

NEWBURG GRADES K-6

PARENT- STUDENT HANDBOOK

2019-2020 SCHOOL YEAR

Dr. Lynne Reed, SUPERINTENDENT

Russ Mudd, PRINCIPAL

Janice Webb, ASST. PRINCIPAL

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## NEWBURG GRADES K-6

### PARENT-STUDENT HANDBOOK

Parents, students, and faculty members are responsible for reading and understanding the rules and regulations set forth in this handbook, which are taken from school policy and state law.

Teachers are responsible for students understanding the rules and regulations in this handbook and are to remind a student of them before sending him/her to the office.

### SCHOOL TELEPHONE NUMBERS

Newburg R-II Schools (Wolf Line) (573)762-9653

Superintendent's Office Ext. 1001

H. S. Principal's Office Ext. 4001

Elem. Principal's Office Ext. 2001

School Nurse Ext. 3601

Newburg R-II School Web Site Address [newburg.k12.mo.us](http://newburg.k12.mo.us)

If there are any questions concerning information in this handbook, please contact the Principal at the Elementary School Office.

Dear Newburg K-6 Students,

Welcome back! We are glad to see you. After summer vacation we find that most students are happy to start classes again. (Of course that is something parents, teachers, and adults in general are not supposed to know.)

Many dollars and man hours have been spent preparing your school for the New Year. We are proud of it and sincerely hope you are too. Help keep your school clean and attractive. Cleanliness and attractiveness of a school reflects the caliber and dignity of those who study and work there.

The reasons for the compilation of this book is to help the student and their parents plan educational goals that will prepare them for life situations beyond the school environment, and to keep the student and their parents better informed on school policies.

You are urged to discuss your plans and problems with the school counselor. She is trained to help students with their educational and school related personal problems.

The Board of Education, Faculty, and Administration are pleased to have you as a member of the Newburg Student Body.

Last year was a good year. Let's make this year the best ever!

Faculty and Staff

## NEWBURG R-II SCHOOL MISSION/VISION STATEMENT

Students and Staff at Newburg Elementary are “readers, writers, thinkers, and problem solvers... ..preparing for a bright future!”

Newburg has CLASS

Committed to  
Learning  
And  
Student  
Success

## PHILOSOPHY OF EDUCATION OF NEWBURG REORGANIZED DISTRICT R-II SCHOOLS

The basic philosophy of this school system is to so teach that our students will learn:

1. To do something worthwhile
2. To think clearly, without confusion
3. To develop a wholesome respect for authority
4. To develop an appreciation for the home, church, state, and nation
5. To distinguish the good from the bad and to support that which is good.

An educated person is an individual possessing those academic and physical skills essential to a wholesome understanding and full appreciation of the environment in which they find themselves. These skills must be cultivated and strengthened through processes carefully supervised by individuals with a deep love for mankind. This is the challenge of every endeavor to provide a program to educate people.

National strength grows as individuals become able to share their pleasures and misfortunes with others. Democracy has proven most successful to Americans. Every American cherishes the freedom they possess. Freedom of Speech, Freedom of Press, Freedom of Religion, Freedom of Enterprise. These freedoms are not inherited. They become the possession of the citizen only when that individual understands thoroughly and appreciates fully, the responsibilities that are his in such a social and political order. In other words, freedom is not given to an individual- they must earn it. Each individual must understand that with each privilege there comes a responsibility.

## Philosophy (cont'd.)

The American way of life recognizes as the three great contributing institutions--the church, the home, the school. Through these three agencies, the ideals which will perpetuate this nation and its form of government must come the situation that will challenge every boy and girl to the utmost in the development of their spiritual, mental, physical, and social self. An educational program can justify its existence only as each successive generation makes a greater contribution to humanity than did the previous one.

The preceding statements reveal the basic philosophy of the Newburg Reorganized District R-II Schools. As the student is the target for every educational endeavor, the program must provide opportunities for every child. Efficient and effective educational training is accomplished when it is individual in nature or, as nearly so as possible. Below will be found specific statement of the desired attainments in the educational experiences of these schools:

1. All youth need to develop and maintain good health and physical fitness.
2. All youth need to develop valuable skills.
3. All youth need to understand the rights and duties of the citizens of a democracy.
4. All youth need to understand the significance of the family for the individual and society.
5. All youth need to know how to purchase and use goods and services intelligently.
6. All youth need to understand the influence of science on human life.
7. All youth need an appreciation of literature, art, music, and nature.
8. All youth need to be able to use their leisure time well and to budget it wisely.
9. All youth need to develop respect for other persons and their property.
10. All youth need to grow in their ability to think rationally.
11. All youth need to be willing to, and assume responsibility.

## CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility,  
He learns to fight.

If a child lives with fear,  
He learns to be apprehensive.

If a child lives with jealousy,  
He learns to feel guilty.

If a child lives with encouragement,  
He learns to be confident

If a child lives with tolerance,  
He learns to be patient.

If a child lives with acceptance,  
He learns to love.

If a child lives with approval,  
He learns to like himself.

If a child lives with recognition,  
He learns to have a goal.

If a child lives with fairness,  
He learns to have faith in himself.

If a child lives with honesty,  
He learns what truth is.

If a child lives with friendliness,  
He learns that this world is a nice place in which to live.

Author Unknown

## Registration

Students are registered for the next year at the end of the previous year. At open house parents and students are let know of their classroom assignment.

You should keep this handbook for further reference. A number of school policies are included to guide the student and parents. You and your parents are asked to read this publication and assist the school in carrying out these policies.

## Daily time Schedule for Elementary School

Student Arrival times:

Students should arrive no earlier than	7:30 a.m.
School begins	8:02 a.m.
School dismisses	3:21 p.m.
Buses leave	3:26 p.m.

