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WELCOME

Students, Parents, and Guardians:

Welcome to the 2015-16 school year. On behalf of the faculty and staff, I welcome you to a new school year at Plato Elementary. I hope that everyone has had an enjoyable summer and hope that you are ready for a school year filled with learning.

A very important part of a successful year is open communication between the school and home. If you find throughout the school year that you have a question, please feel free to contact the school.

We are looking forward to an exciting year. TOGETHER we can make this a great year for the students of Plato Elementary School.

Sincerely,

John Knight
Principal
ELEMENTARY STAFF LIST

ADMINISTRATION

Dr. Kim Hawk
John Knight
Jamie Collier
Nancy Studzinski
Stacy Fletcher

Superintendent
Elementary Principal
Administrative Assistant
Guidance Counselor
Director of Instructional Programs

STAFF

Donna Petty
Desiree Wolfe
Lori Landers
Tory Wade
Keri Giovannelli
Amy Hathaway
Elizabeth Harris
Shelly Hathaway
Pam Fletcher
Deana Gould
Alesha Cook
Tammy Schenfield
Tonia Fiegenbaum
Heather Copley
Danny Loughridge
Kari Pittman
Amy Hart
Bonnie Hunter
Nathan O’Donnell
Teresa Chuber
Renee McComas
Mark Petty
Joyce Weber
Lindsey Aguilar
Ryan Pimentel
David Lewis
Johanna Estrella
Jessica Meier
Marilyn Hall

Daycare
Daycare
Preschool
Preschool Paraprofessional
Kindergarten
Kindergarten
First Grade
First Grade
Second Grade
Second Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fifth Grade
Fifth Grade
Art
Librarian
Music
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Parents As Teachers
Physical Education
Physical Education/Computer Literacy
Special Education
Title Math
Title Reading
BELIEF STATEMENTS

1. We believe all individuals can learn and should be challenged to reach their fullest potential.
2. We believe in the uniqueness, value, and worth of each student.
3. We believe that student growth and learning will occur only through the commitment of dedicated teachers.
4. We believe schools need supportive, positive parental involvement.
5. We believe in creating a positive environment in which each child regularly experiences success.
6. We believe that all individuals in the district should work together, communicate with mutual trust and respect to support a common mission.
7. We believe the ultimate goal of education is to create responsible, contributing members of a global society.
8. We believe that a curriculum should provide for the lifelong development of the whole child -- academically, socially and physically.
PHILOSOPHY

The philosophy of Plato Elementary School is rooted in the premise that the school should provide an environment for intellectual development and mental maturation, social interactions, and physical development.

More specifically, Plato Elementary School accepts the following responsibilities:

1. To provide an appropriate education for every student.
2. To provide each student with an opportunity to explore individual talents, capabilities and interests.
3. To establish a program of education that will enable every student to develop individual potential.
4. To teach every student the essential and desirable elements of cultural heritage so that each is able to understand and relate to the world environment.
5. To help the student effectively organize and understand knowledge for practical application.
6. To guide the development of personality so that the individual will exemplify those behavioral traits that are essential for successful living in a social group.
7. To share with other institutions the guidance of each student in the acquisition and formulation of a valid system of values.
8. To instill in each student the understanding of social traditions, historical events and dramatic beliefs of the American people.
9. To provide learning experiences that will prepare the student to live in a changing society.
10. To establish patterns of discriminative learning that will encourage students to continue learning beyond graduation.

OBJECTIVES

In endeavoring to fulfill the broad scope of responsibility stated in its philosophy, Plato Elementary School seeks to provide for each student the following:

1. An environment for intellectual development and mental maturation
   a. To challenge students to think critically.
   b. To emphasize reading, composition, and computation.
   c. To provide all students with an education as nearly appropriate to their individual abilities and needs as possible.
   d. To expose students to possible career opportunities.
   e. To provide materials, curricula and facilities as needed.
2. An environment for social interaction
   a. To provide students with opportunities to grow socially and culturally.
   b. To instill in students the concept of self-worth.
   c. To stress the need and respect for authority.
   d. To develop good citizenship principles.
   e. To provide a cooperative relationship between students and teachers as they solve problems and discover knowledge.
   f. To provide students with opportunities for the development of leadership, participation and teamwork through extracurricular activities.
   g. To work for cooperative relationships between the school and the community.
   h. To broaden students' knowledge of the community.

