

LAQUEY ELEMENTARY HANDBOOK

Michael Mayle
Elementary Principal

Randy Caffey
Superintendent

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On behalf of the faculty and staff, we take pleasure in welcoming you to Laquey RV Elementary School. This booklet has been designed to answer questions you may have concerning our school.

Laquey RV Elementary School is founded upon the philosophy of child-centered education. Everyone is alert to the personal needs of each individual student. To meet those needs the mental, social, moral, and physical areas will be developed. All facilities of the school system are directed at one common goal:

“To help the student become a thinking, feeling, and creative individual.”

Staff

Principal	Michael Mayle	765-3245
Secretary	Teresa Mattheis	765-3245
Counselor	Lori Caffey	765-3245 ext 151
Nurse	Christie Chastain	765-3245 ext 155
Sp. Ed.	Monique Stokes	765-3245 ext 112
Asst. Sp. Ed.	Nicole Hanson	765-3245 ext 122

Programs

Lunch

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

Free and reduced lunch forms will be sent home with each student at the beginning of the school year. Delilah Peschel is the food service director and forms can be obtained through her. All inquiries concerning lunches need to be directed to her. She may be reached by calling 765-3245 and asking for extension 830.

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

STI Parent Login

Parents can now login to check their child/children's progress, attendance, discipline and demographics. You must receive a login from Mr. Moore, our technology guide. You may request this by going to <http://laquey.k12.mo.us> and clicking onto the parent login. We encourage you to take advantage of this program.

Emergency Calling Service

To help better the communication between the Laquey School and the parents, we have implemented a mass calling service. The calling service will be used for emergency reasons, weather reasons, and notification of upcoming events. If you need to request your name and phone number to be added to the call list you will need to come to the school for a request form. Please keep school informed if phone number changes during the school year.

P.A.T. Parents As Teachers

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

Positive Behavior Support

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

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

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

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

1. Reinforce the expectations.
2. Keep in touch with your child's teacher.
3. Encourage your child to use appropriate behavior.
4. Practice caring phrases with your child such as "thank you", "excuse me", and "I'm sorry".
5. Join with other parents and teachers for PTO meetings and other school activities.
6. Praise and give attention to good behavior.

Homework Policy

Laquey Elementary

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

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

Principal's Message

I would like to take this opportunity to welcome you to Laquey Elementary School. I am looking forward to working with you and your children during the school year. I especially want to welcome all of our new students to the district.

The information compiled in this Student Handbook is an effort to provide you with a better understanding of our system and our policies and procedures. We recommend you read it carefully and discuss the pertinent parts together as a family. Please help insure that your child/children fully understand our rules and regulations, especially concerning behavior during school and on the bus.

Please feel free to contact me if you have any questions or concerns about the information outlined in this handbook or if you have any concerns about your child/children's educational program. We encourage your participation in the school program for we believe that your child/children's educational development is a joint endeavor of the home, school, and community.

Michael Mayle, Ed.S.
Elementary Principal

Preschool

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

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

Early Childhood Special Education Preschool

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

The Asbestos Hazards Emergency Response

Laquey RV School has complied with these Federal requirements for formulating a plan for the identification, inspection, re-inspection and maintenance of asbestos containing building materials as prescribed in the AHERA Act. We provide ongoing maintenance, training of workers who may come in contact with certified business' for the testing and removal of known and found materials which may be disturbed during necessary repairs or projects. The plan/book is available to all interested persons and must be acknowledged by anyone who may provide services to the buildings and may disturb building systems such as wall and ceiling finishes, thermal insulation, fire retardant compositions or floor tiles, identified as asbestos containing.

Management plans are available in the Maintenance Office.

Services

Counseling Services

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

Lori Caffey is the elementary counselor. She may be reached by calling 765-3245, ext. 551.

