

# FESTUS INTERMEDIATE SCHOOL

## 2017 - 2018

(Updated 5/01/17)

**Spencer Kearns, Principal**  
**Deana Brown, Assistant Principal**  
**Shannon Helms, Counselor**  
**Steve Williams, Counselor**  
**Tracy Connor, Administrative Secretary**  
**Tonya Hoffman, Office Secretary**  
**Denise Meyer, R.N., School Nurse**

**Office Hours**  
**7:30 a.m. - 4:00 p.m.**

### *Important Phone Numbers*

Intermediate Office	937-4750
Nurse's Office	937-4799
Fax Number	937-6106
Transportation	937-5716
Central Office	937-4920
Food Service	937-7747

**Website: [www.festus.k12.mo.us](http://www.festus.k12.mo.us)**

**NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**TEACHER/HOMEROOM:** \_\_\_\_\_

# Mission Statement

“Educating all children to meet tomorrow’s challenges”

## Festus R-VI School District Policy of Non-Discrimination

It is the policy of the **Festus R-VI School District** not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to R-VI programs and to the location of District services, activities, and facilities that are accessible to and usable by person with disabilities may be directed to Mrs. Nicki Ruess [ruessnicki@festusedu.com](mailto:ruessnicki@festusedu.com) Director of Special Services- Civil Rights Compliance (*Title VI/Title IX/Section 504/ADA/Age Act*); 1500 Mid-Meadow Lane; Festus, MO 63028; Telephone 636-937-8044.

Inquiries related to R-VI employment practices may be directed to Mr. Nathan Holder [holdernathan@festusedu.com](mailto:holdernathan@festusedu.com) the Roy Burnside Administrative Building; Festus R-VI School District; 1515 Mid-Meadow Lane; Festus, MO 63028; Attention: Assistant Superintendent Telephone 636-937-4920. E-mail: [holdernathan@festusedu.com](mailto:holdernathan@festusedu.com) Attention: Assistant Superintendent.

Anyone attending meeting of the Festus R-VI Board of Education who requires auxiliary aids or services should request such services no later than 48 hours prior to the meeting by contacting:

Dr. Luttrell	Festus R-VI Superintendent
1515 Mid-Meadow Lane;	Festus, MO 63028
Phone: 636-937-4920	Fax: 636-937-8925

Inquiries or concerns regarding civil rights compliance may also be directed to the **Office for Civil Rights**, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway; Suite 2037; Kansas City, MO 64114; Telephone: 816-823-1404; TDD: 877-521-2172

Additional information can be viewed at:

<http://policy.msbanet.org/festus/showpolicy.php?file=AC-C.FES>

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## Administrative Rules and Regulations

### Absences

Following an absence from school, a student should come to the office for an admit slip to enter class. An admit slip must be presented to each teacher throughout the day. A child is considered absent if they are not present for any time period between 8:00 a.m. and 2:30 p.m. for 6th grade and 9:00 a.m. and 3:20 p.m. for 4th & 5th grade. Tardy times are 7:45 a.m. - 8:00 a.m. for 6th and 8:45 - 9:00 a.m. for 4th & 5th. If a student arrives after 8:00 (6<sup>th</sup>) or 9:00 (4<sup>th</sup>/5<sup>th</sup>) they will be considered "Late". If a student accumulates multiple "Lates" in a quarter, consequences may be administered. Please keep in mind time changes for "late start Wednesday."

**For the safety of your child, we ask that a parent call the school by 9:00 a.m. if your child is absent (937-4750).** All absences from school will require verification through a written note, doctor's excuse, or a phone call from the parent or guardian explaining the reason(s) for the absence. Absences will be considered excused absences with written documentation from a doctor, funeral notice, or pre-approved appointments. Failure of a parent to verify an absence will result in an unexcused absence. **Unexcused absences may have a negative impact on students' grades. It is the responsibility of the student to contact each of their teachers to make the necessary arrangements to complete the work missed. Teachers will allow missed assignments to be made up in a reasonable period of time – students will have one school day for each day missed to complete and turn in the assignment. Example: If a student misses on a Thursday and Friday and returns on Monday, they would have Monday and Tuesday to complete the assignments. The "turn in" day would be on Wednesday.**

If your child is absent and you would like to request homework, **you must call the office before 9:00 a.m.** The work must be picked up between 3:00 and 4:00 p.m.

