

Tarkio Elementary

Student Handbook

2017-2018



Game Plan for a Winning Season!



Tarkio R-I Elementary School



2017-2018

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Preschool Paraprofessional	Mrs. Lea Sutter
Kindergarten	Mrs. Kaitlyn Dunkin
Kindergarten	Mrs. Jayne Martin
1st Grade	Mrs. Renee Hull
1st Grade	Mrs. Kerri Ohrt
2nd Grade	Mrs. Laura Forehand
2nd Grade	Ms. Brooke Walton
3rd Grade	Mrs. Diana Parra
3rd Grade	Ms. Julie Perez
4th Grade	Ms. Erica Taylor
4th Grade	Mrs. Kerri Wilson
5th Grade	Mrs. Blu Dow
5th Grade	Ms. Amanda Powell
6th Grade	Mrs. Tammy Aksamit
6th Grade	Mrs. Terri Wooten
SPED Teacher	Mrs. Carrie Driskell
SPED Teacher	Mrs. Markie Sunderman

SPED Teacher	Mrs. Barb Tubbs
Speech Implementer	Mrs. Jennifer Peregrine
Title 1 Reading	Ms. Lisa Clement
Title 1 Math	Mrs. Lesley Graves
Paraprofessional	Mrs. Crissy Drummond
Paraprofessional	Mrs. Bobbi Poppa
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Parents as Teachers	Mrs. Shannon Bruns
Maintenance Director	Mr. Bill Joesting
Custodian	Mrs. Connie Gebhards
Custodian	Mrs. Marie Joesting
Librarian	Mrs. Dallas Prather
Library Assistant	Mrs. Jerri Harbin
STEM Innovation Classroom/1&2 Reading	Mrs. Cindy Rolf
Physical Education	Mrs. Jayme Wood
Music	Mrs. Melody Barnett
Art	Mrs. Kurt Sloop
Band 5 & 6	Mrs. Amy Haddock
Food Service	Ponya King, Cindy Lee, Jolene Rosenbohm, Mary Kay Ryan



Welcome to Tarkio R-I



Elementary School

Whether you are a newcomer or returning to school, we hope you will find this year to be rewarding and exciting. This handbook is a guide to help students and parents become better acquainted with our school. We suggest that each student discuss information in this handbook with his or her parents as soon as possible and be responsible for the content.

Forward to Parents and Students

Our Mission: We, at Tarkio Elementary, will provide a collaborative environment so that All students can learn to their MAXIMUM potential.

A top priority of our district is to develop productive citizens and increase academic success of all students. It is the belief of our staff and administration that improved and consistent positive communication will result in the highest level of understanding by all those involved. Our school works to improve in serving the needs of our youth and community.

Enrollment Requirements

The school must have a copy of the student's immunization record and birth certificate as proof of age as well as social security number. A student may enter Kindergarten if he/she is five years of age by August 1 of the current school year.

Attendance

In order to be successful in school, students must maintain a good attitude and good attendance habits. An absence from class is not recoverable since the student has missed class discussion, teacher presentation, and his or her own chance to participate. The benefits of good attendance are habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally earn higher grades, enjoy school, and develop good employability skills. Parents have a profound impact on student attendance by modeling clear expectations for attendance. An excessive number of days absent is a factor during the grade promotion process.

The principal and teachers monitor student attendance. The principal will investigate absences and follow the below steps:

***Parents may call to verify the reason of the absence; HOWEVER, PLEASE PROVIDE A NOTE for school files for when the student returns.**

1. After a student has been absent for five days, a letter will automatically be sent to the parents/guardians. **If the five days has not been verified, Missouri Department of Social Services may be contacted.**
2. Upon the 10th day of absence, a letter will automatically be sent to the parents/guardians as a second notice of concern. If there is any suspicion that children are not being sent to school for reasons that justify an excused absence a hotline for educational neglect may be made to MODSS.

3. **A medical excuse** will need to accompany the child for each day missed after the 10th day.
4. Upon the 15th day of absence, a third notice will be sent to the parents/guardians and **proper authorities WILL be notified depending on the situation.**

Please keep the elementary office notified of your student's absence. Consideration of this communication occurs when applying #4 above. **It is best to follow up ANY phone or personal conversation about absences, addressed to the school principal.**

***Parents must notify the school in advance or on the day of the absence by 9:00a.m.; to minimize calls from the school.**

If the student is absent from the classroom, he/she should provide a note from a parent or guardian explaining the nature of the absence. Students are required to make up the work they missed. It is the student's responsibility to ask the teacher for the missed work. The student has **two days for every day absent from the day they return to school to make up work they have missed at teacher discretion.** In the event of an extended absence, the teacher may allow extra time to make up work on an individual basis. **(This works best if parents have made proper contact with the classroom teacher and have asked for all work missed instead of piling it on the student the day they return; this is where the parent can be very helpful.)**

An absence is one due to personal illness as verified by a parent or doctor, illness or death in the family, doctor appointments, or any other absence due to a cause considered unavoidable by the principal. Vacation or extended travel with parents is generally discouraged. The absences will count against the student of all attendance incentives, awards, and recognitions.

Tardies

When arriving late to school, the student misses part of the instruction for that lesson. It also disrupts the education of all of the other students in the classroom for a period. A parent/guardian receives notice when the student is tardy 10 days. After 15 late arrivals to school, parents receive notification and the Missouri Department of Social Services possibly contacted. If the tardies continue, it is subject to further consequences.

