

# **GASCONADE COUNTY R-2 ELEMENTARY SCHOOLS**

PARENT-STUDENT  
Handbook  
2020-2021 School Year



**Gerald Elementary School  
Owensville Elementary School**

GERALD ELEMENTARY SCHOOL PRINCIPAL  
OWENSVILLE ELEMENTARY PRINCIPAL  
OWENSVILLE ELEMENTARY ASST. PRINCIPAL  
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## **WELCOME**

The Gasconade County R-II Elementary School teachers and staff welcome you to our schools. We are very proud of our schools, faculty and staff. It is our sincere hope that your experience in our school will be one filled with happiness and success. We urge parents to support the school, teachers and programs. Parents' positive attitude and support make a significant difference in the success of your children in school.

## **MISSION**

The mission of the elementary school is:

To enable all students to master the basic skills of reading, math and written language as well as the building blocks for science and social studies for future learning.

To promote excellence in education in every appropriate way including the areas of physical education and the fine arts.

To develop and encourage attitudes and practices that are characteristic of good citizenship.

## **SCHOOL ARRIVAL**

For the safety and well-being of the child in the elementary schools, students are not to arrive before 7:45 a.m. Upon arriving, students are to report immediately to their designated gathering area until the bell rings or they are dismissed. At this time, students are to report to their homerooms for attendance and lunch count. If your child is eating breakfast, please have them to school by 8:10.

## **ATTENDANCE**

By ensuring your child is attending school each day, you not only increase his or her chances for success at school, but also help them to develop a strong work ethic and sense of responsibility. When your child is absent, please call the school office before 9:00 a.m. If we don't hear from you by then, we will call home to verify your child's absence. Repeated unexcused absences may also be referred to appropriate juvenile authorities. Anytime your child is absent due to a doctor's visit please turn in a doctor's note to the school office upon their return.

**\*\*NOTE: If a student misses classes on the date of an activity, he/she shall not be considered eligible to participate in the activity unless permission is granted by the principal.**

## **PERFECT ATTENDANCE**

Students with perfect attendance may receive an award at the each quarter. In order to receive the award, a student must be present 100% of the time. Students who are tardy or leave school early will not be considered as having perfect attendance and will not be eligible for the award.

## **TARDINESS**

Promptness to school is very important. Children are to be in their classroom when the bell rings. If a child is late to class (tardy), he/she will report to the office for a tardy slip. This will indicate the reason for the tardy. Tardies will be considered unverified after the fourth tardy in a year, unless the reason for the tardy is justified resulting in the student receiving no credit for any work missed.

## **EARLY DISMISSAL**

Children are expected to remain at school throughout the school day unless the office receives a note or telephone call. Parents arriving to pick up children before dismissal time are required to come to the school office to sign their child out. Teachers will not allow any child to leave class before dismissal time unless the office has notified them the child has been properly signed out. Only people listed on the back of the blue enrollment form will be allowed to pick up your child without prior parent approval. All other instances will require a note or phone call from the parent. A copy of the signed custody agreement is needed if one of the parents is NOT allowed to pick up a child at school.

## **GRADE REPORTS**

Parents' interest is reflected in the child's attitude and performance at school. Parents are encouraged to become familiar with the instructional objectives of their child's grade level. It will be helpful to parents to follow student progress throughout the year. Midway through each quarter, progress reports will be sent home with all children. These indicate grades, and teacher comments. Parents are requested to contact the teacher for a conference if standards are not satisfactory or if there are any questions about the report.

Parent Conference Day is scheduled after the end of the first quarter of school. Report cards are sent home at the end of each quarter. Parents should feel free to contact the school anytime they have a question concerning the educational program of the elementary school. Kindergarten through 5th grade uses standards based grading.

## **Alternative Methods of Instruction**

All students who have to complete work through AMI are expected to follow the AMI Plan.

## **Gasconade County R-2 Virtual Education (MOCAP) Enrollment Procedures**

MOCAP (Missouri Course Access Program) provides the opportunity for online learning. Courses are delivered over the internet by Missouri certified teachers and are designed to offer Missouri students access to a wide range of quality courses and flexibility in scheduling. MOCAP is not a school and does not offer a complete high school diploma program.

