



Festus R-VI Elementary Explorers

Summer 2024

Grades: Kindergarten - 4th

Principal: Tammy Van Etten

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636-937-4063

Festus R-VI School District Mission Statement

"Educating All Children to Meet Tomorrow's Challenges"

DESCRIPTION OF SUMMER PROGRAM

This is an in-seat program for students entering kindergarten-fourth grade. This four week program will be an extension of the school year to help prepare students for success entering into the new 2024-2025 school year. It is a 20 day program that will provide daily bus transportation, as well as offer the purchases of daily breakfast and lunch. Each day is 7.25 hours with a half hour lunch. In the morning, students will be working in academic courses, and the afternoon will consist of enrichment/adventure courses. There will be a calendar of events during summer school. Each day will be a special day whether it is a dress up day, like Cardinal day, or an activity day, like game day.

K-4 summer school will take place at Festus Elementary.

DATES OF PROGRAM

May 30th - June 27th: There are **NO late start Wednesdays** during summer school. There will be **NO SCHOOL** on Wednesday, June 19th.

STUDENT HOURS

Students attend from 8:10 am to 3:25 pm.

STUDENT INFORMATION

Student directory information (i.e. address, phone number, parents' names, etc.) should be updated in the office if there are any changes. Student safety is of the utmost importance, and we need to be able to contact parents and emergency contacts as quickly as possible.

STUDENT INCENTIVE PLAN

Students who attend school every day, have a positive attitude, and put forth effort will be eligible for prizes throughout the program.

EXPECTATIONS, RULES, AND DISCIPLINE

Expectations

Our students are expected to...

1. Be safe
2. Be respectful
3. Be responsible

DISCIPLINE PROCEDURES

Our summer school program is a privilege. Students who consistently violate school policy will be removed from the program. Disrespect and consistent disruptive conduct of any kind will not be tolerated. Inappropriate language, fighting, assault etc., is unacceptable. Festus R-VI School District/Festus Elementary School Discipline policies and regulations apply to summer school.

RULES

Please understand that this is not a comprehensive list of rules, and that each teacher has individual classroom rules centered on these three core expectations. Parents and students are expected to abide by school rules in the classroom, hallways, cafeterias, outdoor athletic areas, the buses, and on field trips (should that apply). Rules are based on the concept of treating others with respect. Violations of rules that result in students being harassed and/or bullied will be dealt with swiftly. Our first priority is to create an environment where children are and feel safe so that our main goal of learning can take place. A few rules of note are listed below:

1. Students are to mark all of their personal belongings with their name and grade/class. Any personal item brought to school is the sole responsibility of the student. If any item is lost, misplaced, broken, etc. the student is responsible, not the school.
 - a. Electronic devices such as cell phones, games, mp3 players, etc...are not allowed at school.
2. Students are expected to take pride in school property and treat it with respect. Students who deface, damage, or lose school property will be required to compensate the school for the damage or loss.
3. This is a smoke free campus. Smoking will not be tolerated on any area of school property, either inside or out.
4. Pets are not allowed at school, except under special circumstances and only with the classroom teacher's and/or office permission.
5. The Festus R-VI School District expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Students should wear clothing that covers the midriff and shorts of an appropriate length. Students may not wear clothing that advertises cigarettes, alcohol, drug paraphernalia or that has inappropriate language, or may disrupt the educational process.
 - a. "Heelys" (roller skate shoes) are not allowed at school.
 - b. Flip-flops are strongly discouraged as the children will be going outside almost daily.

6. Verbal and physical violence **will NOT be tolerated.**

- a. Students who have been subjected to bullying, hazing, discrimination, and/or harassment should report these incidents immediately to their teacher or the office.

DISCIPLINE

School rules and expectations have been established to provide a safe environment where learning can take place. We will work with students to help them follow rules and expectations. Should a student violate school rules, policy, or expectations, the teacher and/or administration can take disciplinary action.

There are unacceptable behaviors that result in an IMMEDIATE REFERRAL to the office and action by the principal. They are:

- Fighting/physical aggression
- Foul language/profanity
- Destruction of property/vandalism
- Possession of anything that could bring harm to oneself or others
- Theft
- Possession of illegal substances
- Bullying, discrimination, and/or harassment
- Defiance/disrespect/insubordination

There are a variety of consequences that can occur for misbehavior. This is not a full list, but covers the majority of consequences administered.