Personal Appearance Code

1. Students must wear shoes at all times. Physical education requires athletic shoes be worn.
2. Students should button all shirts except when over another shirt.
3. Halters, backless clothing, see through garments, or bare midriffs are not appropriate. Two-piece clothing must meet at all times.
4. Tank tops that have spaghetti straps or hang excessively below the neckline or arms are not appropriate. Straps should be at least one inch in width.
5. Shorts must be no shorter than mid-thigh.
6. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, illegal, or have hidden messages.

7. **Clothing must cover all undergarments at all times.**
8. Students are not to wear caps, hats, or bandanas in the school building.
9. Clothing styles, unusual grooming, jewelry or clothes that either create distraction in the classroom or while attending school-sponsored events will not be acceptable.
10. All groups representing Tarkio R-I Schools at home or away shall be encouraged to wear dress clothes unless conditions require otherwise.
11. Roller skate shoes not permitted.

Any deviations to the dress code need resolution in order for full participation in class or activities. Disciplinary action is at the discretion of the principal.

Expectations for Extracurricular Activities

1. Students should be in school to attend or participate in an activity that evening.
2. In the event that an activity is on a Saturday, the student should attend the school day prior. Exceptions must have approval by the principal.
3. Students not meeting behavioral expectations are subject to review by the principal.
4. Any student causing a disturbance will be required to leave at the discretion of administration.

School Trips

1. Students must ride the bus to participate in any school activity unless there is prior approval by the principal.
2. When returning from an activity, students must ride the bus or with their parents. Parents must sign the student out with the sponsor or coach if they are taking their child. Parents may only sign out their own child(ren).
3. Once a student is at an activity, he/she may not leave without special permission from the supervising personnel.
4. Written permission from the parent will be necessary before elementary students participate in educational trips outside the school. If there is a cost for admission, a child may be required to pay the fee.
5. Students who do not attend field trips are absent from the school day.
6. Short trips within Tarkio will not require permission by the parent.
7. A child may not ride with another person unless the parent/guardian physically come into the school and arrange with the principal in person. **A parent/guardian may not call in and give verbal permission; changes must be in person.**

Academic Performance/Class Assignments/Promotion

Grade placement and class assignments for a student should reflect the grade level and program of study, which is appropriate to academic, social, and emotional needs. Students entering by transfer shall submit evidence of achievement in the grade last attended as a prerequisite for enrollment. Testing may occur for any student transferring from a non-accredited institution or home schooling to determine placement level. Placement is not purely determined by age of the student. It is at the legal discretion of the administration to place a student.

Promotion to the next higher grade level will be based upon attendance and grade level performance. Federal and state laws may require retention based on reading levels or academic performance. A parent may appeal the decision of retention by the elementary administration to the Superintendent of Schools. If the parent is not satisfied with the recommendation of the Superintendent, he/she is entitled to appeal to the Board of Education.

Parents may not request a specific teacher for their child. However, in cases where there are two teachers in a grade level, the principal will review parent considerations. The principal will have the final say based on what, in the principal's opinion, is best for students.

Directory Information

The Tarkio R-I School District has declared the following information as **"Directory Information."** Directory information is information contained in the education record of a student, not generally considered harmful or an invasion of privacy if disclosed.

Directory information includes: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous school attended, photographs, photograph with student name for print publications or other media.

Please note you have until September 1, of the school year to inform the District and principal in writing the designated directory information that should **not** be released without the parent's or eligible student's (18 years of age or attends an institution of post-secondary education) prior consent.

Library Procedures

- ❖ Checkout period for books is one week and may be renewed. The kindergarten may check out one book. Students in grades 1-6 may checkout 2 books.
- ❖ Checkout of books must be with the librarian or adult in charge of the library.
- ❖ If a child has two overdue books, he/she may read books in the library, but not be allowed checkout privileges until return of the overdue books. If only one book is overdue, he/she may check out one book until return of the overdue book.
- ❖ If a child loses a book, parents must pay for the lost book. Please contact the librarian for pricing information. Students must take care of responsibilities for non-returned materials; otherwise, parent letters come from the appropriate administration.
- ❖ If there is accidental damage to library materials, do not attempt to repair them at home. Please have the student bring the damaged item back to the library for repair. The parent must pay for materials intentionally destroyed or damaged.
- ❖ The Principal may address library privileges if a student is abusing privileges or materials.

Electronics

Electronic equipment such as personal handheld electronics, headphones, cell phones, etc. are not to be on or used while at school unless approved by the teacher or principal. Items not approved in advance will remain in the office for parent pick-up within a week. Items not retrieved are subject to donation. Repeated infractions may result in additional consequences determined by the principal. **The school is not responsible for the loss or damage of electronic equipment at any time.**

Lost and Found

Each year students lose many things of value. We urge student names be placed on all articles of clothing and equipment that could be lost by the students. Lost articles will be in a designated spot in the hallway near the front office. Twice a year, the school donates articles not claimed to charity. Please help us by ensuring that your child makes an effort to recover his/her belongings.

Parties

Parents are encouraged to assist the teacher, prepare decorations, games and food. Three planned parties are: Halloween, Christmas and Valentine's Day. For parties, please remember:

1. Bring, not wear, costumes to school.
2. **No make-up on the students or parents attending any party.**
3. **Party details come from the office and/or the teacher.**
4. It is preferred that parents set a good example if they choose to dress up. Our school urges modesty and depth of "scariness".