3. An environment for physical development
   a. To develop an understanding of the importance of good health for a good life.
   b. To provide students with opportunities to participate in activities that promote physical fitness and an understanding of the importance of being physically fit.
   c. To encourage habits of personal hygiene and proper nutrition.
   d. To provide students with knowledge concerning the effects of substance abuse.

**CHARACTER PLEDGE**

I am a PLATO EAGLE!
I am the best me I can be!
I am responsible, respectful, compassionate, and honest!
I show confidence and self-control.
I have great character.
I am a PLATO EAGLE!
ATTENDANCE

SCHOOL DAY
The school day for students at Plato Elementary School begins at 8:00 a.m. and ends at 3:26 p.m.

DAILY CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30-8:00</td>
</tr>
<tr>
<td>Morning Meeting</td>
<td>8:00-8:30</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:30-9:28</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:32-10:22</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:26-11:16</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:20-12:10</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:42-1:34</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:38-2:30</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:34-3:26</td>
</tr>
</tbody>
</table>

LUNCH SCHEDULE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10:42-11:04</td>
</tr>
<tr>
<td>1st</td>
<td>10:47-11:09</td>
</tr>
<tr>
<td>2nd</td>
<td>10:52-11:14</td>
</tr>
<tr>
<td>3rd</td>
<td>11:14-11:36</td>
</tr>
<tr>
<td>4th</td>
<td>11:19-11:41</td>
</tr>
<tr>
<td>5th</td>
<td>11:24-11:46</td>
</tr>
</tbody>
</table>

ATTENDANCE PHILOSOPHY
Plato Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. All students are expected to be in all classes. Attendance and promptness to class is the responsibility of each student and his/her parents, or guardians. Attending classes and being on time allows students to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities. Our goal is for each child to exceed 95% attendance. To put that goal into perspective, if a student misses a total of 8 days in a school year (163 days) their attendance would be 95%. To ensure the highest level of student success, Plato Schools will work cooperatively with parents/guardians, and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.
ATTENDANCE POLICY
The compulsory School Attendance Law of Missouri makes it mandatory for all children to be in regular attendance at school. Absences are considered to be excessive if a student has missed more than 10 days in a semester. **When a student accumulates 5 absences the office will send an attendance letter home detailing our school attendance policy.** Another letter will be sent home after 8 absences reminding the parents/guardians that absences are nearing the excessive point. **After notification of being absent for 10 days during a semester a parent/guardian may file an appeal in writing within 5 days of the 10 day notice letter.** Upon receipt of the appeal request, the appeals committee will set a date for the purpose of consideration of the student’s appeal. The committee shall consist of: two teachers, the school nurse, the counselor and principal. **Extreme absences (10 or more days per semester) may result in a student being a candidate for retention, and/or a referral to the Juvenile Office of the appropriate Sheriff’s Department.**

A student arriving between 8:00 a.m. and 8:15 a.m. will receive a tardy (T). For planned absences, please communicate with the classroom teacher in advance for make-up work.

ATTENDANCE INCENTIVES
Students who miss one day or less in a quarter will be eligible for an attendance incentive. If a student has 3 or more tardies and/or more than one discipline office referral during a quarter in which they qualify, they may not be allowed to attend the attendance incentive.

Students who have missed two days or less for the entire year will be eligible for an attendance incentive. If a student has 6 or more tardies and/or more than 2 discipline referrals during the school year, they may not be allowed to attend the attendance incentive.

Students who have Perfect Attendance for the year will receive recognition at the end of the year.

ACTIVITIES AND ATTENDANCE
Students participating in extracurricular activities must attend school during the day to participate in any event. Students who are absent from school for more than one-half of the day will not be permitted to participate in any extracurricular activity during the day or evening.
CHECK IN/OUT PROCEDURES

The school day for students is from 8:00 a.m. to 3:26 p.m. Students should arrive at school no earlier than 7:30 a.m. The elementary school day starts at 8:00 a.m. Students arriving after 8:00 a.m. should report to the office for a tardy pass. To avoid congestion at the end of the day, elementary students are released from class between 3:15 to 3:25 p.m. A student’s attendance record will be charged with an absence if signed out before 3:15 p.m. Students are not to leave the school by themselves. If students need to leave early, they must be checked out through the Elementary Office by a parent/guardian or an authorized person. Please check your child out at the office and the office will intercom for your child if they are leaving early. When a student is absent, the office should be notified by 9:00 a.m. If no notification is given, the school may call to check on the student at home. When a student returns after an absence, he/she should bring a note from home or from the child’s physician stating the reason for the absence, the date, and a parent or guardian signature. The principal/counselor may verify absences at any time they feel necessary by making contact with the parents at home or work.