MOCAP allows Missouri to:

- Expand the range of courses and opportunities offered to students
- Offer courses for students where there are no qualified teachers to teach the course
- Offer students a course not offered by their school district
- Provide courses for students who have schedules that prevent them from taking a course when it is offered
- Present high-quality instruction to students who are in alternative education settings or on home and hospital instruction
- Provide additional support and extended time to students who failed to achieve in regular courses
- Provides equity across programs and school in the quality of instruction MOCAP offers

“any time, any place” learning for Missouri students

Eligibility and Participation Guidelines:

- A Gasconade County R-2 student who is interested in virtual learning must have been enrolled and attended the district at least one semester prior to this request.
- Students will be allowed to enroll in MOCAP courses if it is determined by the principal and/or IEP team that this method of learning is in the best interest of the student. If it is determined that MOCAP is not in the best educational interest of the student, they will be denied enrollment. The student and his/her guardian will have the option to appeal to the Board of Education for reconsideration.
- Students must register during the 15-30 day window prior to the first day of the semester. Request forms for virtual courses will not be accepted after 15 days prior to the start of the semester.
- Students must make adequate progress in the course, or they will be dropped from the course and credit will not be granted. If a student fails a course they cannot enroll in any other virtual courses.
- Students will be required to participate in state assessments for those courses required.
- The district will pay for classes equivalent to a full-time student.
- The district will not provide internet access for courses taken off campus nor any electronic components.
- Full-time students wishing to enroll in a virtual course will be given a study hall or like hour to complete online course work.
- The virtual course teacher becomes the teacher for the course; therefore, Gasconade County R-2 teachers will not provide tutoring or assistance for online courses.
- Students wishing to participate MUST complete an online application.

Student Skills Necessary for Success in Virtual Courses:

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student’s understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Consideration of the student’s previous success (or struggle) in virtual coursework.
- *Virtual Education Request forms are due 15 days prior to the first day of the semester.*

## **VISITORS AT SCHOOL**

Parents are encouraged to be involved in their child’s education and are welcome to visit school. The office will, however, make every effort not to interrupt the learning process for a parent to have a conference with a teacher. The office will deny visitation at school by students’

friends or relatives during school hours. If a parent wishes to see his/her child in an emergency or to audit any class which the child attends, he/she may report to the office to make arrangements.

**ALL VISITORS, INCLUDING PARENTS, MUST SIGN IN AT THE BUILDING PRINCIPAL'S OFFICE BEFORE GOING TO ANY CLASSROOM OR AREA OF THE SCHOOL. Visitors and volunteers will wear a tag indicating they have signed in at the office.**

**When classroom parties are scheduled, parents will be permitted to go directly to the classrooms at a time designated by the office.**

### **TELEPHONE USE**

The telephone may be used with the permission of the teacher and the office and only for school purposes or in case of an emergency. Arrangements for after-school activities should be made before coming to school.

### **INSURANCE**

An accident policy is available to elementary children. If interested, parents may complete the enrollment form, enclose payment, and mail it to the insurance provider.

### **PERSONAL PROPERTY**

All personal property such as coats, hats, backpacks, etc. should have the child's name written in it so it can be identified and returned if lost or stolen. Many items are lost and turned in to the office during the school year and are placed in a lost and found box to be claimed.

Personal property such as radios, electronic devices, games, toys, trading cards, etc. ARE NOT to be brought to school unless requested by the teacher. The school will not be responsible for the safe return of personal items brought to school. Should children bring unnecessary personal items to school and a problem occurs, they will be taken from the child. Parents may pick up these items in the office or from the teacher. They will not be returned to the child. Items not claimed by the end of the year will be discarded. Parents are asked not to send valuable items or large amounts of money to school with students. We understand that some parents may want their children to have a cell phone for after school purposes. These phones will have to remain off or on silent during school hours unless being used as directed by teacher. They should remain out of sight in the backpack. The school will not be responsible for lost or stolen cell phones.