The announcement of party times announced as the time gets closer. Room parents/guardians organize the treats and help the teachers. Good communication and coordination between room parents/guardians and teachers make this an enjoyable experience for all the students. The consumption of party treats is in the classroom.

At Christmas: All grades may have a gift exchange with a price of \$3.00-5.00. The teacher has discretion to decide on an alternative with the students. It is the school's request all gifts be some kind of book or school supply.

It is acceptable to send refreshments or treats to your child's classroom for his/her birthday. We greatly encourage treats to be of a healthy nature such as cheese and crackers, fresh fruit, peanut butter and celery, etc. **Party invitations for non-school parties are not to be passed out at school.** If flowers, balloons or gifts come from the flower shop, please arrange to pick up your child from school; it can be a distraction on the school bus.

Mid-Term Reports

Mid-term reports are prepared halfway through each quarter and sent home with students. Please review the grades and do not hesitate to contact your child's teacher with any questions or concerns.

Parents are encouraged to use the Parent Portal or contact the teacher in between official grading periods. Grades 4-6 parents are encouraged to make appointments ahead of time to discuss questions or concerns. Please do not show up to discuss questions or concerns without an appointment. Teachers have very busy schedules that include tutoring and other committee meetings after school, which may prevent them from being able to see you. In addition, teachers may need to prepare materials to share with you and often this can be difficult with no preparation time.

****Parents: 7:30 – 8:00am and 3:00 – 3:20pm are hectic times and most teachers are assisting with arrival or dismissal. If you need to talk to a teacher during these times, please make PRIOR arrangements.**

Grade Reports

Parents receive report cards quarterly. During the first and third quarter, parents receive the grade reports during parent teacher conferences. Second and fourth quarter grades will be sent home with the students or mailed. Make sure to sign and return the report cards in a timely fashion. The following is our grade system:

96-100%	A	73-76%	C
90-95%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	59% & Below	F

A=Excellent or outstanding achievement on or above grade level curriculum objectives. Student has mastered and gone beyond curriculum objectives taught during a reporting period.

B=Above average achievement on grade level. Student is achieving above the average on grade level curriculum objectives for the subject area.

C=Average achievement on grade level curriculum objectives.

D=Below average achievement on grade level curriculum objectives. Student is capable of achieving, but is not achieving normally on curriculum objectives for the subject area.

F=Not achieving minimal basic skills within the range of expected achievement on grade level curriculum objectives.

OR other markings will clearly be designated as grade levels and content areas may require various types of explanation.

K-2nd grade often use other methods to show progression and/or mastery in subject areas.

Recess

In order to protect the health of the students during cold and/or wet weather, please see to it that your child is dressed appropriately. Children should wear all weather boots when it is cold and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not all weather.

There is an expectation that all students go outside unless they are recovering from a previous illness. A note from a parent is required if your child is not to be outside during recess. Please do not ask that your child remain inside just because he/she does not want to go outdoors. We will not go out when the temperature and/or wind chill is dangerously low. All students will have daily recess.

School Day

The elementary office will be open from 7:30a.m.-3:30p.m. Breakfast is available to all students from 7:30-7:50a.m. Upon arrival to school, students will either eat breakfast and then go to the designated area or go directly to the recess area. Classes will officially begin at 7:50a.m., ending at 3:00p.m. Student

arrival after 8:00am is tardy and **not considered perfect attendance**. Please notify the elementary office prior to 9:00a.m. if your child is absent and you would like to pick up work. The teachers are very busy, and we need to give them adequate time to get the necessary material together. If for any reason a student will not be riding the bus, or the after school routine has changed, **please call no later than 2:00 p.m.** otherwise there is no guarantee students receive the message.

Morning Schedule: THERE ARE NO LATE START DAYS; EVERY DAY BEGINS AT 7:50!

Morning Recess (on regular days) 7:30 – 7:50 – alternate placement will be posted if there is bad weather.

Breakfast served 7:30 – 7:50 – there is no guarantee your child will get breakfast if they are not in the cafeteria prior to 7:50 a.m.

Morning drop off – NOT BEFORE 7:30 a.m. We do not have teachers scheduled for supervision prior to 7:30.

If your child eats breakfast s/he needs to hang their coats/back packs in the hall and get right to the cafeteria.

If your child does not eat breakfast s/he needs to drop their things off at their locker or classroom and go straight to morning recess.

If your child arrives after 8:00 a.m. s/he is considered TARDY. This means your child needs to be unpacked and ready to work ... no walking in the door at 8:00.

Leaving School

If a student is to leave school during class time, the student must bring a note from home and meet their parent in the elementary office. All students need to be checked out and in through the elementary office. If someone other than a parent is to pick up a student, it is required that the parent contact the school or the teacher beforehand. There is a requirement for court orders be on file in the office if restrictions exist to pick up a child. Please see to it that the administration has all current documentation.

Parents/Visitors during Instructional Time

Visitors and parents are welcome to visit the school at their convenience. However, the Tarkio R-I School District administration must keep instructional time distractions to a minimum. When arriving at the school, one must check in at the Elementary office. Please make daily arrangements with your child prior to the school day beginning. To speak with a teacher, parents must schedule a conference. Students may not receive telephone calls during the instructional day. Students may not bring a friend or relative to school to visit during school hours.

*We ask that Kindergarten parents please wait until three weeks into the school year before eating lunch with their child to help the children acclimate to an independent schedule.