To be sure no child is taken from our building or playground by an unauthorized person, parents/guardians must stop at the Elementary Office to check out a student. If someone other than the parent/guardian is to pick up a student, contact the teacher by note or call the Elementary Office.

CHARACTER EDUCATION

CHARACTER ASSEMBLIES
Character assemblies are held monthly. During the assembly we will introduce our character word for the month. Students will be recognized for great attendance, attitude, and effort from the previous month.

DISCIPLINE

STUDENT RIGHTS AND RESPONSIBILITIES
All students have rights as bestowed to them by Missouri law, the Constitution of the United States, the Board of Education and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic rights and violates the school rules and local ordinances established herein.
DISCIPLINARY PROCESS
The following rights apply to our discipline procedures:

**Students have a right to:**
- Enjoy a classroom and school with an atmosphere conducive to learning.
- Have teachers who provide positive support for appropriate behavior.
- Have teachers who will help him/her with inappropriate behavior.

**Teachers have a right to:**
- A classroom and school that provides the optimal learning environment.
- Determine and request appropriate behavior from students.
- Ask help from parents, administrators, and other school personnel when assistance is needed.

All employees of the Plato R-V School District are responsible for the enforcement of the discipline policy. In all cases, discipline will be administered on an individual basis with the merits of each situation carefully considered. Parents or guardians will be informed when disciplinary action is taken by the principal.

Discipline procedures may include:
- Conference with the student to help resolve the matter.
- A conference with the student and his/her parents.
- Loss of privileges.
- Referral to the principal for disciplinary action.

Any student who is referred to the principal may:
- Have privileges restricted.
- Be excluded from any school activity.
- Be subject to detention.
- Be subject to academic reassignment
- Be suspended from school.

Actions taken will depend on the previous conduct of the student and the severity of the offense. In any disciplinary situation, the rights of the student will be considered. Any student who is suspended from school shall be notified, in writing, as to the reasons for the suspension. The suspension may be appealed to the Superintendent of Schools, and the Board of Education.

The discipline code set out in this regulation is intended to be illustrative and is not an exhaustive list of acts of misconduct and the consequences of each. Misconduct which is not specifically listed in this regulation may still result in discipline. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.
## Discipline Matrix

<table>
<thead>
<tr>
<th>Level 1 Misconduct</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Disturbance: not following rules, bothering other students, instruction is effected.</td>
<td>Warning</td>
<td>Lunch Detention</td>
<td>Academic Reassignment</td>
<td>Multiple Days Academic Reassignment</td>
</tr>
<tr>
<td>Failure to complete or carry out instructions</td>
<td>Warning</td>
<td>Lunch Detention</td>
<td>Academic Reassignment</td>
<td>Multiple Days Academic Reassignment</td>
</tr>
<tr>
<td>Obscenities, verbal and non-verbal</td>
<td>Warning</td>
<td>Lunch Detention</td>
<td>Academic Reassignment</td>
<td>Multiple Days Academic Reassignment</td>
</tr>
<tr>
<td>Cheating, plagiarism (zero on assignment)</td>
<td>Warning</td>
<td>Lunch Detention</td>
<td>Academic Reassignment</td>
<td>Multiple Days Academic Reassignment</td>
</tr>
<tr>
<td>Bullying (verbal and physical) Also includes pestering</td>
<td>Warning</td>
<td>Lunch Detention</td>
<td>Academic Reassignment</td>
<td>Multiple Days Academic Reassignment</td>
</tr>
<tr>
<td>Excessive roughhousing (fighting precursor)</td>
<td>Warning</td>
<td>Lunch Detention</td>
<td>Academic Reassignment</td>
<td>Multiple Days Academic Reassignment</td>
</tr>
<tr>
<td>Failure to comply with Bus Rules (May involve transportation policy)</td>
<td>Warning</td>
<td>1-3 Days removal</td>
<td>3-5 Days removal</td>
<td>Loss of Bus Privileges</td>
</tr>
<tr>
<td>Excessive Discipline Referrals</td>
<td>After School Detention or Out of School Suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Level 2 Misconduct