## School Calendar

Pre-School Teacher Workshops	August 12-14
Open House	August 13
Professional Development Days	August 15-16
School Opens	August 19
Labor Day Vacation (no school)	September 2
Professional Development Day (no school)	September 27
1 <sup>st</sup> Quarter ends (38 days)	October 11
Professional Development Day (no school)	October 14
Parent/Teacher Conference (dismiss @ 12:46 p.m.)	October 17
No School	October 18
Veteran's Day (no school)	November 11
Thanksgiving Vacation (no school)	November 27-29
Christmas Break (dismiss @ 12:45 p.m.)	December 20 to January 5
Professional Development Day (no school)	January 6
Classes Resume	January 7
Martin Luther King Day (no school)	January 20
Professional Development Day (no school)	January 27
President's Day (no school)	February 17
Professional Development Day (no school)	February 28
3 <sup>rd</sup> Quarter Ends (40 days)	March 6
Parent/Teacher Conference (dismiss @ 12:45 p.m.)	March 12
Spring Break	March 13
Spring Break	March 16
Professional Development Day (no school)	March 27
Spring Break	April 10
Spring Break	April 13
Professional Development Day (no school)	April 24
Last Day in Session (dismiss @ 12:45 p.m.)	May 8
Teacher Workshop Day	May 11
Professional Development Day	May 12
Make Up Days	May 13-19

## NEWBURG ELEMENTARY SCHOOL SUPPLIES

### PEEPS

- Full Size Backpack (NO WHEELS)/
- Crayola Watercolor paint 8 count
- 3 pkg. Baby Wipes
- 2 boxes Kleenex
- 8 glue sticks
- 1 4 pack Expo Markers
- 1 blue/1 green/1 red/ 1 yellow double pocket folders
- 1 8 pack Crayola Markers
- 1 box Ziplock bags (any size)

### First grade

- 1 headphones that cover ears (\$10. Max.)
- 1 blue/1 green/1 red/ 1 yellow double pocket folders
- 2 Composition Notebooks
- 3 boxes Crayola Crayons
- 2 boxes Kleenex
- 1 pkg. pencil tip erasers
- 1 pair Fiskar scissors
- 1 bottle Elmer's glue
- 4 pkg. yellow #2 pencils
- 1 pkg. Elmer's glue sticks
- 1 pkg. Crayola markers
- 2 pkgs. Clorox wipes
- 2 1 subject notebooks
- 2 pink erasers

### Kindergarten

- \*Full Size Backpack (NO WHEELS)/
- \*2 boxes Crayola Crayons (24 pack)
- \*1 bottle Elmer's glue
- \*1 regular size art box
- \*1 8 pack Crayola Markers
- \*2 pkgs. Baby wipes
- \*2 boxes Kleenex
- \*1 box Ziploc bags (any size)
- \*1 pair of Fiskar scissors
  - \*1 pkg. pencil erasers
  - \*1 pkg. pencils
- \*1 headphones that cover ears
- \*1 small plastic mat for nap

### Second grade

- \* 1 headphones that cover ears (\$10. Max)
- \*1 blue/1 green/1 red/ 1 yellow double pocket folders
- \*2 Composition Notebooks
- \*1 box Crayola Crayons
- \*1 box Kleenex
- \* pkg. pencil tip erasers
- \*1 pair Fiskar scissors
- \*1 bottle Elmer's glue
- \*1 box yellow #2 pencils (prefer Ticonderoga)
- \*1 pkg. Elmer's glue sticks
- \*1 pkg. Crayola markers
- \*1 Clorox wipes
- \*1 pkg. baby wipes
- \*1 bottle Germex
- \*1 regular size art box
- \*1 box Crayola Colored pencils
- \*1 box Ziploc Sandwich size bags



## **NEWBURG ELEMENTARY SCHOOL SUPPLIES**

### **THIRD GRADE - FOURTH GRADE – FIFTH GRADE**

- Full size Backpack (no wheels)
- Pencils (yellow #2)
- Headphones that cover the ears (\$10. Max ) Individual use only
- Kleenex
- 1 box Crayons
- 1 pkg. thin markers
- 1 pkg. tip erasers
- 1 pkg. of baby wipes or cleaning wipes
- 5 glue sticks
- 6 two pocket plastic folders
- 1 pkg. dry erase markers
- 1 pkg. highlighters
- 1 box of gallon or quart Ziplock bags
- 5 one subject spiral notebooks
- 1 three-ring binder (individual use)

Third, Fourth and Fifth will be using community supplies. Please purchase 5 solid color (1 blue/1 red/ 1 yellow/1 green 1 purple) notebooks and folders and 1 “any folder” (this folder will be individual take home folder).

### **SIXTH GRADES**

- Full size Backpack (no wheels)
- Red pens (4)
- 1 pkg. pencils
- 1 pkg. erasers
- 1 box colored pencils
- Loose-leaf notebook paper
- 1.5 inch, 3 ring binder
- Tab dividers
- Headphones that cover the ears (\$10. Max ) Individual use only
- 1 box Kleenex

These items will need to be replenished quarterly, or as needed.

### **NO TRAPPERS OR LARGE BINDERS NO WHITE OUT**

Students need to have at least 2 pencils for use at all times. School supplies will need to be replaced from time to time. The school will not be able to provide all necessary supplies, and borrowing from other students is unfair and is disruptive to class.

Due to health issues and safety concerns, **all daily classroom snacks, party, and birthday treats will need to be pre-packaged, store bought items. Homemade items will no longer be accepted.**

### **ARRIVAL AT SCHOOL**

Students should arrive at school **NO EARLIER THAN 7:30** in the morning. If students arrive earlier than 7:30, they will wait on benches in the hall until the 7:30 bell. When the 7:30 bell rings, students should go directly to their classrooms, get their lunch card and go to breakfast. Students arriving at school later than 8:00 are to report to the elementary office. **The outside doors will be locked. When you arrive at school, you will be buzzed in at the elementary doors. The doors will be locked all day. Parents please pick up your students in the cafeteria. THANK YOU for your cooperation.**

### **LEAVING SCHOOL**

Dismissal bells will ring at 3:21.

Teachers will walk bus students, K-2, to the door of the building at 3:20. Students who wait for High School brothers or sisters to walk them home, shall wait in the cafeteria. Students who are picked up by parents will be met in the cafeteria. Students who are walking home will exit at the door by the Superintendent's office.

