

Kingsville Elementary Parent-Student Handbook 2009-2010

Mission Statement

The mission of the Kingsville R-I School is to prepare future citizens equipped with the knowledge base, competencies, and orientations needed for success after they leave school.

Welcome

The elementary staff welcomes you to our school. We have established high standards and a proud tradition. We are committed to providing the best educational opportunities possible. We want your experience in our school to be a memorable and successful one as you develop academic and personal skills.

We ask you to give your best effort at all times. This will make you proud of who you are and what you do. You are an important member of our school and of our community.

The purpose of this handbook is to acquaint parents and students with the school's programs, services, and procedures. We hope it **will** answer questions you may have about our school and that you will keep it for reference throughout the school year.

School Climate

We want each student at our elementary school to benefit from the educational opportunities that are provided. A positive and orderly school climate is vital to accomplish this goal. A good school climate enables each individual to realize his/her fullest potential. The school and home share in the overall development of the child. Through the cooperative efforts of both the home and the school, we hope to instill in children an interest in learning, a responsibility for oneself, and a respect for the rights and property of others. A parent is the first and primary educator of a child, and is instrumental in developing good behavior and a positive attitude toward school. The school's role is to work closely with parents to further develop behaviors that encourage children to become responsible, respectful and caring individuals. The basic school rules are:

1. Be on time and prepared for class.
2. Be respectful, fair, and courteous to everyone.
3. Practice safety.
4. Respect property.
5. Ask for help when needed.

School Schedule

Students may arrive at 7:45a.m. and report to the multipurpose room for breakfast.

Classes Start	8:00 a.m.	Dismissal	2:50 p.m.
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Supervision

Supervision is provided from 7:45 a.m. to 2:50 p.m. only. School staff will not supervise students who arrive early or who return to school after 2:50 p.m.

Late Start Schedule

Due to the unpredictable weather patterns during the winter months it may be necessary to cancel school or use a late start schedule. If the late start schedule is utilized, the buses will run two hours late. Please monitor radio stations 1450 KOKO or, 105.7 Knob Noster. Local television stations are also notified

School starts-10:00a.m.

School dismisses 3:00 p.m.

Elementary lunch will be served.

Visitors

Parents and Grandparents are welcome and invited to participate in school life, or visit the school at any time. We welcome the opportunity to have parents and grandparents visit school personnel or tour the building. Parents or grandparents wishing to confer with school staff must check with the office first to determine when a teacher will have planning time. Visitors must come to the office first and receive a visitor's badge.

Upon their departure, all visitors must return the visitor's badge and sign out in the office. In the interest of maintaining Kingsville School as a safe campus, visitors other than parents, grandparents or volunteers will not be permitted to attend classes or to be on campus during the school day.

Nondiscriminatory Statement

It is the policy of the Kingsville School District not to discriminate on the basis of race, national origin, creed, age, sex, marital status or physical disability in educational programs, activities or employment practices as required by law. Any person alleging non-compliance should file a written complaint during regular office hours with the Superintendent of Schools.

Attendance

Consistent school attendance is one of the keys to academic progress. Parents can help their child succeed by ensuring his/her attendance except when illness or extreme family emergencies occur.

Excused Absences

- *Religious observance
 - *A disability, illness or hospitalization (doctor's note required to be considered excused)
 - *Death in the student's family (excused for three days)
 - *Medical or dental appointments that could not be scheduled any other time (doctor's note required)
 - *A court appearance (proof of court appearance required)
 - *School-related activities approved by the administration
 - *Extenuating circumstances with administrative approval
- A note must accompany the student when he/she returns.

Assignments and tests may be made up for excused absences. It is the responsibility of the child to request the missed work and to see that assignments are turned in on schedule. One day for each day of absence is given to complete make-up work. Tests given on the day of absence will be taken on the day of return. Work due on the day of absence is due on the day of return. Assignments and tests cannot be made up for days when a student has an unexcused absence. When students are absent, parents must contact the school either in writing or by phone by the date the student returns to school or the absence will be considered unexcused. Any student not in his/her classroom at 8:00a.m. **will** be considered tardy. When buses are late, the students will not be counted tardy. Persistent absenteeism and/or tardiness create a genuine hardship for a student and is a very serious problem. If excessive absenteeism continues, school officials are required to contact outside social and state agencies and retention may result.

