

# LAQUEY ELEMENTARY HANDBOOK

Mrs. Casey Storie, Principal

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## Principal's Message

Dear Parent or Guardian:

I want to extend a warm welcome to our Laquey Hornets and look forward to a successful year of learning and growing together. You as a Parent or Guardian share with the school a tremendous responsibility, that of educating and guiding your child as he/she progresses toward adulthood. We thank you for sharing the responsibility with us. The purpose of this handbook is designed to give you an overview of the procedures, routines and policies of Laquey Elementary School. Please take a moment to review this information and let it serve as a helpful resource for you and your family. Please note that the items in this handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. Don't hesitate to call if you should have any questions.

Sincerely,

Mrs. Storie, Ed.S

Dear Student:

A new year is beginning and with it comes many new and exciting experience for you. As you progress through this year you will be developing skills, attitudes, and an understanding you didn't have before. Your willingness to cooperate and to put forth your best efforts will enable you to accomplish all that you are capable of. My wish for you is that you develop a strong education foundation which will serve you in the years to come. Have a great school year!

Welcome to the Hornet Family,

Mrs. Storie, Ed.S

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## Staff

Elementary Principal	Casey Storie	765-3245
Secretary	Teresa Mattheis	765-3245
Counselor	Lori Caffey	765-3245 ext 151
Nurse	Christie Chastain	765-3245 ext 155
Sp. Ed.	Leanne Smith	765-3245 ext 120

## Attendance

Regular attendance is essential for scholastic success. The Department of Elementary and Secondary Education has made a change in how schools will track attendance. They will no longer be looking at the school's attendance as a whole but rather at each student's attendance. The goal for each child is to be in attendance at least 90% of the school year. ALL absences, tardies, and early checkouts will be considered an infraction to the attendance guidelines, and will be used to determine a student's attendance rate. Every parent or guardian of a child is required to see that their child attends school on a regular basis.

According to Missouri Revised Statutes section 167.031.

If a child will be absent for any reason, a parent/guardian should notify the school office. Those experiencing difficulties attending school will receive a series of informational letters encouraging changes in attendance habits.

## Lunch

All students must eat in the Cafeteria whether buying or bringing their lunch. They will remain in the Cafeteria during their lunch period and will be supervised by a school employee or their Classroom teacher.

Free and reduced lunch forms will be sent home with each student at the beginning of the school year. Mr. Franz Gruidl is the food service director and forms can be obtained through him. All inquiries concerning lunches need to be directed to him. He may be reached by calling 765-3245 and asking for extension 430.

Children are given a lunch card with their account number on it upon enrollment. You will need to deposit money into their account and it will be debited out as they eat. It is recommended that you deposit money into the account on a weekly or monthly basis. Notices will be sent home as their accounts are depleted. Students are not allowed to charge over \$10 in their accounts. Information about lunch prices will be sent home at the beginning of

each school year.

## P.A.T. Parents As Teachers

Parents As Teachers is a program based on the premise that parents are their child's first teachers. P.A.T. educators help parents to understand where their child is in their development and gives them ways to help their developmental progress toward success in the school setting. Please call 765-3245 for more information about the program.

## Positive Behavior Support

PBS is a school-wide program that systematically works to improve student behavior using best practices which have been proven effective. This program is built on the premise that if basic behavior expectations are taught and reinforced, behavior will improve. PBS provides a way to build a safe and productive learning environment where all students can learn.

PBS also uses existing discipline data to guide changes in the environment of the school. These changes are then evaluated for their effectiveness in making improvements in behavior. Laquey Elementary students learn to be respectful, responsible, and safe. They are responsible by completing all work, making smart choices, and returning to class quickly. They are respectful by waiting their turn, using kind words, and following directions. They are safe by being where they belong, using facilities and equipment correctly, and KHFOOTY (keeping hands, feet, and other objects to yourself).

What can you do to help your child stay on the path to positive behavior?

Together the home, school, and community share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a respectful, safe, learning environment. Parents can help by doing the following:

1. Reinforce the expectations.
2. Keep in touch with your child's teacher.
3. Encourage your child to use appropriate behavior.

4. Practice caring phrases with your child such as “thank you”, “excuse me”, and “I’m sorry”.
5. Join with other parents and teachers for PTO meetings and other school activities.
6. Praise and give attention to good behavior.

### **Preschool**

Laquey has a wonderful preschool program. Students attend five days a week for the whole day.

The number of students in each session is limited by federal guidelines, but if a vacancy is not available your child will be placed on a waiting list. Students are taken from the waiting list for the first available vacancy. Mrs. Cris Ann Leckrone is the teacher and Kathy Rogers is the aide. If you are interested in the program, please contact the elementary office for further information.