If someone other than the parent is to pick up a child, the parent must call the office with the information or send a note to school with the student. No student will be allowed to leave school with anyone, other than a parent, without proper notification.

**Please inform the school of any changes to the routine schedule. Any student going home with a friend will need to bring a permission note from home. Also, a note from the home of the friend must be sent to school.**

Parents needing to pick up their children before the end of the school day must go to the office to receive a pass to pick up their child. **Visitors entering school between 7:40 a.m. and 3:00 p.m. need to sign-in at the appropriate office.**

### **LEAVING CLASSROOMS**

Students will not be permitted to leave the classroom unless given permission by the teacher. Routine visits to the bathroom and water fountain will be provided during the day.

### **SUPERINTENDENT'S OFFICE**

Students are welcome to visit, to discuss personal and/or school problems with the superintendent by appointment and with permission from the principal.

### **NUISANCE ITEMS**

Students are not to bring to school such items as radios, tape recorders, rubber bands, gum, water gun, firecrackers, tobacco, cigarette lighters, matches, knives, or any other "gadgets" that may be disruptive to the learning process. Students are not to bring balls or toys of any kind to school unless approved by the classroom teacher.

## **PLAYGROUND RULES AND REGULATIONS**

Children are expected to obey all safety rules and regulations.

1. No rock, gravel, sticks, etc. should be thrown on the playground.
2. Children are not to play around cars parked along the edge of the playground
3. All pets **MUST** be left at home. A dog following a student to school makes a nuisance of himself and could cause a serious incident. Animal control will be called to pick up stray animals on school property.
4. Bicycles must be walked on school property **beginning at the Vocational building** and then placed in the rack.
5. Children are not to leave the playground without permission to retrieve balls or other playground equipment that has rolled across the street.
6. Elementary students usually do not have outside recess when the chill factor is 32 degrees or below. Individual teachers may take students out to recess when the chill factor is below 32 degrees for a shortened recess on a voluntary basis.
7. In cold weather, students in kindergarten through grade 4 should wear coats, hats, and gloves. Coats, hats, and gloves are also recommended for 5th and 6th grade students.
8. Students who cannot be outside due to a health problem, must have a note from the parent.

## **ABSENTEE POLICY (GRADES K-6)**

**For maximum benefit from the instructional program, regular attendance and being on time for class are necessary. Regardless of whether the absence is "excused" or "unexcused", students who miss more than 10 days in a year, except under extenuating circumstances approved by the principal, shall repeat the school year. The 10 days allowed by this policy is for use by the student only in cases when it is absolutely necessary for the student to miss school. Absences that are the result of truancy, suspensions, or routine business that can be taken care of after school or on weekends are examples of non-extenuating circumstances.**

When there is an **unexcused absence**, no tests or work assigned on that day or due to be turned in on that day will be made up, and the grade for that work will be zero.

When there is an **excused absence**, students will be given a reasonable length of time to complete and turn in all make-up work when they return to school. If assignments have been given prior to the absence, work should be completed and turned in when the student returns to school. Work not made up will be recorded as zero.

**When parents know that a student will have to miss school, they may contact the principal's office and request that the student's assignments be brought to the office to be picked up at 3:00 p.m. All such requests must be made by no later than 9:00 a.m. If parents know that a student will miss school for a long period of time due to illness, hospitalization, etc., they are requested to notify the school so that assignments can be collected to be sent home.**

**Parents are requested to notify the office by phone and /or by note explaining the child's absence. After a child misses three (3) days parents will be contacted by letter. A doctor's excuse will be requested if a child misses more than (10 days) of school, or proof of extenuating circumstances must be verified to the principal.**

### **EMERGENCIES**

It is very important that parents can be contacted in case of an emergency. Please leave a current phone number where you can be reached if you will not be at the emergency number previously given. If the emergency phone number changes during the school year, it is the parent's responsibility to inform the school.

### **SCHOOL DISMISSALS**

In case of bad weather or situations in which school cannot be held, radio stations KMOZ 1590AM/K-DAY 97.5FM and KTTR 99.7FM/1490AM KZNN 105.3FM in Rolla and KJPW 97.9FM in Waynesville and TV stations: KYTV (3), KOLR (10), KRCG (13) and KMOV (4) will announce school dismissal before 7:00 a.m. The School Reach phone system will also notify parents that have updated numbers in the system.

If school is dismissed early, these same stations will be notified.

Parents, this is what to do if school is dismissed early due to bad weather:

1. Don't call the elementary office to ask if school is cancelled. The superintendent's office notifies us only when a decision has been made and then radio stations are immediately called.
2. Call the elementary office ONLY if your child is to go somewhere different from where they usually go.
3. Keep the office updated with current phone numbers and people to contact.
4. Plan with your child what they should do in case school is called off early.
5. Please inform your child's teacher where students should go for an early dismissal.

### **NEWBURG R-II SCHOOL DISTRICT DISCIPLINE POLICY**

The Board of Education of the Newburg R-II District recognizes the importance of standards of discipline to the maintenance of an atmosphere where orderly learning is possible and encouraged. Toward that end, the following District Discipline policy is established.

1. Students in the Newburg R-II Schools shall conduct themselves in a manner conducive to a good learning environment and in a manner that exemplifies orderly and neighborly conduct.
2. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school-sponsored activities, or during intermission or recess period.
3. Students who fail to comply with these standards shall be subject to reprimand, and/or loss of privileges, and/or spanking, and/or temporary or permanent dismissal from school. Parents and guardians will be notified of major disciplinary action taken in regard to their children.

4. Handicapped students will be expected to adhere to the Discipline policy. Exceptions due to handicapping conditions will be noted in the student's Individual Education Plan.
5. Actions taken under paragraph 3 of this policy may be appealed first to the Superintendent of Schools and then to the Newburg R-II Board of Education.

The district Discipline Policy established by the Newburg R-II Board of Education is general in nature due to:

1. The need for teachers, principals, and the superintendent to have latitude in all matters of discipline.
2. The developmental differences which exist between elementary school and high school students, requires disciplinary action unique to each level.