- Isolation
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Probation or suspension from special activities
- Referral to counseling
- Safe Schools Referral (Please see *Safe Schools Act*)
- Loss of bus riding privileges

ARRIVAL PROCEDURES TO SUMMER SCHOOL

STUDENTS SHOULD ARRIVE NO EARLIER THAN 8:00 am, as there is NO supervision for them before this time. Parents/Guardians will be allowed to walk students into the building on the first 2 days of summer school. After the second day of summer school, parents/guardians will drop students off at the elementary school doors in circle drive, or at the Tiger Head door in the rear of the school. **If you are dropping off a kindergarten student, you must use circle drive in the front of the building. Siblings of kindergarteners may be dropped off with them.**

Kindergarten students will meet in the Kindergarten Atrium at the ELEMENTARY school. Their teacher will be in the Kindergarten Atrium and will walk them to their classroom on the first 3 days of summer school. After the first 3 days, they will go directly to their class.

First and Second grade students will meet in the gym at the ELEMENTARY school. Their teacher will be in the gym and will walk them to their classroom on the first 3 days of summer school. After the first 3 days, they will go directly to their class.

Third and Fourth grade students will meet in the library at the ELEMENTARY school. Third grade students meet in the back of the library. After the first 3 days, they will go directly to their class.

DISMISSAL PROCEDURES FROM SUMMER SCHOOL

K-4 will utilize SCHOOL DISMISSAL MANAGER SYSTEM (SDM) for ALL student dismissal. Please update the SDM app for summer school; it does not carry over from the school year.

PARENT PICK-UP

Parent pick-up will be in the upper cafeteria parking lot. Parents will line up in the back parking lot, just as in the regular school year, to have their app scanned. Students will stay in the upper cafeteria until dismissed for **PARENT PICK UP LINE**. Any parent pick-up changes must be changed in the SCHOOL DISMISSAL MANAGER SYSTEM by 2:00 P.M.

ALL BUS STUDENTS will be walked out to their buses. Students **CANNOT** ride a different bus home unless the parent makes changes in the SCHOOL DISMISSAL MANAGER SYSTEM. This must be taken care of no later than 2:00 PM.

If you need to change transportation arrangements for the afternoon or make last minute plans to pick up your child, we require that you put all changes into the SCHOOL DISMISSAL MANAGER SYSTEM no later than 2:00 P.M. All students who need to be picked up **AFTER 2:30 P.M.** will need to utilize our parent pick up lane. There are **NO** office pick ups after 2:30 P.M.

LATE PICK UP PROCEDURES

If you are late picking up your child, he/she will be waiting in the summer school office.

CAFETERIA

A grab and go breakfast will be available during summer school. Lunch will be held in the cafeteria and will follow all health department guidelines.

Daily Breakfast: \$1.50

Daily Lunch: \$2.85

VISITORS

Parents/Guardians will be allowed to walk students into the building on the first 2 days of summer school only. After the second day of summer school, parents/guardians will drop students off at the elementary school door in circle drive or the Tiger Head door in the rear of the school. There will be no visitors allowed in the building during the day, including during lunch.

CLASSROOM MATERIALS

Students will need to bring a pencil box, crayons, glue, scissors, and a folder. All other materials will be provided for students.

STUDENT ILLNESS/INJURY PROCEDURES

Students will be given temporary care in case of illness or injury during school hours. If your child has a medical problem, please make sure the school nurse is informed. Please notify the nurse if any changes or updates are needed during the school year. It is very important that correct telephone numbers (home, work, cell and emergency) are on file in the main office in case parents or emergency contacts need to be contacted.

Students are to be kept home if they have:

- o temperature of 100 degrees or greater
- o head lice
- o vomiting
- o diarrhea
- o red, draining eyes
- o sore throat accompanied by fever
- o persistent, uncontrollable cough

Students cannot return to school until they have been fever, vomiting, and diarrhea free for 24 hours without the use of medications. In cases of diagnosed pink eye or strep throat, students must be on antibiotics for 24 hours before returning to school. Complying with these stipulations will ensure the protection of your child and all students.