Library Services

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

Shane Persoon	PE
Marnita Wood	Librarian
Debra Marett	Music
Amanda Crismon	Art
Matthew Neal	Computer Lab
Maureen Jacobs	Gifted
Jordan Hicks	Speech
Joetta Hendrix	Title Math
Janet France	Title Reading
Tyler Roam	Special Education
Janet Duke	
Virginia Jefferies	Aides
Kathy Rogers	
Brenda Pentecost	
Peggy Humphrey	
Amber Lonergan	
Jennifer Jones	
Micah Atkins	

Staff

Cris Ann Leckrone Vennissa Shaffer Maureen Eley Christina Benavides	Preschool
Pam Nelson Laura Goff Bev Dudley Brittany Copeland	Kindergarten
Laurie Cook Debbie Sayer Sarah Shaw	First Grade
Jolene Bench Delores Peterson Tamara Coffman	Second Grade
Kiley Stevens Diane Wolff Kelly Cook	Third Grade
Debbie Sutton Denise Vandivort Sara Becker	Fourth Grade
Misty Lowe Asilea Edwards	Fifth Grade

Speech Services

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

For questions regarding our speech program, call 765-3245, ext. 512 and ask to speak with Ms. Monique Stokes.

Title I Program

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

The Title I program strives to provide an environment that:

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

Several different criteria are used to qualify a student. Although standardized test scores must be used for students in third and fourth grades, other criteria are used in addition. Teacher recommendations, parent recommendations, student screening information and other current student data are used to determine eligibility for Title I services. Please contact the elementary office at 765-3245 for further information.

Special Education Services

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

For information concerning any of these services, please call 765-3245 ext. 512 and ask for Ms. Monique Stokes. She is our Special Education Director.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Laquey R5 School district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with

Technology in the Classroom

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

Use of the computer in the classroom is a privilege. If that privilege is abused students will lose their use of the computer. Parents and students need to be aware of the following:

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

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

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

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

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

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

All health related issues need to be directed to the school nurse. Her name is Rosetta Johnson and her number is 765-3245, ext. 555.

disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a develop mental delay.

The Laquey R-5 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Laquey R-5 School District assures that personally identifiable information collected used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education rights and Privacy Act (FERPA).

The Laquey R-5 School district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). The plan may be reviewed at Laquey R-5 School District, 27600 Hwy AA Laquey, MO Monday through Friday, from 8:00 a.m. to 3:30 p.m.

Local School districts in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to twenty-one (21) that reside in the district. The census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child, parent/legal guardian's name/address, birth date and age of the child, the child's disability, and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Laquey R-5 School District at 573-765-3245.

This notice will be provided in native languages as appropriate.

Visitors

We welcome visitors to our school. All visitors must first check in through the school office before going to any part of the building for business with a teacher, other employee, or simply to visit or volunteer in a classroom. Visitors will be given a visitors pass.

Permanent passes will be issued for preschool parents and for those who pick up their children on a daily basis. These passes must be shown when picking up your child. Please see Mrs. Mattheis in the elementary office to obtain this pass. This pass is not to be used as a visitors pass. If coming through the day to visit a classroom, you still must sign in at the office and pick up a visitors pass.

We try not to hinder the instructional process and to provide a safe learning environment for all students. We will do whatever is necessary to insure those two goals are met.

Discipline

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

Several forms of punishment are used such as:

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

Administration of Medication

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

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

Report Cards

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

Student Code of Conduct

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

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

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

Transportation

Bus Rules

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

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

Rule 1. Respect the rights of others

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

Rule 2. Be courteous, use no profane language.

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

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

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

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

Serious injury could result from being struck by an object as the bus passes or hitting the window frame as the bus goes over a bump. Do not throw objects from the bus.

Rule 5. Keep the aisles clear.

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

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

1st offense—written warning

2nd offense—1 to 3 days of bus suspension

3rd offense—3 to 5 days of bus suspension

4th offense - 5 to 10 days of bus suspension

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

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

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

Parents Right To Know

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

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

Check In/Out Procedure

Students must be signed in and out at the office. Teachers will not allow a student to leave the room until they have clearance from the office. This is to ensure your child’s safety. If you have only certain people who may sign your child/children out, please give that information to Mrs. Mattheis in the elementary office. If you have any court ordered restrictions, we need a copy of those papers for the student’s file. Appropriate documentation must be shown upon making certain requests concerning restriction of one parent or the other.

Students arriving after 8:05 will be marked tardy and will have to be signed in. School is dismissed at 3:00 p.m. Please do not sign your child/children out on a daily basis before dismissal as this will count against their attendance.

Calls to change a child’s destination for the day **must** be made before **2:00**. It is very difficult to make changes late in the day so please reserve this for emergency situations only.

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