Special Occasion Absences

A student will be considered absent any time the student is not physically present in the school during the course of the school day. Examples of this would be Take Your Child to Work Day or leaving early on Grandparents Day or leaving early the day of a holiday.

Enrollment Cards

Parents/Guardians will need to complete enrollment cards annually. Parents/Guardians are to update work phone numbers, home phone numbers, and emergency contact phone numbers when changes occur. Changes can be made by phoning or sending a note.

Release of Children /Student Transportation

A note **MUST** accompany each child when there is a change in transportation. Verbal instructions from any student will not be accepted. Any child without a note or phone call from a parent will resume primary transportation procedures listed on the emergency contact form. Parents picking up children after school must pick their child up from the North (side) door **ONLY**. Children will remain with teachers until accompanied back to the vehicle by an adult.

When it becomes necessary to pick your child up before the end of the school day, a parent/grandparent/legal guardian must sign the student out in the office. Children are not to leave the school grounds by themselves any time during the school day. If your child is to deviate from the normal way home, a note or phone call must be received from the Parent/Guardian by 1:00 p.m. When a court order is in effect, the school must have a copy. Without a copy, students will be released to either parent.

Directory Information

Students' names, addresses, and phone numbers are considered directory information. If you do not wish to have your child's directory information disclosed, please notify the school office by September 1st of each school year.

Student Work

Students' awards and honors, work, and photographs will occasionally be placed in the school newspaper and community newspapers as well as being displayed in the school. Student photographs and work will also on occasion be used on the school web page. If you do not wish for your child's accomplishments, work, and photographs to be displayed or made public, please notify the office by September 1st of each school year.

School Telephone

Emergency phone messages will be delivered to students. However, students will not be called out of class. If a student has an urgent situation, calls may be made with permission. Students are not to use the classroom phones except in an emergency situation. Students forgetting items or wanting another child to come home with them are examples of what is not considered an emergency.

Parent Conferences

Parent/teacher conferences are scheduled at the end of first quarter. You may request a conference with your child's teacher at any time throughout the school year by calling the elementary office at 597-3422.

Items Not to be Brought to School

1. Cell phones and other electronic devices

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extra-curricular activities. Violation of this policy will result in out of school suspension on the first and subsequent offenses. The item will be confiscated and the parent/guardian will need to pick the item up. Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.
2. Sunglasses
3. Toys and trading cards-unless approved by the teacher for special occasions.
4. Any article that depicts tobacco, alcohol, or drugs.

5. Any article that has obscenities or innuendoes.
6. Money, other than what is needed for lunch or other school purposes. Please send money in a sealed envelope with student's name and purpose on the outside. Kingsville School is not responsible for any damage or theft of personal property brought to school.
7. Gum, suckers, or hard candy-unless approved by the teacher for special occasions.

Lunch

Students eating a tray lunch provided by the school must take milk with their tray. Students bringing a cold lunch from home must bring items ready to eat that require no heating. Microwaves are not available to elementary students. Soda is prohibited in the elementary, even in home provided lunches. Any soda brought to school will be confiscated.

Parent/Teacher Organization

All parents/guardians are encouraged to join the Parent Teacher Organization. Meetings are held in the Board Room.

Parents as Teachers

Children from birth to school age are eligible for this program. If you are interested, or know of someone in our school district who is, please contact the school office.

Special Education Services

The Kingsville Elementary School participates in programs that service students eligible for special services as defined by law. State and Federal guidelines must be met for students to receive services.

Discipline Policy

There is one basic, fundamental rule in the Kingsville Schools-No One will Interfere With The Learning, Welfare, Or Property Of Another! Appropriate behavior and conduct is expected of all students, staff, and visitors.