<table>
<thead>
<tr>
<th>Misconduct</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fighting (no injuries)</td>
<td>Academic Reassignment</td>
<td>Academic Reassignment 2-5 Days</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
</tr>
<tr>
<td>Vandalism or destruction of property (less than $100 in damage) automatic restitution</td>
<td>Academic Reassignment</td>
<td>Academic Reassignment 2-5 Days</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
</tr>
<tr>
<td>Indecent Exposure</td>
<td>Academic Reassignment</td>
<td>Academic Reassignment 2-5 Days</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
</tr>
<tr>
<td>Aggressive or threatening behavior: bullying, hazing, disparaging or demeaning language</td>
<td>Academic Reassignment</td>
<td>Academic Reassignment 2-5 Days</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
</tr>
<tr>
<td>Insubordination: backtalk or defiant attitude, including dishonesty</td>
<td>Academic Reassignment</td>
<td>Academic Reassignment 2-5 Days</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
</tr>
<tr>
<td>Theft (less than $100) automatic restitution</td>
<td>Academic Reassignment</td>
<td>Academic Reassignment 2-5 Days</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
</tr>
<tr>
<td>Level 3 Misconduct</td>
<td>10-20 Days Out of School Suspension</td>
<td>Expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use, possession, selling, providing unauthorized controlled substances including alcohol</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault, battery, fighting (resulting in injuries)</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-10 Days Out of School Suspension</td>
<td>20 Days Out of School Suspension</td>
<td></td>
</tr>
<tr>
<td>Theft (more than $100) automatic restitution</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-10 Days Out of School Suspension</td>
<td>20 Days Out of School Suspension</td>
<td></td>
</tr>
<tr>
<td>Vandalism (more than $100) automatic restitution</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-10 Days Out of School Suspension</td>
<td>20 Days Out of School Suspension</td>
<td></td>
</tr>
<tr>
<td>Threats, harassment, arson, inappropriate sexual actions (de-pantsing, mooning, etc.)</td>
<td>1-3 Days Out of School Suspension</td>
<td>3-5 Days Out of School Suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-10 Days Out of School Suspension</td>
<td>20 Days Out of School Suspension</td>
<td></td>
</tr>
<tr>
<td>Weapons</td>
<td>180 Day Suspension-Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BULLYING POLICY**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying is defined as:

Intentional intimidation or infliction of physical, emotional, or mental harm. The behavior involves an aggressive power imbalance. The behavior is repeated over time.

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, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.
# Eagle Pride Behavior Expectations

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Everywhere</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Hallway</th>
<th>Bathrooms</th>
<th>Playground</th>
<th>Assemblies</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be...A Responsible Learner</strong></td>
<td>Come to school every day. Give it your &quot;all.&quot; Help others.</td>
<td>Be prepared. Ask questions. Use proper manners. Leave only when excused.</td>
<td>Return to class promptly.</td>
<td>Return to class promptly.</td>
<td>Learn new games. Teach others how to play games properly.</td>
<td>Keep comments and questions on topic.</td>
<td>Follow bus procedures.</td>
<td></td>
</tr>
</tbody>
</table>
**Dress Code and Grooming**

We support the right of parents/guardians to exercise their responsibilities in determining the proper dress and grooming for their child. However, school clothing should be seasonally appropriate. We strongly recommend that shorts not be worn from November 1st until April 1st. Shorts and skirts will be at least mid-thigh or longer. Capris may be worn year round. Capris are defined as being at mid-calf. In addition, apparel that is disruptive in the classroom is to be considered inappropriate. For example, hats and caps will not be worn in the school building. **Tennis shoes must be worn to participate in P.E. Students without proper shoes will receive a “0” for daily participation.**

Clothing that advertises alcohol, tobacco, or obscenities will not be worn to school. Tank tops (with straps less than the width of the child’s three fingers), baggy pants, midriff shirts, chains, and cables are not allowed to be worn to school. Clothing which has holes cut or torn that may expose the seat or parts of the body unique to the male or female is prohibited. Necklines must be modestly cut. No undergarments will be shown. All shirts must reach below the top of the pants, or skirts at all times. For safety concerns, flip-flops, sandals with no back strap, and shoes with heals are discouraged.