Meal Service

The cafeteria in the Tarkio Elementary School building serves hot breakfast and hot lunch for grades Pre-K-12. Breakfast service is 7:30-7:50 a.m. Tarkio R-I has a closed meal policy, so students may not leave school for lunch. The Tarkio R-1 Schools lunchroom system requires our students and staff to follow

certain procedures. We appreciate your cooperation in following the procedures during the year. Late bus students will not be denied breakfast.

Applications for reduced or free meal pricing go home with students at registration or on the first day of school. All parents are encouraged to complete an application form so that students have the opportunity to enjoy balanced meals at the lowest cost. One form per family is sufficient.

Please pay for student meals in advance by depositing money into the students' food service accounts. Each student has his/her own individual account, and/or money for all meals (breakfast, lunch, and/or extras) goes into the same account. Please send money in a sealed envelope with name, grade, and amount. Students should give the money to their teacher or the elementary office. If sending money for more than one student, please indicate how much money you want in each child's account. Students/adults may make food service payments by mail or in the elementary office. We recommend all students deposit at least \$5.00 into their account. At the end of the school year, students may carry over any remaining balance or receive any remaining balance. Paying in advance for the month is the best practice. It is important to keep money in your student's account. There is absolutely no charging. You will receive notice when your child's account reaches \$15.00 or less. When an account has a negative balance, an alternative meal may be an option. We expect to adhere to these rules beginning with the first day of school.

The cost for student meals is available at the beginning of each school year.

There is a charge for all 'extras' regardless of meal status. Extra milk available at an additional charge. Ala carte items and second meals may be available at additional cost. If you do not want your child to have extra milk or ala carte items, please tell your child not to take such items. You may also tell the Food Service Manager, who will attempt to prevent your child from taking extras. Regardless, there is a charge to students for all food items taken.

No pop allowed in the lunchroom during meal times. Students are not to bring pop or other carbonated beverages in sack lunches.

Parents may eat school breakfast or lunch with their child. There is a post of adult meal prices in the cafeteria. **If planning to eat at school, please notify the school** so enough food is prepared. Please honor the 'no pop rule.' Be prepared to pay for the adult meal in cash, as the food service system is not set up to deduct adult meals from a student's account.

If your child has any food allergies, please see the School Nurse and/or Food Service Manager and fill out a form for vigilance in meal preparation and adjustments as necessary.

Transportation

The Tarkio R-I School District provides bus service for students living one mile or more from school. Students who live within one mile of school are not eligible for regular bus service. Planned courtesy stops are only with advance administrative approval and adequate room on a bus. Special requests for bus service go to the superintendent. Riding the bus is a revocable privilege for certain acts.

If your child comes to school by car, please deliver him/her to the east doors. The north doors are for school buses only. For the safety of your child, please do not make drop offs prior to 7:30 a.m. as there is no supervision.

In all cases when your child's usual transportation arrangements change, except when you are going to pick up your child, please send a note to the teacher explaining where the child is going (physical address) and how he/she is to get there. If not, the child goes home on his/her assigned bus. If you are picking up your child, please send a note requesting your child meet you outside the east doors. **ALL PHONE CALLS NEED TO BE MADE PRIOR TO 2:00 p.m. to ensure the message is received.** Student pick up is ONLY at the parent pick up line at the west doors. This is particularly important for children in the primary grades since they frequently become confused about where they are to go after school. During the first week of school, Kindergarten children should wear a nametag with the following information: name, parent's name, where the child is to go after school, if the child has a sibling in school and the name and grade of that sibling, and bus number. This will enable us to get the child properly placed the first few days of school and help the child become acquainted with where he/she needs to go. If your child is a bus rider, please plan to have your child ride the bus the first few days of school.

Counseling

The counseling program is a multi-resource area. The counselor may assist the student with social difficulties, disabilities and limitations, achievement questions and scores. A crisis response plan is part of our Comprehensive Guidance Program and posted in the Principal's Office. As a matter of courtesy and information for parents, the counselor will notify parents when it is necessary to see their child on a regular on-going basis for counseling services. Parents receive a parental permission request form before a student can participate in regularly scheduled individual or group counseling.

Student Rights and Responsibilities

The Tarkio R-I Elementary believes students have rights that should be recognized and respected. We also believe every right carries with it certain responsibilities.

Among these rights and responsibilities are:

1. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
2. The right to a quality education; the responsibility to put forth their best efforts during the educational process.
3. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

Immunizations

Missouri State Law requires all students attending public schools be properly immunized or exempt. All transfer and kindergarten students must present proof of compliance with the immunization rule on or prior to their first day of school. All students must comply with the immunization rule to attend school. Immunizations must be up to date for compliance. Students may be exempt with the proper form signed from the parents or physician.

Missouri State Law also requires all public schools to keep an immunization record on each student. Parents/guardians must furnish satisfactory evidence of a child's immunizations or exemption before

attending school. This means a statement, certificate or record from a physician or other recognized health facility or personnel stating administration of the required immunizations to the student and verifying the type of vaccine.

If you have any questions, please contact the school nurse at your convenience.

Illness or Accident During School Hours:

In case of illness during school hours, the school will contact the parent/guardian. In the event of an accident while a child is at school, there is notification to the parent/guardian to determine the action taken. Emergencies are rare, but when sudden sickness or accidents involve your child, care of the child is a serious issue if the teacher or nurse is unable to reach the parents. For this reason, please make available accurate, updated information including the name and telephone number of the person to contact in case you are not available. Please make sure this emergency contact has a working local phone number and reliable transportation. It is important we have at least two current contact numbers for your child.