In order to provide some guidance for personnel responsible for administering the District Discipline Policy, the Board adopts the Elementary School Discipline Code (K-6) and the High School Discipline Code (7-12). No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of these codes to list certain offenses, which if committed by a student, will result in the imposition of a penalty within the limits of the District Discipline Policy. Penalties are suggested in the codes for each offense, or repetition thereof, but imposition of penalty is at the discretion of the personnel responsible for administering the codes.

Lunch Detention is a disciplinary measure served during lunch time where student's social time is restricted. Students will spend lunch sitting at a designated quiet table and recess will be spent walking around the playground single file with no communication with any other student.

### **BERG (K-6) SCHOOL DISCIPLINE CODE**

#### **I. Classroom Rules**

- A. Follow teacher directions
- B. Respect school property and the belongings of other people.
- C. Be courteous in speech and action to teachers, classmates and all others.

#### **II. School-Wide Rules (Building, Cafeteria, Playground, Restrooms, Etc.)**

- A. Follow authorized adult directions.
- B. Walk quietly inside building, to all classes, and buses.
- C. Stay in assigned areas (example: never leave school ground without permission.)
- D. Use school equipment properly.
- E. Fighting, pushing, shoving, cursing, biting, and name calling are prohibited.
- F. Dangerous objects (example: knives) and/or objects used dangerously are prohibited.
- G. Violations against public decency, using language or performing actions which can be construed as sexual harassment is prohibited.
- H. Violations against bringing tobacco/cigarettes/lighters to school.

### **III. Consequences for Breaking a Rule**

- A. FIRST OFFENSE- Name written on the board as a warning.
- B. SECOND OFFENSE- Check (/) placed behind name with a ten minute loss of recess.
- C. THIRD OFFENSE- Another check (/) and loss of whole recess.
- D. FOURTH OFFENSE- Another check (/) placed behind name and student is disciplined by classroom teacher or sent to the principal.
- E. After five (5) consecutive days of their name on the board regardless of the time of year, students will be disciplined by the classroom teacher or the principal.
- F. Lunch Detention may be assigned by the principal.

### **IV. THE PRINCIPAL WILL BE GUIDED BY THE FOLLOWING PLAN OF ACTION WHEN A STUDENT IS SENT TO THE OFFICE.**

- A. FIRST VISIT - Conference with student followed by discipline at the discretion of the Principal.
- B. Each time a student is sent to the office it is recorded and notification sent to the parent/guardian.

### **V. SEVERE BEHAVIOR**

- A. In the event of any of the follow disruptions, the student is sent immediately to the principal:
  - 1. Fighting
  - 2. Disrespect of authority
  - 3. Damaging school property
  - 4. Total disruption of class
  - 5. Inappropriate language
  - 6. Bus misconduct
  - 7. Tobacco/lighters
  - 8. Stealing
  
- B. Consequences for a severe behavior one or more of the following:
  - 1. Lunch Detention
  - 2. In-school Suspension
  - 3. Instruction outside of the regular classroom
  - 4. Suspension
  - 5. Restriction from certain activities
  - 6. Saturday School
  - 7. After school detention – (Failure to attend an assigned After School Detention will result in ISS and a make-up After School Detention)
  - 8. Referral to juvenile authorities
  - 9. Corporal punishment
  - 10. Any other alternative worked out by principal and parents/guardians.

## **VI. IN-SCHOOL SUSPENSION**

- A. In-school suspension shall be served in the office under the supervision of the Principal. The student shall have lunch and adequate restroom breaks.
- B. A student placed on in-school suspension shall be given assignments by his regular classroom teacher. A list of the assignments shall also be given to the Principal.
- C. Grades earned during in-school suspension shall be used in computing quarterly averages. Work missed due to being suspended from school cannot be made up.
- D. A student who spends a total of five (5) days on in-school suspension during a school year can be subject to suspension from school upon committing another incident of severe behavior

## **VII. SATURDAY SCHOOL RULES**

- 1. The day will consist of 3 hours from 8:00 a.m. to 11:00 a.m.
- 2. Three hours of detention will equal one day of out-of-school suspension.
- 3. If a student is tardy, additional time will be added to in-school detention time.
- 4. Students must bring schoolwork to keep them occupied during the entire time. The teacher in charge may assign additional work if necessary, which may include sentences, written reports, etc. If students do not follow the assigned teacher's directions, parents will be called and the student will be dismissed. The Saturday detention will then change to out-of-school suspension.
- 5. There will be a restroom and water fountain break every hour.
- 6. There will be no phones or other electronic devices allowed. There will be no sleeping, talking, eating, drinking or other unacceptable behavior. Student handbook will apply and additional penalties may be given by the principal.
- 7. No telephone calls may be made or received without permission of the teacher in charge.
- 8. No visitors will be allowed.
- 9. The student is responsible for his/her own transportation.

## **VIII. SUSPENSIONS**

- A. Principal may suspend any student not to exceed ten (10) days.
- B. The Superintendent may suspend a student for ninety (90) days.
- C. Expulsion of students is a function only of the Board of Education.
- D. During any suspension or Saturday school, the student may not attend any school function at school, or away from school until the time of reinstatement.**

## **IX. VIOLATION AGAINST PUBLIC HEALTH AND SAFETY**

Students are expected to report to school in a drug-free condition. The possession, sale, transfer, or use of alcohol or illegal drugs and paraphernalia is absolutely prohibited. An illegal drug is defined as all forms of alcoholic beverages, narcotics, depressants, stimulants, hallucinogens, heroin, cocaine, marijuana, inhalants, or prescription medication which is not being used as prescribed.