When a student causes a severe disruption and is sent to the office, the following disciplinary actions will be followed;

First offense-Reprimand

Second offense-1-5 days of lunch detention or corporal punishment

Third offense-1 day ISS or corporal punishment

Fourth offense - 2 days ISS or corporal punishment

Fifth offense- 3 days ISS or corporal punishment

Sixth offense- 1 day OSS or corporal punishment

Seventh offense- 3 days OSS or corporal punishment

Eighth offense- 5 days OSS or corporal punishment

Ninth offense- 10 days OSS or corporal punishment

Tenth offense – 11 – 180 days OSS

Eleventh offense – Board Action - Expulsion

Various steps may be repeated or skipped and additional disciplinary actions may be given based on the discretion of the principal.

Fighting: Physically striking another student in mutual contact.

1. First offense – Up to 3 days ISS
2. Second offense – Up to 3 days OSS
3. Third offense – Up to 5 days OSS
4. Fourth offense – Up to long-term suspension or expulsion

Threats and Intimidation: Intimidation or a threat to cause injury to another or intentionally placing another person in reasonable apprehension of physical injury.

1. First offense – up to 2 days ISS
2. Second offense – up to 5 days ISS
3. Third offense – up to long-term suspension or expulsion

Bullying: The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District 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 a student:

- Communicates with another by any means including telephone, writing 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 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 subjected to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

A. **Promoting Student Misconduct:** No student shall intentionally promote or advocate misconduct by any student for any purpose.

1. First offense-up to 1 day ISS
2. Second offense-up to 3 days ISS
3. Third offense-up to 3 days OSS

B. **Weapons:** Any person utilizing a school facility, attending a school sponsored event or activity, or on or about the school grounds shall not carry, conceal, or transmit any kind of weapon. Weapon provision requires policy to mandate suspension for a period of not less than one school year (i.e., 180 school days) or expulsion of student who is determined to have brought a weapon to school in violation of district policy. Superintendent may modify recommendation to the Board of Education on a case-by-case basis.

Possession or Use of a Weapon

Students are forbidden to bring onto or possess on school grounds any weapon capable of inflicting serious physical injury or death. These restrictions shall extend to any setting that is under the control and supervision of Kingsville R-1 School District. Weapons shall fall into two categories: (1) those defined in the 1994 Gun-Free Schools Act (paragraph "a" as follows, and (2) those weapons as identified by Kingsville R-1 School District (paragraph "b" as follows).

a. Weapons as defined by the Gun-Free School Act (Class 1):

Definition: Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas such as bomb, grenade, rocket having a propellant charge more than four ounces, mine or similar device,
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

First and Subsequent Offenses: Possession of any such weapon calls for the immediate suspension of the student by the building administrator and referral to the superintendent, or the superintendent's designee. Out of school suspension of up to 180 days and expulsion will occur. All such cases shall be documented in the student's discipline record and forwarded to the Board of Education for determination of consequences. Police authorities will be notified. The superintendent of schools may recommend the Board of Education modify the expulsion requirement on a case-by-case basis. These modifications are to be exercised only when the student discipline is governed by the Individual Disabilities Education Act (IDEA). Kingsville R-1 School District will impose discipline for such students in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act.

b. Weapons as defined by Kingsville R-1 School District (Class 2):

- blackjacks, chains, clubs, or similar instruments designed or adapted to stun or inflict serious physical injury by striking a person;
- explosives, incendiaries or similar devices designed or adapted to inflict serious physical injury or cause substantial property damage when ignited – weapons in this category are to be those not identified in the Gun-Free Schools Act;
- ammunition for any type of firearm designed to expel a projectile by the action of an explosive;
- knives or other blade instruments with a blade of 4 inches or more capable of inflicting serious physical injury by cutting or stabbing a person;
- *pocket knives or box cutters with blades less than 4 inches capable of inflicting serious physical injury by cutting or stabbing a person;***
- knuckles or similar devices consisting of finger rings or guards made of a hard substance that are designed or adapted to inflict serious physical injury by striking a person with a fist enclosed in the knuckles or similar devices;
- projectile weapons including bows, crossbows, pellet guns, slingshots, or other weapons designed or adapted to expel a projectile capable of inflicting serious physical injury by striking or piercing a person.