A student who has a communicable disease should NOT return to school without the permission of a physician or the approval of the school nurse. Children should NOT return to school until their temperature has returned to normal and remained normal for 24 hours without Tylenol/Aspirin.

Medication Procedure:

Prescription Medication must be in the original container and left in the nurse's office for dispensing. Administration of prescription medications are only to the person named on the prescription. Written instructions must include when the administration of the prescription should occur, length of time the administration occurs, and the parent's signature.

Over the Counter Medication – May be sent by the parent if he/she feels the child is unable to get through the day without it. When sending over the counter medication, it must include a note from the parent including the amount and time for the administration of the medication, and length of time the administration occurs.

Tylenol – Tylenol follows the over the counter medication rule as stated. Parents should send a note requesting administration of Tylenol. If students have a history of recurrent headaches and the parent feels it is necessary, with parent permission, parents provide a small supply for the student where it will be in the medication cabinet for the student.

Cough Drops – Parents may send cough drops to school with the student and kept in the child's classroom.

Inhalers – Inhalers are a prescription medication and need to follow the above prescription medication rule. Prescription labels are equal to a written doctor's order, so if you have a label on an inhaler box, please send the box with the inhaler to school. The pharmacies are very good about printing extra labels or making an extra bottle for you to send to school.

Emergency Procedures

There are emergency procedures established by the administration for fire, tornado, and disaster. The students should follow specific instructions given by the school or emergency personnel. We routinely practice emergency procedures with drills. The following are general rules:

1. Walk at a rapid pace, but do not run.
2. Do not talk and listen to the instructions.
3. Do not stop in front of the doors or steps.

Weather or Other Emergency Closings

Announcements are on the following radio stations: KMA at 960 & 96.1; KNIM at 97.1, 95.9 & 1580; the following television stations KCTV 5; and on the district website at www.tarkio.k12.mo.us. Patrons may also sign up for the Indian Alert text message system. Please visit the district website and click the icon on the district webpage. If severe weather occurs after school is in session, and you are in question as to school dismissal time, please listen to one of the above stations for information.

Special Services

Title I

Title I is a federally funded program whose purpose is to provide supplemental help to students in the areas of reading and math. Tarkio's Title I Reading and Math programs help students in Kindergarten through 6th grade. The school wide program upgrades the entire educational program of the school in order to raise academic achievement for ALL students at the school. Title I teachers will work with students within the classroom for 20-30 minute periods. Parents contribute to their child's success by helping at home, as well as, becoming partners with the teachers to encourage high achievement. The Tarkio R-I Title I program is a team effort between students, parents and teachers.

Tarkio Elementary School (K-6)

SCHOOL-PARENT-STUDENT COMPACT

Tarkio Elementary School and the parents of students participating in Title I 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 - Tarkio Elementary School and its staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me 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 pending options needed throughout the year.

Provide parents with frequent reports on their child's progress as follows –

1. Frequent communication through discipline folders, assignment notebooks, newsletters, test grades, notes, emails, phone calls, etc.
2. Mid-quarter reports
3. Quarterly grade cards/reports sent home by the school.
4. Parents in grades 3-6 can access the Parent Portal to check grades throughout the year.

Be accessible to parents through –

1. Phone calls, email, notes, or person-to-person meetings,
2. Scheduled consultation before, during, or after school.

Provide students additional opportunities to review and master skills –

1. Literacy Parties,
2. Individual or small group tutoring, and
3. Response to Intervention time daily for specific interventions in the areas of math and communication arts.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –

1. Help with classroom decorations, art projects, etc.
2. Present a program on your culture, a different country, etc.
3. Assist with holiday programs or parties, educational trips, etc.
4. Volunteer in the school as a WatchDOG.
5. Listen to students read.

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 television watched and computer/video games usage.
4. Volunteer in my child's classroom/school when needed.
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.
7. Develop a homework routine to study math facts and spelling words, study for tests, complete daily homework, and read for pleasure.
8. Attend training and informative opportunities offered by the teachers and school.

Student Responsibilities - I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will –

1. Attend school every day possible,

2. Be respectful toward others,
3. Pay attention during class time,
4. Do my homework every day, turn it in when due, and ask for help when I need it,
5. Read some every day outside of school time.
6. Give all notes and information from my school to my parent/guardian daily.

Tarkio R-I School District

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, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Tarkio R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Tarkio R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Tarkio R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Tarkio R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Administration offices between the hours of 8:00a.m.-3:30p.m. Monday through Friday or by appointment. This notice will be provided in native languages as appropriate.

No Child Left Behind

Our district is required to inform you of certain information that you have the right to know according to 'The No Child Left Behind Act of 2002 (Public Law 107-110).'

Upon your request, our district is required to provide to you in a timely manner the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional statutes through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of parent's child in each of the state academic assessments as required under this part.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who has not met state licensing criteria.

Complaint or Concern

If a student or parent has a concern about a school procedure or an employee, there is a requirement to adhere to the following procedure in order to resolve the problem as quickly as possible.

1. Contact the person who you have a complaint about/with to discuss both sides of the issue.
2. If the situation is not resolved, contact the building principal.
3. If the situation is still not resolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

PARENT involvement and support of their child's educational process will make the child succeed to his/her highest level. We encourage you to communicate with us at your convenience. We look forward to having a wonderful school year!