### Arrival/Dismissal

6<sup>th</sup> grade            7:45 a.m. to 2:30 p.m. **Students should not arrive before 7:15 a.m.**  
4<sup>th</sup> & 5<sup>th</sup> grade    8:45 a.m. to 3:30 p.m. **Students should not arrive before 8:15 a.m.**

**\*\*Wednesdays start one hour later\*\***

**\*\*Students are released at regular times\*\***

- All students being transported to school in the morning by private vehicle should be dropped off in the front of the building and wait in the lobby until school begins.
- 4th and 5th grade afternoon pickup will take place behind the building if parents have no elementary students to pick up. Please enter through the High School parking lot and line up behind the Intermediate School. These students must be promptly picked up at 3:20 p.m. to allow time for the buses to arrive. Parents picking up Elementary and Intermediate students are to pick up those students in front of the Intermediate building.
- Sixth graders being picked up at the end of the day may go directly to their parents/guardians car in the front of the Intermediate building.

Students that are not picked up in a reasonable amount of time will be placed on the school bus and sent to their home address.

Students are to leave school grounds immediately after school. Those students involved in extra-curricular activities or who have been detained after school must leave the campus following the activities or detention.

**PLEASE DO NOT PICK UP YOUR CHILD BEFORE 2:30 P.M. FOR 6TH GRADE AND 3:20 P.M. FOR 4TH & 5TH GRADE DISMISSAL TIME UNLESS IT IS AN EMERGENCY. WE ARE TRYING TO PROTECT STUDENT INSTRUCTIONAL TIME.**

All **EARLY** dismissals count against attendance based on minutes missed.

**\*Transportation arrangements or changes should be made through the office only. Students should not make changes to transportation plans on their own.**

**Parents must enter the building to sign out their child. Your child will be called out of class at that time. When picking up your child, please be prepared to show your driver's license or picture identification.**

**Attendance Policy – Grades 4-6**

The Festus Intermediate attendance policy is designed to help students succeed in the workplace later in life. Regular attendance helps students receive maximum benefits from instructional programs and develops habits such as punctuality, self-discipline and responsibility. It is a legal duty of the parent/guardian to see to it that their child attends school regularly. School personnel will communicate with parents and work with outside agencies, including juvenile authorities and/or the Division of Family Services, to develop a plan to improve attendance following excessive absences.

An absence for any reason will be counted as an absence whether excused or unexcused. When students must be absent the office should be notified by 9:00 a.m. or a phone call will be made by our automated system or other office staff. **If no contact occurs, a written excuse signed by a parent, guardian, custodial parent or doctor must be presented upon returning to school.** If contact is not made, a student may be deemed truant.

Absence Procedures (Per Semester)	
4 <sup>th</sup> /5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
4 absences: Teacher will make contact.	4 absences: Teacher will make contact.
5 absences: Letter sent from office.	5 absences: Letter sent from office.
6 absences: Counselor will make contact.	6 absences: Counselor will make contact.
10 absences: Administration will contact. Letter sent from office.	8 absences: Administration will contact. Letter sent from office.
12 absences: Administration will contact. Letter sent from office. Outside agencies will be contacted.	10 absences: Administration will contact. Letter sent from office. Outside agencies will be contacted.
Beyond 12 absences: Conference including parents, counselors, teachers, administrators, and outside agencies.	Beyond 10 absences: Referral to Truancy Court

Extenuating circumstances may be considered if pre-arrangements have been made with and have been agreed upon by the building principal. A serious accident, extended serious illness, or other emergency health situations may also extend the absence limit, upon receipt of a physician's written letter, and if an alternative instructional program has been completed as directed by the building principal. A request for an exception does not mean that an exception will be granted.

A student who has been retained because of excessive absenteeism is permitted to appeal the decision of the Attendance Committee to the Board of Education. The appeal shall be a "contested case" hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspension/expulsions. Any subsequent decision of the Board of Education will be final.