First and Subsequent Offenses: Possession of any such weapons call for the immediate suspension of the student by the building administrator and referral to the superintendent, or the superintendent's designee. Out of school suspension of up to 180 days and expulsion will occur. All such cases shall be documented in the student's discipline record and forwarded to the Board of Education for determination of consequences. Police authorities will be notified. The superintendent of schools may recommend the Board of Education modify the expulsion requirement on a case-by-case basis. These modifications are to be exercised only when the student discipline is governed by the Individual Disabilities Act (IDEA). Kingsville R-1 School District will impose discipline for such students in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act. ***Possession of pocket knives and box cutters knives with blades less than 4 inches will be subject to discipline of ISS or Friday/Saturday School for the first offense and OSS, referral for long term suspension, and notification of Law Enforcement for subsequent offenses.*

Corporal Punishment

Corporal punishment as a measure of correction or of maintaining discipline and order in schools is permitted. However, it shall be used only in reasonable form and upon the recommendation of the principal. If necessary, corporal punishment shall be administered by the principal in the presence of another staff member. It should never be inflicted in the presence of other pupils, or without a witness. *If the parents/guardians of a student wish to have his or her child receive corporal punishment, they should inform the principal, in writing each year.* Corporal punishment shall be administered only by swatting the buttocks with a paddle. A staff member or substitute teacher may use reasonable physical force against a student without advance notice to the principal, if it is necessary for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. If such an incident occurs, a written report must be filed with his or her immediate supervisor.

Handicapped students shall follow the rules and regulations of the Kingsville R-1 School District within the extent of the modifications of the school's rules as stated in an individual's IEP. Modifications in the discipline policy and procedures may include specific consequences for specific behaviors and/or alternative actions to those mandated in the Kingsville R-1 discipline policy.

Playground Rules

General Rules: **Students need to dress appropriately for the weather. Any student not dressed for the weather may be asked to remain indoors for recess, based on the teacher's discretion.** Students need to play away from the building and refrain from looking in classroom windows. Playground surfacing material and all other materials must stay on the ground. Students are to be on the playground at recess time only. Students are not to jump from any equipment. Swings: One child in a swing. Students must swing in an upright position and forwards and backwards only. No one is allowed to push another student on the swings. Students must remain seated at all times. Stay clear of the swings when not swinging. Basketball: Do not hang from the goals or climb the poles. Slides: Students must slide down the slide with feet first while sitting up. Ropes: Are for jumping only. Balls: Use them away from the equipment, street, and windows. Bats, baseballs, and softballs are not permitted at school. Students may bring gloves and throw tennis or rubber type balls approved by the principal. Games such as tag, football (tag or tackle), and all other games considered dangerous by the administration and teachers is prohibited.

Bicycle Riders

A bicycle stand is provided for any student who rides a bike to school. Students are not to be on their bike anywhere on the sidewalk surface. Only one student per bike is permitted unless the bike is designed to have more than one rider.

Assemblies

We will have various assemblies throughout the year and an awards assembly at the end of each semester. During these assemblies students are to be courteous by demonstrating good listening skills and being attentive to our speakers and guests.

Field Trips

Each grade level will have the opportunity to go on at least one field trip a year. Teachers will obtain parents/volunteers to adequately supervise the students on each field trip. A permission slip signed by a parent/guardian is required.

Parties

The PTO selects the room parents from a list of volunteers. The room parents are responsible for the Halloween and Valentine's Day parties.

Public Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21). Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders, language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, and traumatic brain injury. The public school 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's First Steps Program. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the 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). You may contact the superintendent, if you wish to review the requirements provided in FERPA. The District has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the state Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the superintendent. This notice can be provided in any language as may be necessary.