P=Participate in your child's activities!

A=Answer your child's questions!

R=Reinforce positive behavior!

E=Encourage your child's curiosity!

N=Notice your child's accomplishments!

T=Talk to your child frequently and in a positive way!

Tarkio R-1 Elementary

School-wide Discipline Plan

Parent/guardian and student, you are responsible for knowing the contents of this document. Please read and discuss the information together. Thank you!!

This handbook provides information about the policies and procedures of our School-wide Discipline Plan. When parents, students and teachers work together toward a common goal, a more enjoyable school experience will happen. The goal of our plan is to help our students be successful. Discipline plays a huge role in a child's education. It is a life-long skill upon which children rely as they become active members of their community. Our students deserve the most positive learning environment to achieve academic success. Therefore, this school-wide discipline plan will be in effect at all times.

What is a School-wide Discipline Plan?

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively affect school-wide and individualized behavior planning.

What are the benefits of a School-wide Discipline Plan?

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes, students will clearly understand expectations. Students receive explicit instructions as to what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

Defining Discipline:

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.



Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures

and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

Students will be:

Respectful

Responsible

Ready

Safe

Beliefs Related to Discipline at Tarkio Elementary School:

- The misbehavior of one student may not interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Communication, teaching, and modeling of expected behaviors occur throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

The Classroom Teacher's Commitment

Teachers will:

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students and parents
- Commit to follow through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements and needs of their students
- Support the students in their academic and extracurricular activities

Staff Member's Commitment

Staff members will:

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students
- Commit to follow through to the success of student behavior
- Take an interest in personal goals, achievements and needs of students
- Support the students in their academic and extracurricular activities.

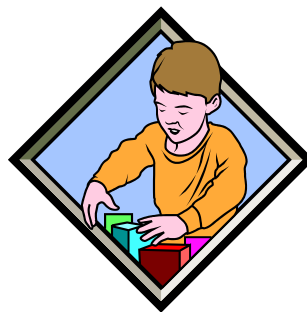
Administrator's Commitment

Administrators will:

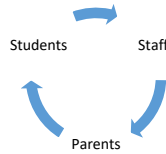
- Support the teachers in this system
- Model high behavioral expectations
- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is sincerely concerned for the staff and students as individuals
- Take an interest in personal goals of teachers, staff and student

Tarkio Elementary School Community's Commitment

- **Be specific:** tell the student exactly what they did
- **Be timely:** don't wait to praise or correct
- **Be sincere:** insincere praise is usually worse than none at all
- **Be consistent:** with everything, everywhere
- **Communicate:** keep open lines of communication open between home and school



Securing Parent and Student Agreement and Active Support



The success of a school-wide system lies in the relationship built between parents, staff and students of the school community. This relationship begins with communication. Parents receive communication about current school issues, success and concerns through school-wide newsletters, classroom teacher's updates, the school website, parent meetings and parent handbooks. By keeping parents well informed, the plan should be more successful.

Individual student behavioral issues occur through the parent/teacher emails notes home, phone calls home and parent conferences. A signature is required for any written notification concerning behavior. The signature helps school staff know that the parent is aware of the concerns raised and is the beginning of establishing an open line of communication. This communication helps to foster the success of the school-wide plan.

Tarkio Elementary School's school-wide plan will be successful because the foundation is on a commitment to each child's success, to easy-to-follow school rules and to consistency. The system allows for each teacher's style in the classroom and it allows for age appropriate communication and discipline without compromising school-wide policies, expectations and consistency.

Parent's Commitment

Parents will:

- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Commit to follow through to the success of their child's behavior
- Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

Student's Commitment

Students will:

- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for your behavior
- Set personal goals and work hard to achieve them

Defining Unacceptable Behaviors

There are two levels of behaviors: minor and major. Teachers address minor behaviors. Major behaviors receive an office referral. The counselor or principal handles major behaviors.

The following table defines minor and major behavior concerns.

Behavior	Minor	Major
Deface	Something that can be removed, cleaned, or fixed	Something that cannot be cleaned or fixed.
Disrespect toward a peer	Mildly rude interactions with a peer or peers that may cause a slight upset. (Ex. Name calling once in a while or an occasional comment made when upset.)	Rude and deliberate interactions or arguing with a peer or peers that is offensive to the peer/peers. (Ex. Bullying, repeated and on purpose)
Disrespect toward a staff member/adult	Mildly rude interactions with a staff member/adult that may cause a slight upset. (Ex. Sighing, eye rolling, glaring, “Whatever” type comments)	Rude and deliberate interactions or arguing with a staff member/adult that is offensive to the staff member/adult. (Ex. Continuing to argue with staff, escalating,)
Endanger	Minor injury to others. Disregard the safety of others. (Ex. Could have been prevented by paying attention. Accidental)	Major injury – a physical mark, causing someone pain. (Intentional)
Inappropriate Behavior	Slight disruption that hinders the learning of others. Slight inappropriate actions in common areas such as pushing in line, tripping etc.	Continued or physical disruption that hinders the learning of others. Actions that may endanger other students such as throwing objects, closed fist punching, kicking others purposefully, or shoving others to the ground.
Inappropriate Language	Profanity exclaimed, not intended at an individual.	Continuous swearing, offensive gestures or comments directed at an individual.
Insubordination	Failure to follow directions in a reasonable amount of time.	Continued refusal to follow direction or arguing with an adult.