- A. Possessing, using, or attending school under the influence of alcohol or illegal drugs.
  - 1. First Offense- up to 90 day suspension
    - a. The principal or designated individual will notify the parents in writing and/or verbally to explain the incident and arrange a conference.
    - b. The principal or designated individual will notify the school, the school nurse and the appropriate counselor. If the student (and/or parent) agrees to a professional evaluation, a minimum suspension of 5 days will be imposed. After the 5 day suspension, once the principal has received written verification that the evaluation has taken place, the student may return to school. If the parents or guardians fail to arrange a professional evaluation, the 90 day suspension will be carried out.
    - c. The principal or designated individual will contact law enforcement officials if necessary.
  - 2. Second Offense-90 day suspension
  - 3. Third Offense-expulsion, maximum penalty
- B. Supplying, distributing, or selling of alcohol or illegal drugs
  - 1. First Offense- expulsion, maximum penalty
- C. Possessing and/or using tobacco products
  - 1. First Offense-up to 1 day suspension
  - 2. Second Offense-up to 3 day suspension
  - 3. Third Offense-up to 10 suspension

## **X. INAPPROPRIATE USE OF TECHNOLOGY**

- A. Mis-Use of Internet
  - 1. First Offense- 1 day of ISS and up to one year loss of internet privileges.
  - 2. Second Offense-2 days of ISS and loss of internet for one year.
  - 3. Third Offense-3 days of out of school suspension
- B. Mis-Use of Cell Phones
  - 1. First Offense-Confiscation of phone and given back at end of day.
  - 2. Second Offense-Confiscation of phone and parent pick up.
  - 3. Third Offense- Confiscation of phone, parent pick up, and 1 day of ISS.



C. **“Cyberbullying”** is:

Bullying through, for instance, a message, text, sound, or image by means of an electronic device.

- That originates on a school’s campus or at a district activity if the electronic communication was made using the school’s technological resources;
- If there is sufficient nexus to the educational environment;
- Or is the electronic communication was made on the school’s campus or at a district activity using the student’s own personal technological resources.

**The school district may discipline any student for such cyber-bullying to the greatest extent allowed by law.**

D. **“Bullying”** is:

- Intimidation, unwanted aggressive behavior, or harassment (either repetitive or substantially likely to be repeated) and causes a reasonable student to fear for his or her physical safety or property;
- Or, substantially interferes with the educational performance or opportunities or benefits of any student;
- Or substantially disrupts the orderly operation for the school.

**Steps for reporting and processing bullying:**

1. Encourage reporter to complete a written form regarding the incident.
2. Discuss that the building designated investigator will investigate the reported bullying or cyberbullying.
3. Within two (2) school days of receiving a report of bullying and/or cyberbullying, initiate investigation of the alleged incident(s).
4. That the investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.
5. The designated investigator may issue findings and outcome of the investigation, including recommendations for corrective action, including discipline, as appropriate.

**Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.**

**Consequences:**

- **Loss of privileges, Classroom detention, Conference with Teacher, Parents contacted, Conference with Principal, In-school suspension, Out-of-school suspension or Expulsion and law enforcement contacted**

**CORPORAL PUNISHMENT-** Newburg R-II School District is not in favor of paddling without due cause. According to Missouri School Law a teacher has the right to inflict corporal punishment upon a pupil if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper. It must not be excessive, cruel, unusual, or malicious. It must be administered for a salutary purpose to maintain the discipline and efficiency of the school. The Newburg R-II Administration shall have a written procedure concerning corporal punishment within the guidelines of the board policy (10/17/02). The Supreme Court, through studying many court cases concerning corporal punishment, has ruled that schools do have the right to use corporal punishment. This is based on the law of "en loco-parentis" whereby teachers in a school are automatically given the same rights that parents have concerning their children. When parents send their children to school, teachers automatically have the right to discipline their students with a paddle if necessary.

In the Newburg R-II Schools, corporal punishment shall be used when it is believed necessary using the following procedure:

1. The school will acquire written permission from the student's parent(s) or guardian before a paddling is administered.
2. A paddling shall be on the buttocks and shall not exceed three swats at any one time.
3. A paddling shall be administered by an administrator in the presence of witness/witnesses.
4. A child shall not be paddled in the presence of their peers.
5. The student shall be required to either place his hands on a desk or on his knees while receiving a paddling.
6. All paddles shall be inspected and approved by the superintendent.
7. Any administrator who paddles a child shall file a disciplinary report. This report must contain the follow information:
  - a. Time of day and date paddling was administered.
  - b. Reason for paddling.
  - c. Name of witness/witnesses.
8. A copy of the disciplinary report shall be kept by the school and a copy shall be sent home with the student, to be returned and signed by the parent before the student is to be admitted the next day.
9. A monthly report from the administrators on specific number of paddlings administered shall be on file.

## STUDENT SCHOOL BUS POLICIES

1. While bus is in motion, ALL students must be seated, facing forward.
2. Students must NEVER extend their head, hands, or arms through the window.
3. Students who cross the road Must Cross In Front of the Bus and **SHALL WAIT TO BE SIGNALLED BY THE DRIVER.**
4. Students are prohibited from propelling (throwing, spitting, shooting) any object while on the bus.
5. NO food, drink or gum chewing on bus unless student is bringing their lunch or meal for school activities. (Not to be consumed on bus.)
6. Students are not to trip or impede the progress of students who are loading or unloading.
7. NO loud, distracting, profane or disrespectful language or action toward fellow students and driver(s).
8. NO possession or use of tobacco products, drugs, drug paraphernalia, alcohol or weapons.
9. Students should keep their hands to themselves (NO hitting, kicking, poking, pulling hair or grabbing).
10. **Bus drivers have the same authority/responsibility as teachers in the classroom.**
11. When possible, students are to notify the driver when they do not plan to ride the bus. (Bus number, driver's name and phone number on note).
12. Students should disembark only at school, must remain on school premises upon arrival and may ride another bus only with a note from home verified by the Principal's office.
13. ALL students will have a seating assignment. NO switching without driver approval. Bus interiors that are damaged are the responsibility of the students assigned to that particular seat.

Students who violate rules on the school bus will be given a discipline violation report which will be signed by the driver, parent, student, and principal. The discipline violation report will have to be signed by ALL persons involved in order for the student to get back on the bus.

Students who receive a 3rd violation may be suspended from riding the bus for 3 days. Each subsequent violation may result in a 3 day suspension from riding the bus. Upon receiving the 5th violation students could be suspended from riding the bus the remainder of the school year. Depending on the seriousness of the offense, students could be suspended from riding the bus on the first violation.