For any communicable disease, control measures and interventions will be

implemented as required by law and in accordance with guidelines provided by the Missouri Department of Health and Senior Services, and the local county and state health departments.

Students with a known life-threatening or potentially life-threatening condition are to have an 'Action Plan' completed by their physician and kept on file in the nurse's office. Some examples of these include Allergy Action Plan, Asthma Action Plan, and Seizure Action Plan. The parent must also provide any medications required as part of that plan to the school nurse. It is the parent's responsibility to discuss the child's condition with the appropriate school staff, including the school nurse.

No prescription medication will be given to students unless the medicine is in the original container with the prescription label, which must include the child's name, name of the medicine, dosage, time to be given/how often to be given, and doctor's name, along with signed authorization from the parent to administer the medication. We discourage the use of over-the-counter medications at school unless absolutely necessary. No over-the-counter medications will be given to students unless the medicine is in the original bottle or box that clearly states the manufacturer's instructions, along with a signed note from the parent that includes the child's name, name of medication, dosage, time to be given or how often, and length of time the child is to take medicine. All medications are to be stored in and dispensed from the health room. Only package directions will be followed for over-the-counter medications unless a signed note from a physician is provided.

In most instances students will be permitted to transport medications to school. All medications must be immediately brought to and stored in the nurse's office. The nurse will obtain a pill count upon taking possession of the medication and a parent/guardian will be called to verify the count. It is preferred that a parent/guardian pick up medications from the health room when necessary.

Any student found with a head lice infestation will be sent home for 24 hours to be

treated. (JHC-AP2). Infested students must be picked up and may not ride the bus home. Before the student will be permitted to return to class, he/she must be brought to school by a parent or guardian to be examined by the nurse. If live head lice are found, the student will be sent back home with the parent or guardian for further treatment. The student will have to be brought to school and rechecked by the nurse until approved for return to school. A student who has been identified as having nits but not a live head lice infestation will be reexamined within 5 days of the initial identification. If nits are still present, parents/guardians will again be instructed on treatment options. The process will repeat until the student is free of nits.

OTHER DISTRICT INFORMATION

Transportation Center
937-5716
Director: Angie Thomas

Food Service
Brooklyn Ragsdale
937-7747

Nurse's Office
Amy Horrell
937-5917

SAFE SCHOOL ACTS HOUSE BILL 1301 & 1298, EFFECTIVE AUGUST 1996

School Discipline Policies

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education in each school district are required to establish a written discipline policy, including specifying the district's policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parent or legal guardian must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

Reporting Requirements

District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on a professional basis. The section defines "acts of violence" and "violent behavior" including a listing of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee directly responsible for the child's education or who interacts with the student within the scope of their duties.

Student Suspension

Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. This amendment

allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a civil war reenactment on school property, are exempted.

Discipline Records

Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations

This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment would authorize the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel. School personnel are considered mandated reporters and are required by law to report all suspected incidents of abuse to the proper authorities.

Children with Disabilities

Section 162.680.RSMO. contains the state prohibition on denial of educational services based upon a child's disability. This section is amended to provide that if violent behavior by a child with a disability causes a substantial likelihood of injury the school shall initiate procedures to change the student's educational placement.

Removal of Students

Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make good-faith effort to have the parent or other custodian present at suspension or expulsion hearings.

Re-admission Conference

Section 167.171 outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to readmission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits readmission of a student convicted or indicted of specific criminal acts. An exception is provided for children with disabilities as identified under state eligibility. A conference is required if a student attempts to enroll in a district during suspension or expulsion from another district. The school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers

Juvenile Officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts

Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or involved in a school activity. The principal must also report possession of a controlled substance or weapon by people in school. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by a school official relating to their reports requirements under this section and Section 160.261 is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one year.

Violence Prevention Programs

The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered by the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year, and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History

School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The Statement would be maintained as a part of the student's record.



Please sign and date the form below, and send it with your child to summer school as soon as possible.

Child's Name _____

Child's Teacher _____

My child and I have read and understand the Festus R-VI School District Elementary Summer School Handbook. (Handbook is available under the Summer School Forms tab in the news section on the district website at www.festus.k12.mo.us if you need a hard copy of the handbook, please let us know.)

Printed Parent Name _____

Parent Signature _____

Date _____