Wandering	Wandering the classroom.	Leaving an area without permission.
Dress Code	An individual violation with the dress code.	Continuing to not follow the dress code.
Lying	A lie that affects only the child telling the lie.	A lie that involves more than the child telling the lie. Continually being dishonest with staff
Possession of a controlled Item	Possessing a toy gun or a toy weapon. "Making" weapons with hands, Lego's etc.	Possession of alcohol, tobacco, drugs, or drug paraphernalia. Possession of a gun, knife, or other item capable of causing bodily harms or property damage.

Consequences for Minor and Major Incidents

When students do not follow the outlined school-wide discipline plan, they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with minor consequences for first offenses to a more severe consequence for repeat offenses.

Teachers handle minor behavioral issues (classroom, art, music, computers, guidance or physical education teacher). They will use their discretion when they believe the classroom behavior requires a referral. The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a "time out" area within the classroom
- Written referral
- Conference with student
- Note to parent
- Phone call to parent
- Teacher detention (morning or afternoon)
- Removal to another setting (no longer than 30 minutes)

The administrator handles major offenses. Consideration of each individual child assists when determining the consequence. The following is a sampling of those consequences administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology etc.)
- Parent phone call or conference
- Alternative recess location
- After school detention
- In School Suspension
- Out of School Suspension
- Referral to Juvenile Court

Disciplinary Strategies

The following are guidelines and may be deviated depending on the type and level of misbehavior.

All students are required to have 20 minutes of recess a day.

- However, alternatives to the routine recess are possible. For example, the student may not participate in regular recess activities. The alternative may be a variety of exercise discipline to meet state standards such as walking the line or walking the track, or walking laps in the gym (all under adult supervision).
- If the student is in a lower grade, where more than 100 minutes of recess per week, the principal may take from one day or two weeks of extra recess away depending on the discipline issue or frequency of discipline issues.
- Detention – morning detention– no morning recess prior to school starting.
- SPECIAL PRIVILEGES – there are special, planned events for students throughout the year. For example, fifth and sixth grade students may go to extended Homecoming Parade activities if there are no discipline concerns. Another example is teachers may reward the students with a special extended recess or outside activity; however, students who have discipline concerns may miss an activity. A special field trip is a possibility; however, a student may lose his/her chance to attend if discipline is a problem.

In-School Suspension/Alternate Educational Setting (ISS/AES) – assignment to ISS/AES is by the Principal. Students have an alternative education setting to complete classroom assignments. Student will not attend regular classes (limited interaction with other students), must stay on task, and should complete work assigned. Students do not participate in extra-curricular activities on the days assigned ISS.

ISS Rules

1. Student is to bring books, pen or pencil, paper, and materials needed to complete assigned work.
2. If student does not have work to do, the principal will assign work to the student.
3. Student must conform to expectations of completing assignments and acceptable classroom behavior.
4. The student receives three restroom breaks – morning, noon, and afternoon.
5. If student fails to follow rules, he/she may have additional, increased, or extended consequences at the discretion of the principal.

Out of School Suspension (OSS) – The student will be counted absent and will not be allowed credit for work completed. Students will not be allowed to attend or participate in any school function during the OSS period. Parents will be asked to come into school with the student upon returning to school. Days missed will be classified as unexcused absences. Examples of why a student may receive OSS: Weapons violation, Tobacco or Drug violation, or inappropriate physical contact (unwelcomed touching) with a student or staff member, threats made directly and indirectly, vandalism or stealing. The principal determines the number of days, which will depend on the act of violation and frequency of discipline issues.

Expulsion – This is the most severe disciplinary measure and is in only extreme offenses. Law prescribes the procedure and safeguards. Expulsion is the exclusion of a student for a long period of time (semester) or permanent.

Legal Referral – Legal authorities may be involved in offenses including vandalism, threats (written and verbal) to others or self, theft, or illegal behavior.

Computer Misuse – Students found misusing computers and /or entering unauthorized programs are subject to disciplinary action. Students will be responsible for any costs or repair because of their actions. Often students will lose their privilege to use the computers on campus that can result in alternative assignments.

Other - State of Missouri Laws or Federal Mandate prevail and cover all infractions not in this handbook or the Board of Education policies.

Consequences for Bus Incidents

The following steps occur when a student receives a referral for inappropriate behavior on the bus:

***(Depending on the circumstances and age of the student, other strategies may be put in place first, such as removal of school privileges and/or moved to the front seat of the bus for a period of time determined by the principal or their designee.)**

Step 1 – Transportation director or elementary principal will conference with the student in the principal’s office. If there is a valid reason for the referral, the student receives a conference explaining why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. The student receives a warning that another referral could result in a five-day suspension of bus riding privileges. Parents receive a call or a report of the event.

Step 2 – Transportation director or elementary principal will conference with the student in the principal’s office. If there is a valid reason for the referral, the student receives a conference explaining why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. There is a suspension of the student’s bus privileges for five days. Parents receive a report of the event.

Step 3 – Transportation Director or elementary principal will conference with the student in the principal’s office. If there is a valid reason for the referral, the student receives a conference why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. There is a suspension of the student’s bus privileges for ten days. Parents receive a report of the event.

Step 4 – Transportation Director or elementary principal will conference with the student in the principal’s office. If there is a valid reason for the referral, the student receives a conference why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. There is a suspension of the student’s bus privileges for the remainder of the school year. Parents receive a report of the event.

A student who has had a referral and then goes two months without receiving another referral returns to the beginning of the disciplinary steps.