## **Band**

Band is offered as an exploratory program at Festus Intermediate. Because this class often requires a financial investment by parents, **AND**, due to space and schedule considerations, parents must be aware that *this course is offered for a full school year only*. **Schedule changes cannot be made once a student is enrolled in band.**

## **Birthdays**

Student birthdays are recognized by the staff at Festus Intermediate through daily announcements and the gift of a small token. Parents are asked to give their children gifts at home instead of having them delivered to school. If you would like to send **individually wrapped, prepackaged** treats for your child to share on their birthday, please prearrange the activity with the teacher. *Please do not send cookie cakes.*

**Students are not to distribute invitations to parties at school.** This can be distracting to the educational process and cause unnecessary conflict.

## **Building and Premises**

Students are to remain in the building unless accompanied by a teacher. We ask that all parents and visitors use the “buzzer system” to enter through the front door of the building. Once inside, please report directly to the office. All visitors, parents and volunteers **must** receive a visitor’s pass before proceeding into the building.

## **Bullying**

Bullying is not tolerated. School authorities will vigorously investigate accusations and will take stern disciplinary actions against those who engage in any form of bullying. If you feel your child is being bullied, please report it to office or bus shed as appropriate.

## **Bulletin Boards and Posters**

The principal must approve the posting of any notices, including other information by students or student organizations.

## **Bus Transportation: 937-5716**

District owned buses transport students to and from school. Students living one mile or more from the school are eligible for the privilege of receiving bus transportation. Some students living less than one mile from school may be transported if walking from their residence is deemed hazardous.

Students assigned to a bus must ride that bus as scheduled. Any changes must be requested in writing by the parent and given to the principal and teacher before a change may take place.

The following school bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely, and to help keep maintenance costs as low as possible. **STUDENTS WHOSE ACTIONS THREATEN THE SAFETY OF OTHERS ON THE BUS MAY LOSE THEIR PRIVILEGE TO RIDE THE BUS.**

1. Observe school bus conduct.
2. Be courteous. No profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not damage bus or equipment.
7. Stay in your seat. Keep head, hands, and feet inside the bus.
8. The bus driver is authorized to assign seats.
9. Students are expected to be ready for the bus when it arrives at the bus stop.

Students who fail to observe the rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. The bus driver will file a formal bus slip with the principal should there be a problem on the bus. Recurring problems will result in the student being assigned to In School Suspension or a suspension from the bus for a designated period of time.

**\*NOTE: Parents must assume responsibility for transporting a student on bus suspension. Any student boarding the bus during a bus suspension will have the suspension lengthened. 6<sup>th</sup> grade students who miss their bus are not allowed to ride elementary buses.**

### **Cell Phones/SMART Watches**

Students may bring cell phones/watches to school, but do so at their own risk. The phones must be turned to silent and out of sight until exiting the building or bus at the end of the day. Cell phones should never be used in the building or on the school bus *unless permission is granted for educational purposes* by a teacher or driver. **A student found using a cell phone during school hours without permission for any reason may have their phone confiscated in the office to be picked up at the end of the day.** Inappropriate use of cell phones will be addressed and parents will be required to pick up the phone if this rule is broken more than once. Additional consequences may be applied.

### **Cheating**

A student is considered to be cheating when they are providing or receiving assistance and/or answers to items including, but not limited to: classwork, homework, quizzes, assessments, projects, etc. This also includes the sharing or receiving of passwords to access electronic educational tools, as well as claiming someone else's work as your own. Violation of this policy may result in an in-school suspension (ISS).

### **Class Assignments**

When making class assignments, every effort is made to assign students to a setting that is most beneficial to their education. Festus Intermediate is fortunate to have an excellent teaching staff; therefore, your child will benefit from any of our teaching staff. Classroom assignments are made to create a classroom environment that best meets the needs of our students.

### **Conduct**

Students are expected to conduct themselves in a manner that promotes the educational and social purposes of the school. Students are to cooperate with and respect the rights of other students, employees, and teachers.