Health Services

Children visiting the nurse's office must have a note from their teacher. Parents/Guardians will be contacted when children are running a fever of 100 degrees or above and when they require medical attention. Students who are sent home from school ill are not to return to school until they have been fever free for 24 hours. A doctor's permission form and a parental permission form must accompany medication given at school. Lip balm and similar items should be taken to the nurse's office for administration. Students are to go out to recess unless extenuating circumstances prevent it.

The following screenings will be conducted: head lice (as needed), vision, height and weight, hearing, scoliosis (grade 6), and dental.

Missouri State Law (H.B. 522) prohibits a student from attending or being enrolled without proper immunizations. Exemption forms for medical or religious objections must be properly signed and filed with the school office. The exemption forms must be renewed annually. Any student who is found with head lice will be sent home for treatment. They will be checked on their return to school. If they are nit free they will be allowed back in class, if not, they will be sent home.

Student Insurance

Student insurance is available and may be purchased by Parents/Guardians. Information will be sent home the first week of school.

Assigned Class work and Homework

It is the student's responsibility to complete all coursework. Failure to complete assignments could necessitate the child going to study hall instead of recess or spending time after school in detention. Failure to complete assignments will result in loss of credit and will affect the grade of the student.

Grade cards are issued every nine weeks. First quarter report cards will be distributed at the parent/teacher conference. The report cards for the rest of the year will be sent home with students. Parents need to sign the report card and return it to school. After the fourth quarter, the grade card is yours to keep. Final grade cards will not be issued until all charges and fines are paid. The grading scale is as follows except for the grades providing objective-based progress reports.

A 100-95, **A-** 94-90, **B+** 89-87, **B** 86-83, **B-** 82-80, **C+** 79-77, **C** 76-73, **C-** 72-70, **D+** 69-67, **D** 66-63, **D-** 62-60, **F** 59 and below

Honor Roll

Students will be recognized for their academic achievement on the A Honor Roll, 10.0 and above Grade Point Average (GPA) on an 11.0 scale, B Honor Roll, 8.0 and above GPA on an 11.0 scale. Students cannot have any D's, F's, I's, or NC's to qualify for either Honor Roll.

Fire, Severe Weather, and Emergency Drills are mandated by the state fire marshal and will be conducted throughout the school year. Drills need to be taken seriously. Each teacher will explain the proper procedures to students.

Library

The library is for the use of the students and faculty for reference and reading materials. The function of the library is to serve every aspect of the curriculum and to enrich the teaching and learning. Student use of the library is strongly encouraged. Students checking out materials are responsible for their care until returned. All lost books and damaged items must be paid for before grade cards will be issued.

Technology

We have a computer lab and a computer in every classroom. The school's policy on appropriate use of technology will be sent home. Each student must have the signature page returned confirming receipt of this policy before they will be allowed to use available technology. Misuse will result in the loss of computer privileges.

Guidance and Counseling Services

Guidance and counseling services are an integral part of the total educational program. The Missouri Comprehensive Model Guidance Program is utilized and is available for all students. The guidance curriculum includes decision-making; having knowledge of self and others, career awareness and exploration, drug and alcohol awareness, and education and study skills. Individual counseling is available for such issues as peer relationships, academic concerns, behavior improvement, family relationships, and any crisis that may occur. Individual planning includes test interpretation and goal setting. The counselor and/or principal will attempt to help the family locate outside professional services deemed needed for any student. The Kingsville R-I School District is not financially responsible or liable for professional services secured outside the school.

Sexual Harassment

Sexual Harassment of persons of either sex is strictly prohibited by Kingsville School District. For purposes of sexual harassment and sexual discrimination policies "only an employee" includes any person employed by the district or in district instructional programs. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose of effect or unreasonably interfering with a student's education performance or creating an intimidating, hostile or offensive education environment, or
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact.