Discipline Plan for Drugs and Alcohol

Substance Abuse Disciplinary Standards

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. With this in mind, there is enforcement of the following disciplinary measures in Tarkio R-I School.

Alcohol/Drugs--- Any student under the influence of alcohol/drugs, found to be in possession of alcohol/drugs, or admitting to the use of alcohol/drugs at school or a school sponsored activity and any student convicted in a court of law of possessing or using alcohol/drugs will be:

First Offense: Suspended from participating in extracurricular activities for two weeks. In athletics, the two weeks will include at least two interscholastic competitions at the highest level of competition in which the student is participating.

Second Offense: Suspended from extracurricular activities for eight weeks.

Third Offense: Suspended from extracurricular activities for a calendar year.

* Implementation of a more severe punishment may occur in various activities if the by-laws, constitution, handbook, etc. specify a more severe punishment for the infraction of this rule.

* Possession of alcohol/drugs at school, being under the influence of alcohol/drugs, or admitting to the use of alcohol/drugs at school or a school-sponsored activity will result in suspension from school.

Mandated substance abuse counseling may occur because of the infraction of the substance abuse rule for all drugs including alcohol/drugs when deemed necessary by the principal, school counselor, and school nurse. The extent of counseling will be determined on an independent basis, based on the individual's needs.

* Implementation of a more severe punishment, if specified by the activity by-laws, constitution, handbook, etc., may occur for the infraction of this rule.

* For the purpose of this rule, definition of a drug is any substance capable of altering the body's chemistry or behavior patterns taken illegally.

* A semester for the purpose of this rule shall be defined as a ninety-day period counting only the days school is in session. The ninety-day period may span actual semesters or school calendar years.

Any student disciplined for conduct covered by the substance abuse rule may lose the right to hold any office in school for the school year.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons after school hours on school property, or at any school events, whether at school or some other alternative location.

All medications prescribed by a physician, as well as all non-prescription medications, receive clearance from the school nurse, principal or superintendent before taken. In the absence of a physician's instructions, parental permission in writing is required for any student having possession of a medication or taken by the student while under the jurisdiction of the district.

Safe Schools Act

The safe schools act requires school principals to report incidents of third-degree assault that have occurred on school property, a school bus, or during a school activity to the local police department authorities. INote that Safe and Drug-Free School Zones extend to 2,000 feet from school property or any school bus. A person commits assault in the third degree if that person:

1. Attempts to cause or recklessly causes physical injury to another person;
2. With gross negligence, causes physical injury to another person by means of a deadly weapon;
3. Purposely places another person in apprehension of immediate physical injury;
4. Recklessly engages in conduct that creates a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body of another person;
5. Knowingly causes physical contact with another person with knowledge that the other person regards the contact as offensive or provocative.

Suspension of students shall occur for acts of physical aggression that fall under the guidelines of the Safe School Acts Statute.

Tarkio Policy 2655

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

What qualifies as bullying behavior?			
CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Frequent; repeated
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Planned; intentional
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior is often regretted	The bully blames the target
An effort is made by all parties to resolve the problem	--	--	The target wants to stop the bully's behavior, but the bully does not
Can be resolved through mediation	Building social skills could be of benefit	Needs to be addressed; should NOT be ignored	CANNOT be resolved through mediation

Positive Support System

This component of the school-wide discipline plan is to recognize students for meeting school behavioral expectations. A few incentive programs will be in place to acknowledge students who meet our expectations. The incentive programs include:

Students of the Quarter Awards

Recognition of students occurs for those exhibiting the “good work and study habits” throughout the quarter. Teachers will discuss with students the requirements for receiving these awards and send a letter home at the beginning of the school year explaining the expectations and requirements of what “good work and study habits” looks like at each grade level. Recognition of students is near the end of each quarter.

Tarkio R-I Elementary School

Dear Students and Parents:

This Student Handbook and Discipline Plan have been prepared to assist students in adjusting to school life. I believe an understanding of the school rules and regulations, by each student, is necessary in order to create a positive learning environment. Please sign the forms below to acknowledge your receipt of the school handbook and discipline plan.

I suggest that each student discuss the rules and regulations in this handbook with his/her parents or guardians. This will help avoid confusion and misunderstandings.

I am looking forward to a great year and your participation in the educational process of your child.

Sincerely,

Dr. Deborah Taylor, Elementary Principal

ACKNOWLEDGEMENT

Please sign and return to the elementary school office.

We have received, read, and understand the Tarkio R-I Elementary Student Handbook and the Title I School – Parent – Student Compact for the 2017-2018 school year.

Parent or Guardian Signature

Date

Student Signature

Date

Classroom Teacher

Date

Title I Teachers

Date

Principal

Date

Notice of Receipt of School-wide Discipline Plan and Student Handbook

Students and family members receive The School-wide Discipline Plan in order to know behavioral expectations for students. It is helpful when parents are aware of school rules so they can help support our school from home. Please sit down and talk about these rules with your child(ren).

Failure to return this notice of receipt will not relieve students or parents from the responsibility for knowledge of the Tarkio Elementary School-wide Discipline Plan.

I have read the Tarkio Elementary School-wide Discipline Plan and discussed with my family.

I understand my child is responsible for abiding by the Tarkio R1 School Department Code of Student Conduct as well as the Tarkio Elementary School-wide Discipline Plan.

Parent/Guardian Signature Date

Student Signature Date