## **Administrative Procedural Amendment to District School Bus Safety, Policy 5220**

For Purposes of Safety and Efficiency

This administrative procedural is in regard to pupils who board or get off the bus at a bus stop not directly in front of their house, such as at the end of a long lane or designated bus stop on a county road or highway.

Unless notified by parents or guardians in writing, pupils must be met at the bus stop by a parent, guardian or a responsible individual appointed by the parent/guardian.

When no one is at the bus stop to take charge of bus riders, those pupils will complete the route with the bus driver and will be returned to the school. There they can be picked up by the parents at the elementary office.

### **DRESS AND GROOMING**

It is the belief of the Newburg Board of Education that standards should be set for dress, grooming, and personal hygiene. This is necessary for decorum to be maintained in our school. Therefore, the following minimum standards are set:

1. Acceptable attire for all students will be casual and loose-fitting not sagging.
2. All attire must cover the back, chest, shoulders and midriff and not expose undergarments. Low cut tank tops or spaghetti straps are not permitted.
3. Students may wear shorts to school if they are at an acceptable length. This rule also applies to skirts and dresses.
4. All attire shall be free from violent, obscene, and suggestive writing, and or references to alcohol, tobacco, or drugs.
5. Students are encouraged to wear sturdy footwear.
6. Hair should be well-groomed, neat, and clean in appearance.
7. The principal shall have discretion in dealing with all questionable clothing and clothing styles.

No dress or hair style will be permitted which is distracting to the educational process of the school or which adversely affects the decorum of the school or the classes attended by the student. No hats shall be worn in school buildings during the school day by either males or females.

The principal of the school will call the parent of the student whose dress or hair style is prohibited by the above paragraph, the parent will be called to make the appropriate changes. If the student refuses to comply it could result in disciplinary action.

### **TOBACCO FREE ENVIRONMENT**

The use of tobacco is a proven health hazard. In addition, it is illegal for minors to even purchase tobacco products. The school prohibits chewing tobacco or smoking by students on all school premises. This policy pertains to all school sponsored activities at home or away. This also applies to having tobacco products in your possession. In addition, smoking as well as the use of any other tobacco products is prohibited in school buildings at all times, by all individuals-adults as well as students.

### **CARE OF SCHOOL PROPERTY**

We have always taken pride in caring for our school and its equipment. At no time shall students sit on desks, arms of chairs, or in windows. Please help keep the building clean. Never enter or leave the building except through the doors.

Any person who shall willfully destroy or damage school property, use or write any racial/ethnic slurs, use any profane or indecent language or draw an obscene picture or representation, shall be deemed guilty of a serious offense and be liable to suspension.

**DAMAGE WILL BE PAID FOR BY THE STUDENT DOING THE SAID DAMAGE.**

### **FIRE DRILLS**

Any fire is a very definite hazard in every school. Even in the very best constructed fireproof buildings, there are the dangers of panic, explosions, and fumes. Each student must become acquainted with the proper exits and methods of departing from the various classrooms that are occupied during the day.

When evacuating, go directly to the back of the playground. Each class is to stand with the teacher so that roll can be taken. When buildings are cleared of danger, a signal will be given to return to the classrooms.

When fire evacuating is necessary, you will be warned by an intercom announcement and a series of short rings. You are to leave the building in an orderly fashion. Go directly to the meeting place not taking time for coats, books, etc.

Some classes are held in the high school buildings. Students that are in music, gym class, or in the cafeteria will be accompanied out of the building during fire drills or evacuations by the teachers present.

## **TORNADO DRILL**

Tornado drills will also be conducted annually. All students will go to the interior, windowless classrooms marked with an asterisk. Students in classes housed in the old gym, vocal music room, or instrumental music room will follow the high school evacuation routes.

The signal for a tornado drill will be one long ring.

## **CAFETERIA**

Breakfast and lunch are served in the cafeteria daily. Menus are printed in the paper on Friday and also announced on local radio stations each morning.

Lunches are \$2.10 per meal. A carton of milk is provided with each meal. A state regulation mandates that all students take milk with their lunch. Only students with a note from a doctor will be exempt.

Breakfast is \$1.35 per day. See Donna Weise for reduced breakfast & lunch prices.

Students who bring their lunch from home may purchase a carton of milk for \$.40. Students in grades Kindergarten through fourth may purchase extra milk for afternoon break for \$.40.

Students will not be allowed to bring glass bottled beverages to school.

A supervisor is on duty while the children eat.

Prepayment for lunches is strongly encouraged. Forms for application to participate in the free and reduced lunch programs are available in the elementary office.

## **REPORT CARDS**

Report cards are issued every nine weeks of the school year. Grade symbols of A, B, C, D, and F will be used to indicate achievement of students. These symbols are to be interpreted as follows:

A+	100-97%	B+	89-87%	C+	79-77%	D+	69-67%
A	96-93%	B	86-83%	C	76-73%	D	66-63%
A-	92-90%	B-	82-80%	C-	72-70%	D-	62-60%

Kindergarteners receive 4 report cards--1st, 2nd, 3rd, and 4th quarter. The letter grades are E-Excellent, S-Satisfactory, N-Needs Improvement and U-Unsatisfactory.

It is our sincere desire for all students to maintain passing scores. If at any time you have a question or concern, please call the elementary office and make an appointment to talk to your child's teacher.

## **PARENT CONFERENCES**

Parent-Teacher conferences will be held 1st and 3rd quarters. Report cards will be given to parents at those conferences. We believe such conferences are vital for students to achieve at their highest possible level. Teachers will start scheduling conferences prior to the date of the conferences so that the time can be as convenient for parents as possible.

## **DEFICIENCIES**

Deficiencies are mailed out in the middle of each quarter. If the student's grade is 65% or below, they will receive a deficiency notice. This is a notice to make the parents aware that the student is functioning below a D+ level and is in jeopardy of receiving a failing grade. The lower elementary send notes with 79% or below.