**Emergency Procedures**

In case of inclement weather, or emergencies on school campus announcement of school closing will be placed with Springfield television stations 3, 10, 27, and 33; on local FM radio stations:

Waynesville KJPW (102.3 FM) & KFLW (98.9), Lebanon KJEL (103.7), KCLQ (107.9), and KTTK (90.7), West Plains, Rolla KZNN, and Springfield KTTS (94.7).

School closing will also be listed on the school website.

All-calls and email notifications may be used by the district to communicate with parents/guardians.

A crisis information chart is available in every room in the elementary buildings. Procedures for safety drills are also posted in each room and each teacher will review them at the beginning of the school year. Drills will be held periodically.
FOOD SERVICE

All meals are served on a cash only basis. Parents may send money daily, weekly, or monthly. Lunch payments are to be sent to the school in a sealed envelope. Forms for free or reduced lunches will be sent home with each family. Forms need to be returned the first two weeks of student enrollment for that school year. Please contact the school if during the school year your family financial situation changes. The Free and Reduced Lunch forms may be updated at any time. **The free or reduce lunch program does not pay for seconds servings, snacks, or extra milk.** Students may bring their lunch from home. Soda should not be brought as a drink choice, as it is not allowed for elementary students in the cafeteria. The Plato R-V School District is a closed campus. Students will not be able to exit the building during lunch.

The microwave will not be available for students in grades kindergarten through second grade. Students who bring their lunches from home will need to open all food and drink containers independently.

Lunch balances are available on parent portal (online), on progress reports or by contacting the school. When a lunch account reaches a deficit, please make an immediate payment. Prices for meals are below:

<table>
<thead>
<tr>
<th></th>
<th>Regular prices</th>
<th>Reduced prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Breakfast</td>
<td>$1.60</td>
<td>$0.30</td>
</tr>
<tr>
<td>Student Lunch</td>
<td>$2.35</td>
<td>$0.40</td>
</tr>
<tr>
<td>Employee Breakfast</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Employee Lunch</td>
<td>$2.60</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY OF SCHOOL PERSONNEL

The authority of the school extends to, but is not limited to the following areas:
1. All physical property owned by the Plato R-V School District
2. All school owned vehicles and bus stops
3. Students attending school sponsored activities

CARE OF SCHOOL PROPERTY

Students are responsible for the care and condition of school property assigned to them. Lost or damaged books are charged to students.
USE OF ELECTRONIC DEVICES

Electronic Devices include cell phones, pagers, cameras, hand-held computers, media players, i-Pods, or other electronic items. These items must be in the off position and not be displayed for use during the instructional hours of 7:30 a.m. to 3:30 p.m., unless otherwise directed or approved by the administration. Electronic devices may not interfere with the learning, safety or well-being of others. The District is not responsible for the loss, damage and/or theft of any of these types of devices.

If observed by sound, sight or other means, the following disciplinary actions will take place:

1st Offense: Device confiscated and turned into the central office for student pick-up at the end of the school day. Parental notification.

2nd Offense: Device confiscated and turned into the office for parent pick-up. Parental notification.

3rd Offense: Device confiscated and turned into the office for parent pick-up. Parental notification. Student will receive 1 day of Academic Reassignment.

LOST AND FOUND

The Lost and Found articles are kept in the principal’s office. Report all lost items to this office. Unclaimed items will be donated to charity.

TELEPHONE USE

The phone in the principal’s office may be used by students in case of emergency only.

VISITORS

Parents and citizens of our community are always welcome in our school. School-age visitors are not allowed. All visitors need to report to the office before going to the classrooms.
GRADES

The grading system used at Plato Elementary School for grades 2-5 is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
<tr>
<td>CR</td>
<td>credit</td>
</tr>
<tr>
<td>NC</td>
<td>no credit</td>
</tr>
</tbody>
</table>

The grading system for Kindergarten and 1st grades is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Excellent</td>
</tr>
<tr>
<td>T</td>
<td>On Track</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
</tbody>
</table>

PROGRESS REPORTS

Progress reports will be sent to parents/guardians at the halfway point of each marking period indicating achievements made-to-date. A Parent-Teacher Conference will be scheduled at this time for students who are not achieving at the expected levels of progress to determine the appropriate actions needed for the student to achieve success. Grade cards will be sent to parents at the end of each quarter.