### **Early Childhood Special Education Preschool**

Laquey is fortunate to be able to offer our students another preschool option. The number of students is based upon federal guidelines, but if a vacancy is not available your child will be placed on a waiting list. Students are taken from the waiting list for the first available vacancy. Mrs. Vennissa Shaffer is the teacher and Christina Benavides is the aide. If you are interested in the program please contact the elementary office for further information.

### **The Asbestos Hazards Emergency Response**

Laquey R-V School has complied with these Federal requirements for formulating a plan for the identification, inspection, re-inspection and maintenance of asbestos containing building materials as prescribed in the AHERA Act. We provide ongoing maintenance, training of workers who may

come in contact with certified businesses for the testing and removal of known and found materials which may be disturbed during necessary repairs or projects. The plan/book is available to all interested persons and must be acknowledged by anyone who may provide services to the buildings and may disturb building systems such as wall and ceiling finishes, thermal insulation, fire retardant compositions or floor tiles, identified as asbestos containing.

Management plans are available in the Maintenance Office.

## **Services**

### **Counseling Services**

The counselor's office is open to all students, parents, and faculty members. The best time to see the counselor is during normal school hours. The counseling department operates under a comprehensive guidance curriculum developed to meet the needs of Laquey students.

Lori Caffey is the elementary counselor. She may be reached by calling 765-3245, ext. 151.

### **Library Services**

The elementary library is open during the regular school day for checking out and returning materials for school use. All elementary classrooms have regular scheduled library times throughout the week. An atmosphere conducive to studying will be maintained at all times. No talking is allowed without the permission of the librarian. Students are expected to return all books they have borrowed from the library. If a student's name is the last one on the sign out card, then that student is held responsible for the return of that book. The cost of replacing a book not returned will be the responsibility of the student whose name appears last on the card. Any questions should be

directed to the librarian or to the elementary principal.

## **Speech Services**

Laquey offers speech services for children from Early Childhood Special Education until students graduate from high school. Students are scheduled for speech according to their IEP's (Individual Education Plans). Problems are identified, goals are set, and strategies then developed to meet the goals of the IEP.

For questions regarding our speech program, Call 765-3245, ext. 120 and ask to speak with Mrs. Leanne Smith.

## **Title I Program**

Title I is a federal program that provides additional math and/or reading instruction. The students who qualify are not learning disabled. They just need extra help with math or reading.

The Title I program strives to provide an environment that:

- a. Promotes a positive attitude toward math and/or reading
- b. Improves student achievement in reading/writing and math
- c. Builds students' self-esteem and confidence
- d. Enables parents to be math and reading partners with their child

Several different criteria are used to qualify a student. Although standardized test scores must be used for students in third, fourth and fifth grades, other criteria are used in addition. Teacher recommendations, parent recommendations, student screening information and other current student



data are used to determine eligibility for Title I services. Please contact the elementary office at 765-3245 for further information.

### **Special Education Services**

Laquey RV Schools provide services to locate, evaluate and identify children with disabilities. We provide a free, appropriate public education to all eligible children with disabilities between the ages of 3 and 21 who are under our jurisdiction. We provide services for children with autism, deaf/blindness, emotional disorders, hearing impairment, deafness, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment, blindness, and young children with developmental delays.

For information concerning any of these services, please Call 765-3245 ext. 120 and ask for Mrs. Leanne Smith.

### **Public Notice**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Mrs. Leanne Smith.

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 Laquey R-V 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 Laquey R-V 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 Laquey R-V 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 Education rights and Privacy Act (FERPA).

The Laquey R-V 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 the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). The plan may be reviewed at Laquey R-5 School District, 27600 Hwy AA Laquey, MO Monday through Friday, from 8:00 a.m. to 3:30 p.m.

Local School districts in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to twenty-one (21) that reside in the district. The census must be compiled by December 1 of each year. This information is treated as

confidential and must include: name of the child, parent/legal guardian's name/address, birth date and age of the child, the child's disability, and the services provided to the child. 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 Laquey R-V School District at 573-765-3245.

This notice will be provided in native languages as appropriate.

## **Parents Right To Know**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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 status 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 the certification.

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

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

## **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

## Transportation

### Bus Rules

Please go over the following rules with your child/children. The rules will also be gone over with the students on the bus. Students need to understand that riding the bus is a privilege not a right. Abuse of the rules may result in your child/children losing that privilege. The consequences for not following the rules are outlined below.

Students need to be at the bus stop 3 to 5 minutes before their scheduled pickup time. They need to respect private property of others at the stop location. Students need to wait for the bus in a safe place-well off the roadway to ensure their safety.