## **HONOR ROLL**

Students (grades 4-6) achieving all A's will be placed on the Principal's Honor List. Students achieving A's and B's will be on the B Honor Roll.

## **PROGRAMS PROVIDED AT NEWBURG ELEMENTARY: GUIDANCE**

The Elementary Counselor's main objective is to assist each individual child to become a well-adjusted successful school student.

The Counselor, working closely with teachers and other school personnel, strives to assist each child to:

1. Develop and maintain a good self-concept.
2. Develop the ability to get along with others.
3. Develop independence.
4. Become a responsible and dependable person.
5. Develop pride in doing their best.
6. Make choices and be responsible for the results of the choices made.

Some varied duties of the Counselor are to:

1. Counsel children individually and in groups.
2. Participate in conferences with parents, teachers, and administrators.
3. Supervise the elementary school's group testing program.
4. Assist in the diagnosis of learning problems by testing individuals.
5. Coordinate the diagnostic process for special education services in the elementary school.
6. Provide school psychological examiner service for elementary students.
7. Assist in the placement of children in regular and special classes.
8. Screen, recommend placement, and provide orientation for new students.

## **LIBRARY**

The Library is provided as a central resource center for pupils and teachers.

Library Rules:

1. 1<sup>st</sup> - May check out one book per visit.
- 2<sup>nd</sup> Will check out two books when the librarian feels they are ready to handle the responsibility.
- 3-6 May check out two books and one older magazine per visit. Magazines are to be left at school in a special place in the classroom, not to be placed in student's desk.
2. Books are due in one week.
3. New magazines and reference material will be used in the library only. Each grade will have magazine days during the school year. The library is always available for research. When there are students in the library, research may be done quietly at the back table. The librarian will be available to help with research during a scheduled library period if she knows ahead of time.
4. Three overdue notices will be sent. If overdue items are not returned, the student will then be billed for replacement cost. Materials may not be checked out until all overdue materials are returned.
5. Use all library materials carefully.
6. Please contact the librarian about lost, misplaced, or damaged library materials.
7. If a book has been paid for and is found and turned in within the current school year, money will be refunded.

## **MUSIC**

Music is provided for kindergarten through grade six. Music classes teach music for enjoyment, appreciation, and also develop basic music skills. Sixth grade students are eligible to participate in band. Students may rent instruments or purchase their own.

## **PHYSICAL EDUCATION**

Physical Education includes Activities for grades K-6, selected and conducted for purposes of developing the individual physically, mentally, and socially. Students are required to wear tennis shoes for P.E. Students are asked to have a clean pair of tennis shoes for P.E. other than their street shoes. Girls in grades 3, 4, 5, and 6 needs to wear shorts under their dresses for P.E.

## **ART**

Art Instruction is provided for grades K-6. The basic skills in Art are taught, and children are encouraged to develop an appreciation for Art in everyday living. Sometimes painting is done and students may bring an old shirt to protect their clothing at the first of the year. These shirts may be stored in the Art room and returned to the students at the end of the year. School supplies that are used in Art may need to be replaced from time to time. K-6 will need a pencil, scissors, crayons, and glue. 4th-6th need colored pencils, also. Students are asked to leave these supplies at school.



**SPECIAL EDUCATION  
MENTALLY HANDICAPPED, LEARNING DISABILITIES AND BEHAVIORAL  
DISORDERS**

Special Education Service classes are provided for any child in the district that has special needs based on State and Newburg Compliance Plan guidelines. The groups are kept small and instruction is individualized.

**SPEECH THERAPY**

The Speech Therapist works with any Elementary, Junior High or High School students that have a speech impediment or language delay that meets the criterion as stated in the State and Newburg Compliance Plan. The therapist attempts to make the necessary correction through individualized training or small group instruction.

**REMEDIAL READING AND REMEDIAL MATH**

The remedial reading and math programs are planned for children who have difficulty mastering reading and math skills. The program consists of the following:

- 1 Depending on the needs of students services may be in the regular classroom or in a small group in the Title I room.
2. New, attractive, and interesting materials to encourage children to become better students.
3. Students are selected according to multiple-criteria. This includes achievement test score, teacher recommendation and other student data.
4. Dismissal from a remedial class depends on the student's progress, classroom performance, and parental agreement.

**SCHOOL NURSE**

The school nurse shall promote improvement in the general health of school children by:

1. Consulting and aiding teachers with health education instruction.
2. Giving health talks to classroom groups, Parent-Teacher groups, and community groups.
3. Using educational films, models, literature, etc. to stress specific health problems and proper attention to them

Contagious Diseases: Chickenpox - The contagious period is some days before to 5 days after skin eruptions.

Pink eye - When a student has pink eye, he must be on prescription medicine from the doctor for 24 hours before he will be allowed to return to school.

Students should not return to school if they have had a fever within the last 24 hours, or if antibiotics have been administered, the student should have received a minimum of 24 hours' worth of antibiotics and be fever free.

All prescription medicine must arrive at school in a current pharmacy labeled container with the correct dose. A medication permission form must be signed by the parent. The first dose of any medicine must be given at home.

When filling out the Emergency Green cards, please fill out the Doctor and Dentist name and phone number.

In the case of an injury, the parent or guardian will be notified immediately for appropriate instruction since the district's responsibility is only for first aid. The right to give treatment goes no further than that treatment that is necessary to protect life and to comfort the student until additional treatment can be secured by the parent or guardian.

The health of the child is the fundamental responsibility of their parents. Each school year the district will have on file an emergency card for each student, filled out by the parent or guardian, designating the person to contact and alternates in case of an emergency, family physician and dentist. The parent(s) work address and phone number will also be included. This card will be signed by the parent. Please update the School when these change.

School personnel, including school nurse will not transport a seriously injured student. If parents cannot provide transportation, an ambulance will be called at the expense of the parents. A responsible adult will accompany the child in the ambulance to the emergency room in absence of a parent. The superintendent will be notified at the time the ambulance is requested. The district reserves the right to act as necessary, in its opinion, in life or death situations. School personnel will notify the appropriate administrator when emergency services such as ambulance and paramedics are needed.