HOMEWORK/ MAKE-UP WORK

The purpose of homework is to reinforce and extend what the students have learned in class, and to develop a sense of self-discipline, personal responsibility and independent thinking. Homework will be assigned regularly by the classroom teacher. On average, students can expect to have 10 minutes of homework starting in 1st grade and per each grade level add 10 minutes to the total amount (Kindergarten- 10 min., 1st grade - 10 min., 5th grade – 50 min.). New material is not assigned as homework. Parents can help students by providing them a quiet place to work, monitoring their homework for completion, and offering encouragement. Students are allowed the same number of days to turn in make-up work as they were absent (i.e. one day absent means the make-up work is due one day later; two days absent means two days to turn in make-up work).
ONLINE STUDENT INFORMATION SYSTEM

The Parent Portal will give you access to student information in the areas of academic, medical and food service accounts in our district. Login details can be request by contacting the office at (417)458-4700.

GUIDANCE SERVICES

The focus of the guidance program is to provide experiences to ensure that every student progresses toward fulfillment of their educational, personal, and career goals. We also believe that parents are an essential component in the educational planning for their children. A guidance counselor is available to help students with any problems they may have. Students/parents are welcome to make arrangements for appointments before school, after school, or at any other mutually agreeable time.

HEALTH SERVICES

The full-time employment of a licensed nurse provides Plato R-V School District an exceptional health program. Any student who needs help due to an illness or injury should first report to the teacher. The teacher will then refer them to the nurse’s office. The nurse will decide if a parent needs to be contacted. The nurse administers First Aid in case of injury. The district requires a current telephone number to be on file. Health forms will be sent home with each student to be completed and returned to the school. Students will be sent home immediately if they have any of the following and should not return until symptom free for 24 hours or released by a physician:

- Fever (101 or above)
- Diarrhea/vomiting
- Pink Eye
- Any Communicable disease
- Active Head Lice/Nits
- Impetigo/Skin eruptions

Any students treated or sent home for head lice/nits must be brought to nurse’s office by their parent/guardian to be checked by the nurse before being re-admitted to their classrooms.
**MEDICATION POLICY**

Medications should be given at home when possible. If this is not possible, a medication authorization form MUST be completed by a physician and accompanied by a parent’s signature for all medications that will be given for long-term periods (greater than 10 days). Medication authorization forms are available in the nurse’s office.

**STUDENTS MAY NOT CARRY ANY MEDICATIONS INCLUDING COUGH DROPS,** except inhalers or epipens when authorized in writing from a physician, parent, and school nurse. All other medications will be locked in the nurse’s office. All medications are to be dispensed by the nurse, but in the absence of the nurse, a trained staff member will dispense prescription medication. The classroom teacher is not to dispense medication unless on a field trip. Medication must be in the original container with student’s name, doctor’s name, name of medication, dosage, time, and route of administration on the label. Parent/Guardian should deliver the medication to the nurse’s office unless prior arrangements have been made with school administration. Short-term prescriptions may be given at school upon receipt of medication (in original container) and written request by the parent/guardian.

**IMMUNIZATION LAW**

The General Assembly of Missouri has enacted legislation making it unlawful for any child to attend public schools in Missouri unless they are properly immunized or a medical or religious exemption is on file. Any student who is not in compliance with the immunization law will not be allowed to attend school until proper documentation/proof of immunization is received.

**COMPREHENSIVE EYE EXAM**

Every child in Missouri enrolling in a public school kindergarten and new enrollees in first grade must receive a comprehensive eye examination from a state-licensed optometrist or physician. This requirement is part of legislation (Senate Bill 16) enacted in 2007.