#### Rule 1. Respect the rights of others

Avoid roughhousing. Quiet and orderly socializing is acceptable. Shouting or any loud noise is not acceptable. Keep your hands to yourself; pushing, grabbing, reaching or climbing over seats is not permitted. Do not leave papers on the seat or floor of the bus. No spitting.

#### Rule 2. Be courteous, use no profane language.

Profane or inappropriate language or remarks are not permitted on the bus.

#### Rule 3. Obey the instructions of your school bus driver.

Be cooperative and obey your bus driver. The following items are not allowed on the school bus. Illegal drugs or substances, live animals, weapons, explosive or flammable materials, no tobacco or alcoholic beverages are permitted. The driver has the authority to deny transportation of items. The driver has the authority to assign seats whenever and wherever is necessary for good student management.

#### Rule 4. Keep head, hands, and feet inside the bus.

Serious injury could result from being struck by an object as the bus passes or

hitting the window frame as the bus goes over a bump. Do not throw objects from the bus.

Rule 5. Keep the aisles clear.

Students as well as book bags, instruments and other “stuff” must be kept out of the aisle; the driver must have a clear view down the aisle through the back-door window at all times.

In general, rule violations will be dealt with on an individual basis between student and driver. If a problem continues, a written report will be made. The reports follow the guidelines listed below:

1st offense—written warning

2nd offense—1 to 3 days of bus suspension

3rd offense—3 to 5 days of bus suspension

4th offense - 5 to 10 days of bus suspension

5th offense—removal from the bus for the remainder of the school year.

Serious offenses will be dealt with by the principal and superintendent on an individual basis. Those decisions may not necessarily follow in order the steps listed above.

All decisions will be made with the safety of the students in mind.

## **Visitor Policy**

In order to provide a safe and secure environment for Laquey students and staff, the Laquey School District implements the following visitor policies:

(A) Visitors include everyone but currently employed personnel of the Laquey R-V School District and currently enrolled Laquey R-V students.

(B) No visitors are allowed in the school building during the school day. The school day begins at 7:30 and ends at 3:05. Our staff supervises students who have arrived and are not available for conferences or visits immediately before or after school.

(C) All visitors must pre-arrange visits with the classroom teacher. All parents are welcome and invited to conference with their child's classroom teacher or coach. This visit must be pre-scheduled with the classroom teacher or

appropriate office during the teacher/coaches scheduled conference time. Conference rooms shall be utilized if available.

(D) Parents/Visitors are always welcome to visit a principal. Principals do have daily duties to include supervision, evaluations, disciplinary needs, along with several responsibilities; the principal may be unavailable on many occasions. Conferences with the principal should be pre-arranged by making an appointment through the appropriate office. Conferences with the principal should be made only after a conference with the teacher (if appropriate to the need) is held.

(E) All visitors must be escorted to their destination by an authorized school employee.

(F) Scheduled holiday parties, performances, and event invitations are not included in this policy.

(G) All visitors must check in with the office, sign the visitor's log, and obtain a visitor's pass prior to a scheduled conference.

(H) All items delivered including flowers, school related items, food, etc. will be left in the appropriate office. Office personnel will deliver the items to the student or person the item is intended for.

(I) A Parent or guardian is allowed to visit the classroom by filling out the Classroom observation form and obtaining approval from the appropriate building principal.

(J) A room will be provided to parents who wish to eat lunch with their student. The student will bring a tray to the room, no one will be allowed to go to the lunchroom to eat with or visit their student at lunchtime. This should be kept to a minimum as students have a very limited time for lunch and socialization with their peers.

(K) NOTE: Parents and guardians may take their children to class, lockers, etc. on the first day of school.

Visitors/Parents are always welcome to the Laquey R-V School district. In order to provide a safe and secure learning environment we ask visitor protocol be followed by all visitors. Violation of visitor policy could result in a recommendation of implementing individual limited access. Adopted May 23, 2016

### **Check In/Out Procedure**

Students must be signed in and out at the office. Teachers will not allow a student to leave the room until they have clearance from the office. This is to

ensure your child's safety. If you have only certain people who may sign your child/children out, please give that information to Ms. Mattheis in the elementary office. If you have any court ordered restrictions, we need a copy of those papers for the student's file. Appropriate documentation must be shown upon making certain requests concerning restriction of one parent or the other.

Students arriving after 7:50 will be marked tardy and will have to be signed in. School is dismissed at 3:05 p.m. Please do not sign your child/children out on a daily basis before dismissal as this will count against their attendance.

Changing a child's destination for the day must be made by note the morning of the day the change is to occur. Phone calls will not be accepted except for emergencies only. It is very difficult to make changes late in the day so please reserve this for emergency situations only.

A child will be put on their regular bus if they do not have a note from a parent or guardian or if we have not received an emergency phone call.