If at any time during the year, your child receives a shot of any kind, a doctor's statement should be acquired, reporting the type of shot as well as the month, day, and year that the shot was administered. The statement should then be turned in to the school nurse so it can be recorded on the permanent record.

### **HEAD LICE**

In keeping with the Newburg Public School's practice/policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following policy:

1. The school nurse will conduct a one-time school wide head lice screening in the fall of the new school year for grades K-6. The school nurse will also check for head lice when any student is referred by a parent/guardian, teacher or other staff member and an infestation is suspected.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.

3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure the head lice are eliminated.
4. If the student is infested with **live** head lice, the parent/guardian will be notified and the student sent home for treatment. After he/she has been treated, the student must return to school with a parent/guardian. The student will be re-examined at that time. If live lice are found, the parent/guardian will be reinstructed concerning treatment and the student sent home. This process will continue until the student is free of **live** head lice.
5. A student who has identified as having nits, but not a live head lice infestation, will not be sent home. The parent/guardian will be contacted and notified of the situation and instructed on appropriate treatment for nits. The student will be re-examined in seven (7) calendar days of the initial identification. If this examination reveals nits are present, the parent/guardian will again be instructed on treatment options. This process will continue until the student is free of nits.
6. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
7. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

### **PARENT TEACHER ASSOCIATION (PTA)**

The PTA is a local, self-governing unit. It promotes the Purposes and Mission of the Missouri and National PTA as it plans its programs and activities to meet the needs of children and youth in the community. As a PTA, your group is part of a larger community working on behalf of children advocating for health, welfare, education and the protection of children at every level of government.

The Newburg PTA provides fun activities for kids at the school outside the classroom setting, and the way we do it is through membership fees, volunteers and businesses in the community.

### **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 Newburg R-2 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 Newburg R-2 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 Newburg R-2 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 Newburg R-2 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 from 8:00 a.m. until 3:30 p.m. daily in any administrative office at Newburg R-2 School District.

This notice will be provided in native languages as appropriate.

### **Student Records**

The NCLB makes it clear that even though assessment results are publicly reported in a number of ways, reporting of individual results is still covered by the Family Educational Rights and Privacy Act (FERPA). The new law also amends FERPA by requiring districts to release student names, addresses and telephone numbers to military recruiters and recruiters from institutions of higher education. The district must notify parents that it will release the information unless parents specifically object.

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA) COMPLAINT  
PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

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**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**EXCELLENT ATTENDANCE INCENTIVES**

One (1) Semester

1. T-shirt - "Newburg Elementary" \*

One (1) year

1. Students will be taken to a local restaurant for lunch
2. Article in the Rolla Daily News
3. District Activity Pass

Two (2) Years

1. All of the above
  1. \$5.00

Three (3) Years

1. All of the above
2. \$10.00

Five (5) Years

1. All of the above
2. \$20.00

Four (4)

1. All of the above
2. \$15.00

Six (6) Years

1. All of the above
2. \$25.00

\* Since the attendance for the state is counted by the hour, the following definitions describe "Excellent Attendance."

"Excellent Attendance"- missing 3 or fewer hours for the semester. If a person is tardy or leaves early several days, this time will add up quickly.

## **NOTICE OF NON-DISCRIMINATION**

The Newburg R-II School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.

Inquiries related to Title IX may contact: Newburg R-II School, Title IX Coordinator, 701 Wolf Pride Drive, Newburg, MO 65550; telephone number is 573-762-9653 x1003.

Inquiries related to Section 504 may contact: Newburg R-II School, Section 504 Coordinator, 701 Wolf Pride Drive, Newburg, MO 65550; telephone number is 573-762-9653 x 1127.

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 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 Jennifer Linthicum, Elementary Counselor.

### **MO HealthNet for Kids Program**

The purpose of the MO HealthNet program is to provide medical services to persons who meet certain eligibility requirements as determined by the Family Services Division (FSD). The goals of the MO HealthNet program are to promote good health, to prevent illness and premature death, to correct or limit disability, to treat illness, and to provide rehabilitation to persons with disabilities.

For more information, contact Jennifer Linthicum, Elementary Counselor or Carla Dunaway, School Nurse.

### **MO HealthNet For Kids Children Health Insurance Program (CHIP)**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance.

For more information, contact Jennifer Linthicum, Elementary Counselor or Carla Dunaway, School Nurse.



## SCHOOL DIRECTORY

<u>Assignment</u>	<u>Name</u>	<u>Phone Extension</u>
Kindergarten	Paula Pelikan	2801
First Grade	Brittany Zigrye	2101
First/Second Grade	Leo Clark	2202
Second Grade	Emalee Higdon	2201
Third Grade	Amanda Prim	2401
Third Grade	Teresa West	2301
Fourth Grade	Crystal Light	2901
Fourth/Fifth Grade	Marissa Stephenson	3401
Fifth Grade	Christy Campbell	2601
Writing Room		2402
Lunch Detention/ISS/Quiet Room	Melissa Jones	2905
6/7/8 ELA	Richard Rose	3602
6/7/8 Social Studies	Dianne Martin	3201
Elem. SPED	Matthew Kamprath	3502
HS SPED	Kathy Mudd	3501
Librarian	Vicky Giacolone	2907
Art	Amanda Peery	4502
Elem. SPED	Grace Mosher	2902
Remedial Reading	Nicole Schaben	2903
Counselor	Jennifer Linthicum	2908
Speech Therapy	Robin Cook	2904
Speech Therapy	Cynthia Strain	2904
Physical Education		3101
Vocal Music	Brandi Carroll	4503
PEEP	Angela Mercer	2701
School Nurse	Carla Dunaway	3601
Secretary	Debbie Barnes	2002
Lunchroom Clerk	Donna Wiese	2003
Principal	Russ Mudd	2002

Dear Parents:

Please read this handbook with your child and then sign and return this page to school to child's teacher.

Thank You  
Newburg Administration

I have read this handbook with my child.

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Parent/Guardian signature

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Student signature

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Date