**LIBRARY SERVICES**

The library functions as an integral part of the total educational program at Plato Elementary School. The library supports and supplements the curriculum. Students are encouraged to use the library and to ask the library staff for assistance. The library's goal is to guide students in their choice of learning materials both for personal and curricular purposes and to encourage lifelong education through the use of library resources. To reach this goal, it is imperative to maintain a quiet atmosphere conducive to studying, researching, and reading.
PARENTS AS TEACHERS

Parents As Teachers (PAT) is a free and voluntary early-learning program for parents and guardians with children, birth to age five, offered through Plato School District. PAT offers personalized visits, group meetings, information and guidance, periodic screenings, and a resource center. All parents and guardians are encouraged to participate in this program. We believe these types of experiences and activities can help your child develop skills necessary for successful entry into kindergarten. For further information about this program, please contact Mrs. Lindsey Aguilar at (417)458-4700.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) at Plato is an organization of parents, teachers and staff members who volunteer their time and talents throughout the school year to:

ENRICH the educational experiences of Plato students.
Bring HOME & SCHOOL closer together.
Promote open COMMUNICATION between teachers, administrators and parents.
Foster SCHOOL SPIRIT and COOPERATION among the entire school community.

Funds raised through PTO activities are used to supply grants to staff for special projects and school improvement initiatives. Drama productions, playground and sports equipment, media equipment, library books, art projects, and many other significant activities are supported by the PTO.

PTO has meetings in September, November, January and May in the school cafeteria. The Carnival is held in October, which is a major fundraiser for PTO, and in March the PTO Talent Show is held.

Cost of membership is $5.00 per couple or $3.00 for an individual. For more information on joining the PTO, please check out the school website at plato.k12.mo.us.

RECORDS

There is no fee to obtain a copy of student records or transcripts.

All records and transcripts hand carried by individuals are considered unofficial records. Official records/transcripts are sent directly from the Plato School District to the forwarding organization with an official school seal affixed.
Records for students transferring to another K-12 school district must be requested in writing from the forwarding school. Requests for records may be mailed, faxed or e-mailed to the Central Office. The goal of the Plato School District is to respond within 5 business days of a records request.

**RETENTION POLICY**

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

**TITLE I PROGRAMS**

A federally funded program in remedial reading and math is available to all students who qualify. Participation is limited by federal guidelines. Parents/guardians will be notified if their child qualifies for these programs. Informative Title I meetings for qualified students and their parents/guardians will be held once in the fall and spring of the school year.

**TRANSPORTATION**

A student’s school day begins upon their arrival at their bus stop. School officials exercise the right to maintain a positive climate at bus stop areas – therefore, school rules will be enforced. Proper discipline and respect must be maintained in order to ensure maximum safety. **It is important that all students understand that the bus driver is**
in command of the bus during the route. To ensure proper arrival time for all school buses, students are asked to follow the procedures below.

**Boarding the Bus**
1. All students must be ready and waiting when the bus arrives. To maintain schedules, and for safety reasons students must wait for buses, not vice versa.
2. Look both ways before boarding the bus.
3. Board the bus quickly and quietly.
4. Secure and maintain a seat as quickly as possible. Be prepared to share seats.
5. Student assigned seats will be at the discretion of the bus driver.

**Riding the Bus**
1. When a window is open, students shall always keep hands/arms inside the bus.
2. Throwing anything in the bus or out of the open window is NOT permitted.
3. **Eating or drinking sodas** are not permitted on the bus except during field trips when permission to do so is granted by the staff member and bus driver in charge.
4. Talk quietly at all times when you are riding the bus.
5. The student or parents/guardians of the student will pay for any willful damage to the bus done by a student, such as a cut cushion, broken window, etc.
6. Pets may not be transported on the bus.
7. The carrying of large band instruments to and from school on the bus is discouraged. However, when it is absolutely necessary, instruments are to be placed in an area assigned by the bus driver.
8. Learn how to get off the bus in case of emergency.
9. Create a bus routine so that your child(ren) will know which bus to ride each day. It is best to ride the same bus to and from school every day.
10. No balloons or other objects that could potentially obstruct the bus driver’s view are to be transported on the bus.
11. Students are expected to stay in their seat, face front at all times.

**Bus Departure**
1. Students must ride the duration of the route from their neighborhood stop to their school of attendance.
2. Do not leave the seats until the bus is completely stopped and the bus driver has signaled to depart.
3. Students must have a note if there is a change in destination.