Students who believe they have been victims of, or have witnessed sexual harassment should report the incident(s) to any teacher, counselor, or school administrator. The staff member who receives the complaint shall promptly inform the principal, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal, or harassment such as suspension, expulsion, termination, change in educational

conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

Student to Student Sexual Harassment:

1. First Offense- Up to long term suspension or expulsion

Student-Staff Communication

Communication between students and staff members should remain strictly professional. Inappropriate phone calls, texts, and emails between students and staff members are not allowed. Communication of an inappropriate nature may result in a disciplinary action based on the discretion of the administration.

Withdrawing From School

When a student moves out of the Kingsville R-1 School District, the school needs to be notified by the Parent/Guardian. All books and materials must be returned to the school and all fees paid. School records will be sent to their new school upon written request.

School Pictures

Individual pictures are taken each fall. Pictures will be taken of everyone for use in the school yearbook, Echo, which is published by the high school publications class. Yearbooks will be available for sale. Should you wish to order pictures, you must pay on or before the day pictures are taken.

Breakfast and Lunch Program

The cafeteria serves breakfast and lunch daily. Elementary students may not use the vending machines and soda is not to be brought from home. If two or more insufficient fund checks are received from the same family, check writing privileges to the school will be lost.

Families wishing to be considered for reduced or free lunches will need to make application to the Superintendent of Schools. Students who qualify for free or reduced lunch must pay for milk when they bring their lunch.

Lunch periods are closed campus (students are not to leave campus). However, parents are invited to join their student for lunch. Advance notice is appreciated.

Good manners are a must in our cafeteria because it shows the pride one has in himself/herself. Students are to return trays, dishes, utensils, and garbage to the proper place. Excessive noise and inappropriate behavior will not be allowed.

Snacks and Treats

All snacks and treats provided to students must be store bought and pre-packaged. Homemade items received will be returned. Healthy snacks and treats are suggested in accordance to the Kingsville R-1 Health and Wellness Policy.

Dress Guidelines

Clothing and personal grooming that dignifies the person for the occasion is expected. Acceptable standards for dress and personal appearance for all students are as follows:

1. Tennis shoes are required for physical education classes. Skate shoes are **PROHIBITED** in the school before, during, or after school hours.
2. Head coverings may not be worn in the building. (Exception: "Hat Day" as announced.)
3. Apparel is not to have wording and/or graphics that display or imply items/actions which are prohibited by law for minors or are of a vulgar nature (alcohol/tobacco/drugs/profanity/violence/etc.).
4. Apparel is to cover the entire torso. Spaghetti strap shirts are prohibited. Mesh clothing requires that a garment be worn under it.
5. Shorts, skirts, and dresses must be mid-thigh or longer. "Spandex" type garments are not to be worn as outer clothing.
6. Pants, shorts, slacks, jeans, etc. must be cinched at the waist.

Appropriate clothing, determined and defined at the discretion of the school administration, must be worn at all times and must not result in embarrassment to either the wearer or the spectator. Students deemed to be wearing inappropriate clothing would be required to change clothing before attending class. Students who are absent from class because of inappropriate clothing will be counted absent for any class time missed.

Conduct on School Buses

Students are to conduct themselves as they would in the classroom. If a student refuses to follow the school bus rules and regulations, the driver will refer the student to the principal.

The procedures for misconduct on buses are as follows:

1. A first notice requires the parent's signature. Notice is returned to the driver to resume transportation.
2. A second notice requires the parent's signature and a phone call from the parents to the office before transportation is resumed. A signed notice must be returned to the driver upon boarding the bus.
3. When a third notice is issued, the student is suspended from transportation for 3-5 days. Parents must call before the student can resume transportation. A signed notice must be returned to the driver.
4. Additional office referrals will result in additional suspensions. A persistent offender will be removed from the bus for the rest of the year.

Inflated balloons, glass items, live animals, filled water bottles, and any other item in the "Not to Be Brought to School List" are not allowed on the bus.

Clubs and Groups Utilizing School Facilities

The school is not responsible for scheduling and ensuring students are attending events and groups such as Girl Scouts, Boy Scouts, and other groups who utilize school facilities. Please contact the group leaders for information and changes.