## **Report Cards**

Report cards are issued every nine weeks to students for parental review and signature. Progress reports are issued at the midpoint of each nine-week period. Parent-teacher conferences are held twice a year. We encourage parents to participate in these conference periods.

## **Discipline**

All students are expected to show respect to other students, to their teacher and to the property of others. Children are not required to like the teacher or their rules, but they are required to respect that position of authority.

Several forms of punishment are used such as:

1. Time out
2. Missing recess time
3. Isolation from other students during class time, lunch, in the hallways, and at recess.
4. Completing discipline sheets or sentences assigned by the teacher or principal

5. In school suspension, and out of school suspension

## **Student Code of Conduct**

Laquey Elementary expects the highest standard of conduct and decorum of all students attending school. Students are expected to:

1. Demonstrate respect for self and others.
2. Demonstrate courtesy to others.
3. Behave in a responsible manner.
4. Attend Class regularly.
5. Be prepared for class.
6. Take seriously the course of study.
7. Dress appropriately.
8. Cooperate with school officials.
9. Respect other's property.
10. Avoid violation of the student code of conduct.

Students are expected to be ambassadors for our school system and must conduct themselves in a respectful and considerate way at all times whether at school, on school grounds, en route to and from school, in the community, or attending school related activities outside our community. Students who disrupt the educational process will be subject to appropriate disciplinary action.

## **Administration of Medication**

Occasionally, we are requested by parents to administer prescription drugs to children enrolled in school. In the interest of fostering good health of students, our school nurse will be happy to do so if the parents fill out a form provided by the school nurse requesting that we administer medication and if the following criteria are met:

1. The medicine is in a container issued by a pharmacy and has the store label attached.



2. The container label shows a recent date on which the prescription was filled.
3. The container's label states the name of the student to whom the medicine is to be administered and the prescription number is on the label.
4. The label contains adequate directions indicating the proper amount and method to administer the medicine.
5. The prescribing physician's name is shown on the label.

All medication, even over the counter drugs, must be dispensed through the school nurse and must be in the original container. Parents are required to provide the medication to be given. No students may have in their possession pills, liquid medicines, pill boxes or inhalers. If exceptions need to be made, you must see the school nurse and the principal.

Up to date immunizations are required of all students attending Laquey. Students may not attend school unless they are in compliance with the Missouri Division of Health immunization requirements. A letter will be sent home stating your child cannot return to school until compliant with the law.

Periodic head checks are done on each student. A no nit policy is in effect at Laquey. You will be called and required to pick your child up if lice or nits are found. Your child must be treated before returning to school. A check will be conducted by the school nurse upon returning. The nurse has information that will help in the control of head lice.

All health-related issues need to be directed to the school nurse. Her name is Christie Chastain and her number is 765-3245, ext. 155.

## **Technology in the Classroom**

Laquey Elementary School recognizes the educational value of electronics-based information, both as a means of access to enriching information and as a tool to develop skills that students need. Students in kindergarten, first and second grades will have access to the Accelerated Reading Program and teacher supervised computer projects. Students in third, fourth and fifth grades will have daily access to the internet and will need to sign a User Agreement Policy/Computer Contract. Students who do not have a UAP/Computer Contract on file will not be allowed to use the computer.

Use of the computer in the classroom is a privilege. If that privilege is abused

students will lose their use of the computer. Parents and students need to be aware of the following:

1. Students are expected to treat all equipment with care and respect.
2. On line safety will be taught and supervised.
3. Students will use sites from the teacher's webpage and will not be allowed to type in unapproved sites.
4. No outside software, music CDs, or disks are allowed.

Abuse of these rules may result in one or more of the following consequences:

1. Limit or loss of access to the network.
2. Additional disciplinary action at the building level.
3. When applicable, law enforcement agencies may be involved.

## **Homework Policy**

Homework is not mandatory in the lower elementary (grades Prek through First). Your child's classroom teacher may send home weekly spelling words, stories to read, or links to educational websites that you may use at home to supplement what they are learning in school. It is up to you as a parent how much time is spent on these activities. Your child's teacher may suggest a certain time period for your child to read or do an activity and give students who participate rewards for doing these activities.

Homework may be assigned at teacher discretion in grades 2-5. If a student does not work during the school day, any work not completed will be sent home as homework. If homework is assigned it should not take longer than 30 minutes to complete. Students will be given one opportunity to make up work and then will receive a zero for unfinished assignments. Students will not miss more than one recess a week due to missing work.

**\*ALL SCHOOL POLICES ARE LOCATED ON THE DISTRICT WEBPAGE [www.laqueyschools.org](http://www.laqueyschools.org) OR IN THE ELEMENTARY OFFICE.**