**Bus Disciplinary Procedures**
Students who fail to cooperate with bus drivers and students who fail to comply with basic safety regulations may be subject to disciplinary action including denial of the privilege of bus transportation. Such regulations also apply to transportation to athletic events, field trips, and other student activities.
MORNING AND AFTERNOON DROP-OFF PROCEDURES
If you would like to drop your child off at school in the morning, we have a designated drop off point in front of the high school. Students can be dropped off after 7:30 a.m. At the end of the school day students will be taken to their primary mode of transportation as noted on the student enrollment form. If a change to primary mode of transportation is required, please send a note to the teacher at the beginning of the school day with your child. If a student is to ride a bus other than their regular one, the teacher must be given a note. Changes in after school plans should be made by parents and students, at home, before the school day starts. If an emergency occurs during the school day, please contact the office and we will get a message to the classroom for a transportation change. Please call no later than 2:00 p.m. for transportation changes. If the school is unclear where to send a student and no parent/guardian can be contacted, the student will remain in the school’s care. School is dismissed at 3:26. If you would like to pick up your child at the end of the day, we have a designated pick up point at the front of the High School building. Students can be picked up there at 3:15 pm. School personnel will assist your child into your vehicle. Elementary students are not to stay after school unless a parent or designated adult is with them to supervise where they go and what they do. This applies even when there is an early evening activity. This is for the safety and well-being of all students.

EQUAL EDUCATIONAL OPPORTUNITY
In compliance with (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Educational Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) the OCR Vocational Educational Guidelines, we are notifying all Students, Parents, Employees, and General Public that the Plato R-V School District has adopted a non-discrimination policy on the basis of race, color, creed, handicap, religion, sex, ancestry, national origin or social or economic background.

504 PUBLIC NOTICE
The Plato R-V School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District’s jurisdiction regardless of the nature or severity of the person’s disability. For purposes of section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aides and services that (i) are designed to meet individual and educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. For questions regarding Section 504 or a 504 referral, contact Stacy Fletcher, Section 504 Coordinator, Monday - Friday from 8:00 a.m. – 3:00 p.m. at (417) 458-4700.
Non-Discrimination Statement

The Plato R-V School District complies with all federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1974 and the American Disabilities Act (ADA). It is the policy of the school district that no person, on the basis of race, color, national origin, sex, age, or handicap, shall be discriminated against in employment, educational programs and activities or admissions.

No Child Left Behind Act

Plato R-V School recruits qualified teachers in accordance with the federal No Child Left Behind Act and state certification requirements.

Under the NCLB act a highly qualified teacher is defined as follows:

1. Has obtained full state certification and licensure.
2. Holds at least a bachelor's degree.
3. Successful completion in each of the academic subjects in which the teacher teaches or an academic major, a graduate degree, coursework equivalent to an undergraduate academic major or advanced certification or credentialing.

Parents may request information regarding the certification of their child’s teacher.

Notice to Students and Parents Regarding the Use of Video Recorders on School Buses

The district has installed video-recording equipment on school buses to monitor school transportation and will be videotaping on bus routes during the school year. Students found in violation of the district’s bus conduct rules will be notified and disciplinary action will be initiated under the proper discipline policy. Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act.
SCHOOL INSURANCE

The school assumes no liability for injuries at school. Therefore, the school merely acts as a medium in supplying insurance information. Parents or guardians may choose to participate in an accident insurance plan offered. For participation in the program, a form provided must be completed and sent to school or mailed with payment directly to the company. It is the Board of Education policy that all students participating in extracurricular activities have insurance coverage.

GRIEVANCE PROCEDURE

This Regulation outlines the responsibilities of Title IX and Section 504 Coordinators and provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination based on sex under Title IX or disability under Section 504. For appeal procedures relating to the identification, evaluation or placement of students under Section 504, see Regulation 2110 - Equal Education Opportunity. Additional information is outline in Plato Board of Education Regulation 1310.
Insert ESSA No Child Left Behind Complaint Procedures (PDF version)
Please discuss the Plato Elementary Handbook and our discipline plan with your child. Please fill out and return this page to your child’s homeroom teacher acknowledging that you have read the material enclosed.

I have read and discussed the Plato Elementary Student Handbook and Discipline Code.

_________________________  ______________________
Parents Signature                           Students Name

_____________________
Date