### **STUDENT DRESS**

Students are expected to dress appropriately for weather conditions. Outside recess will be observed as often as possible. Student dress, which is disruptive to the learning process or causes a child to receive undue attention, is inappropriate. Clothing with alcohol or cigarette advertisements, "off color" slogans, bare midriffs, and short-shorts are not considered appropriate dress for school. Parents of students dressed in such a manner may be contacted and asked to arrange for a change of clothing. The child may be asked to wear the clothing inside out. Hats, caps, and other head coverings are permitted, but may only be worn outside the building except on designated days. Tennis shoes are encouraged for P.E. classes. Shoes

with cleats may not be worn to school.

### **BREAKFAST AND LUNCH**

Breakfast and lunches may be purchased by the day, week, or month. Extra milk may be purchased for lunch. Extra juice or milk may be purchased for breakfast. Students are not allowed to accumulate more than 15 meal charges. Applications for free or reduced price lunches are available in the office and must be completed each year for each child in school. These applications are sent home with each child at the beginning of the school year and can be requested anytime throughout the year. If a child qualifies for free/ reduced lunch they are also eligible for free/reduced breakfast. Milk comes with each meal tray. If a student brings their lunch and wants a milk, their account will be charged for a milk, even those receiving free meals.

### **IMMUNIZATIONS**

It is mandatory for immunizations to be current and up to date. Failure to have current immunizations will lead to a child being suspended from school until immunizations are current. It is the parent's responsibility to make this information available to the school.

### **EMERGENCY INFORMATION**

Emergency information must be updated throughout the year as changes occur. It is very important that the schools have someone OTHER THAN THE PARENT to contact in case of an emergency and the parent cannot be reached. Current addresses and at least two current phone numbers are a MUST.

### **ILLNESS/INJURY**

Children who become ill or are injured at school are sent to the nurse. If they are too sick to remain at school, parents are called to come get them. If a parent cannot be reached, the work number and/or emergency numbers will be called. Your child will be sent home automatically if he/she is vomiting or is running a temperature of 100 degrees or more. If either occurs before school hours, please keep your child at home.

### **MEDICATION**

Due to medical policies, school personnel will ONLY dispense medication if certain criteria are met. Prescription : The students authorized prescriber shall provide written request that the medication be given during school hours. The request must include:

Students name

Name of Medication

Dosage

Frequency of Administration

Route

Prescriber's name

Parent/Guardian must apply in writing that the District comply with the prescribers

request to give medication at school. The medication must be in the original container with the prescription label attached. It MUST be brought to school by a parent or adult. No prescription medication can be transported on the bus by a child. The school will not give the first dose of any medication and has the right to refuse to give any medication. Over the counter medication must be delivered by parent to school. The school nurse can give over the counter medication but it must be in original container with dosage information on package. (See medication policy included as a handout.)

## **HEAD LICE**

A health policy has been implemented by the Board of Education regarding head lice. Head lice do not carry any disease nor does their presence indicate lack of cleanliness. However, to prevent the spread of the condition, it must be treated at once. All of the following steps must occur in order for a student to return to school after being treated for head lice: Proof of use from a head lice preparation must be brought to school prior to admittance. Proof of use is an empty box or bottle top, label, prescription receipt, etc. All nits must be removed from the hair. Children must be accompanied to school by a responsible adult (not allowed to ride the bus) to be examined by the school health personnel. If no nits are found, the child will be allowed to return to the classroom. If nits are found, the child will leave with the adult.

Children are screened during the first few weeks of school and periodically during the year.

## **Public Health Concerns**

The school will follow all federal, state, and local guidelines as appropriate and when necessary in the event of public health concerns.

## **CLASSROOM PARTIES/FIELD TRIPS/PICNICS**

Three classroom parties will be held during the year (Fall Festival, Christmas, and Valentine's Day). These parties will be scheduled during the last hour of the school day. All other "parties" must be cleared through the principal's office regardless of nature. Parents may send a treat to school for the class on their child's birthday.

