either the return of or payment of restitution for the property.
- **Repeated Offense:** Detention, ISS, 1-180 days OSS, or Expulsion and either the return of or payment of restitution for the property.

Tobacco and E-Cigarette Possession or Use

Students are prohibited from possessing or using tobacco, tobacco products, e-cigarettes, and products related to e-cigarettes Possession or use of tobacco or tobacco products or of e-cigarettes or e-cigarette-related products.

- **First Offense:** Confiscation of prohibited item and either Principal-Student Conference, Detention, ISS, or 1-3 days OSS.
- **Repeated Offense:** Confiscation of prohibited item and either Detention, ISS, or 1-10 days OSS.

Truancy

Any unexcused absence from school.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, or 1-3 days ISS.
- **Repeated Offense:** Assistant Principal/Principal-Student Conference, Detention, or 3-10 days ISS.

Vandalism

Willfully and mischievous damage or defacement to school property and to the property of any staff member or student, including but not limited to graffiti, destruction, and damage caused as a result of a prank.

First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, 1-180 days OSS, or Expulsion. Restitution if appropriate.

Repeated Offense: Detention, ISS, 1-180 days OSS, or Expulsion. Restitution if appropriate.

DRUG-FREE SCHOOLS

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and 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 from early childhood level through grade twelve (12). *See* Board of Education Policy 2641 – Drug-Free Schools and Policy 6130 – Drug Education.

NOTICE OF REQUIRED SIGNING

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.

2021-2022 Strasburg C-3 Student Handbook Confirmation

Parents/Guardians:

After reviewing the 2021-2022 Strasburg C-3 Student Handbook with your child, please complete and sign the below Student Handbook Acknowledgment. Once signed, please remove this page and return it to your child's classroom teacher.

STUDENT HANDBOOK ACKNOWLEDGMENT

My Child's Name: _____

Parent/Guardian's Name: _____

Classroom Teacher: _____

By signing below, I acknowledge that I have received (or been given access to) the 2021-2022 Strasburg C-3 Student Handbook and that I have reviewed it with my child.

Parent/Guardian Signature

Date