**In order to maintain the safety and health of the students, food and drink brought to school for parties, birthday treats and activities must meet the following requirements:**

1. Food or drink items are to be commercially prepared and packaged. Commercial foods that are packed in the container at the bakery or grocery store are acceptable.
2. Drinks may be canned or plastic bottled and can be poured into cups. Individual pre packaged drinks are acceptable.

Arrangements for treats, other than scheduled school parties, should be made in advance with the classroom teacher.

Children who are frequent discipline problems may lose the privilege of participating in class parties, picnics, field trips and/or track and field day. This decision will be made through the principal's office. Parents who do not wish to have their child participate in classroom

parties are discouraged from keeping him/her home for the full day of the party. Learning takes place at school, even on the day of a activity.

### **GUIDANCE PROGRAM**

Gasconade County R-2 School District has a guidance program for the elementary schools. Parents may contact the counselor through the office to schedule an appointment.

### **CANCELLATION OF SCHOOL**

Should it be necessary to cancel school because of inclement weather, you should receive a phone call to your main telephone number from our automated system. The following radio and television stations will be notified as soon as the decision is made. Every effort will be made to have the announcement made by 6:30 a.m. Parents are asked NOT to call the school to find out whether school is cancelled. KTUI 102.1 FM.....Sullivan

### **TV STATIONS**

KTVI TV 2 St. Louis  
KMOV TV 4 St. Louis  
KOMU TV 8 Columbia  
KSDK TV 5 St. Louis  
KMIZ TV 17 Columbia  
KDNL TV 30 St. Louis  
KRCG TV 13 Jeff City

If your child needs to go to an alternative place because of early dismissal, please note this on the appropriate form and return it to school. Keep the school posted if there are changes.

### **STUDENT BEHAVIOR**

Cooperation between the school and the home is the key to a child's success in academic growth and positive self-image. The school needs your support and influence in creating an appropriate atmosphere for learning. Children who come to school to learn seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some children do not have good attitudes. The behavior of these children creates problems for everyone.

### **INCENTIVE AWARDS**

The following incentives to promote and reward good behavior, grades, citizenship, attendance, good work habits, and effort will be used:

Awards/Certificates  
PBS Incentives  
Stickers  
Privileges  
Prizes  
Popcorn Parties  
PBS (The Dutchmen Way)

Our elementary schools are Positive Behavior Supports (PBS) schools. It is our philosophy that



we respond quickly when problem behaviors occur as well as recognize students for making appropriate or positive behaviors. We have put a school wide plan in place in order to deal with problem behaviors as well as appropriate behavior by students. Schoolwide expectations for OES are (Respect, Responsible, Cooperative, and Kind) GES expectations are Safety, Honesty, Respect, and Responsible. These are taught in an ongoing manner throughout the school year and our staff strives to continuously recognize students for meeting those expectations.

### **DISCIPLINARY ACTION GUIDE**

Students are expected to follow the rules at school and on the bus. Consequences for breaking rules are based upon the number of violations that occur and become progressive in terms of severity. A child being sent to the principal is the final consequence of breaking rules or in the case of severe rule violations. The principal will keep a record of all disciplinary actions taken as a result of a child being sent to the office. Discipline reports will be sent home with the child or mailed to the home. Parents are asked to sign these forms and return them to school or call to let the school know the form was received. A form sent home with a child may be mailed if it is not returned to school or contact is not made by the parent.

Principals may suspend children from school for a period not to exceed ten (10) school days and will report this to the superintendent of schools. Safe and Drug Free Schools Legislation will be followed in dealing with areas covered in the law. A copy of the discipline policy is included with this handbook. Parents are asked to sign and return the first page to school.

### **SAFE AND DRUG FREE SCHOOLS**

The school board has adopted drug free/smoke free policies. These help ensure that the school is a safe place for children. This policy states that smoking or any use of tobacco products is not allowed inside the school buildings. Drugs (illegal or controlled substances) or those not prescribed by the child's doctor are not allowed at school. Liquor or any intoxicating or mood-altering substances are included in this policy. (See Safe and Drug-Free Schools Act included as a handout.)

Children involved in the sale, possession, use of drugs or tobacco, or demonstrating behavior in violation of those behaviors described in the Safe and Drug-Free Schools Act will be suspended from school, and a conference will be held with the parent before the child is allowed to return to school.

### **GENERAL RULES OF THE ELEMENTARY SCHOOL**

1. Follow directions the first time they are given.
2. Respect the rights, property, and space of others.
3. Keep hands, feet, objects, etc. to yourself.
4. Tobacco products and/or drugs, including medicine, are not to be in the possession of children.
5. Appropriate language/gestures are expected at all times.

6. Weapons of any kind (real or play) are not allowed.
7. Personal property (toys, games, radios, CD players, trading cards etc.) and snacks (gum and candy) are not allowed unless the teacher gives permission.
8. Selling, trading, and/or soliciting is not allowed during the school day.
9. Loud talking or playing is prohibited in the halls and restrooms.
10. Fighting, including play fighting, is not allowed. Threats of harm will also not be tolerated.
11. Skateboards and roller blades are not allowed on school grounds.

**EVERY CHILD IS RESPONSIBLE TO EVERY TEACHER OR STAFF MEMBER AND IS EXPECTED TO BEHAVE IN A RESPECTFUL MANNER.**

### **RULES IN THE CAFETERIA**

1. Wait quietly in line in the order assigned by the teacher.
2. Walk to your assigned table. Stay seated until dismissed.
3. Speak in quiet voices. Do not talk loud or yell.
4. Food may not be taken from the cafeteria except inside a lunch container.
5. Clean up your space after eating.

**CONSEQUENCES: Warning-Move to Time Out-Loss of Recess-Report to Principal**

### **RULES ON THE PLAYGROUND**

1. Rough play will not be permitted. This includes play fighting, tackling, wrestling, riding on the back of others, pushing, etc.
2. Safe behavior is expected on and around all equipment. No running on the equipment.
3. Hard balls and bats are not allowed. Do not throw hard objects including rocks, sticks, snowballs, etc.
4. Walk to and from the play area.
5. Permission from the teacher is needed to leave the play area.
6. Stay away from windows during recess.
7. When recess is over, stop playing immediately and line up to return to the building and classroom in an orderly manner.

Fighting or any unsafe behavior which results in a child being hurt or injured may result in the child being reported to the principal on the first offense. No child will be allowed to threaten or hurt other children.

**CONSEQUENCES: Warning-Loss of time at play-Loss of recess-Report to Principal**

### **TRANSPORTATION**

Student transportation is provided by the school district. Riding the bus is not to be considered a "right" but should be considered a "privilege." Some routes are full, so permission may need to be granted by the bus barn prior to student riding. Children are expected to ride the bus each day unless the school has been notified by a parent that they have given

permission for the child to walk or ride a bicycle (GES students), ride to a different location, or be picked up after school. Parents will note on the transportation form any adult that has permission to pick up a child at school.

The school will not take a child's word for a change of routine. Parents are to send a note or call the school with this information.

When a child wishes to go home with another child, a note is required from BOTH parents giving permission. They will not be allowed to make these arrangements after they get to school. If both children do not have a note, they will go home as usual.

### **RULES ON THE BUS**

1. Follow the bus driver's direction the first time it is given.
2. Stay seated in your seat. Do not move from seat to seat while the bus is in motion or without the permission of the driver.
3. Keep all parts of your body and all objects inside the bus.
4. No hitting, pushing, shoving, fighting, etc. at any time on the bus.
5. No smoking, spitting, eating or drinking on the bus.
6. Classroom conduct and school rules are to be observed.

The bus driver will report bus problems to the principal.

### **CONSEQUENCES:** Warning-Parent Contact-Bus Suspension

Further violations will result in continued suspensions from riding or referral to the Assistant Superintendent or Superintendent for further action. In extreme or multiple violations, any of the steps may be waived and suspensions may occur on a first offense.