### **Controlled Substances**

The use, possession, sale, or transfer of any controlled substance, drug paraphernalia or counterfeit drug while on school grounds is strictly prohibited. This policy includes all forms of drugs, alcohol, or narcotics, which may impair the student's ability to perform in the academic setting, including the distribution of over-the-counter drugs. Any drug determined to be in violation of local, state, or federal laws, including the misuse of prescription drugs, will be confiscated.

For any of the above violations, the principal will suspend the student for 10 days, and contact the superintendent who may take further disciplinary actions, contact the student's parents, and if appropriate, local law enforcement authorities. Refer to Discipline policy JG-R.

### **Counseling/ Guidance Services: Mrs. Helms (4<sup>th</sup> gr. and partial 5<sup>th</sup>) Mr. Williams (partial 5<sup>th</sup> and 6<sup>th</sup> gr.) 937-4750**

The guidance office is open from 7:15 a.m. till 3:15 p.m. daily. Counselors help students with academic concerns, social and emotional concerns, career information, achievement testing, and test interpretation. Students may also request counseling for social or personal problems. Students or parents may request outside counseling services through the Employee Assistance Plus Counseling Services which is free to our students and their families.

### **Discipline Policy**

Incidents of a disciplinary nature will result in actions as outlined in the disciplinary policy (JG-R) adopted by the Festus R-VI Board of Education. Please refer to the district discipline policy in this handbook.



## **Discipline – Referrals to Office**

School rules are established to provide a safe learning environment for all students and promote responsible school citizenship. Each classroom develops a discipline plan which includes: a list of classroom rules pertaining to the teacher's expectations of student behaviors, rewards to the student when the student follows prescribed rules, and consequences to the student when the student does not follow prescribed rules. All classroom discipline plans are approved by the building principal. Student classroom rules and consequences are written and posted in the classroom.

### **IMMEDIATE OFFICE REFERRALS**

There are unacceptable behaviors that result in immediate referral and action by the principal. If a referral occurs, parents will receive a copy of the notice to be signed indicating that you have seen the notice.

- ❖ 5 classroom infractions in one day
- ❖ 20 classroom infractions in one month
- ❖ Alcohol/Drug Possession/Use
- ❖ Assault against another student
- ❖ Assault against a staff member
- ❖ Bus Misconduct
- ❖ Cheating/Dishonesty
- ❖ Continuous failure to complete assignments
- ❖ Disrespectful conduct/speech
- ❖ Failure to return Discipline Referral
- ❖ False Alarms/Reports/Equipment Tampering (Ex: setting off fire alarms or making bomb threats)
- ❖ Fighting
- ❖ Forgery
- ❖ Harassment/Bullying
- ❖ Health Safety Violation
- ❖ Hitting/Shoving/Kicking
- ❖ Horseplay (rough-housing) physically bothering others with hands, arms, legs, feet or body. Does not include fighting.
- ❖ Insubordination
- ❖ Misbehaving in, or removal from ISS
- ❖ No Show for Assigned Detention
- ❖ Obscene Language or Gestures
- ❖ Pepper Spray Use/Possession
- ❖ Possession of anything that could bring harm
- ❖ Possession of Drug Paraphernalia
- ❖ Public Display of Affection (PDA)
- ❖ Sale/Distribution of Alcohol/ Drugs including OTC (Over the Counter)
- ❖ Sexual Harassment
- ❖ Stealing
- ❖ Threatening Others
- ❖ Tobacco or E-cigarette Possession/Use/Sale/Distribution
- ❖ Truancy
- ❖ Vandalism

## CONSEQUENCES FOR MISBEHAVIOR GIVEN BY ADMINISTRATOR

- ❖ Conference with Student
- ❖ Conference with Parents/Guardians
- ❖ Bus Suspension
- ❖ Denial of Privilege(s)
- ❖ Detention- Lunch/Recess
- ❖ Detention- After/Before school
- ❖ In School Suspension (ISS)
- ❖ Saturday School
- ❖ Out of School Suspension (OSS) –**Students who are suspended from school will NOT be allowed to earn credit for course work completed or assigned during the term of the suspension.**
- ❖ Other

To ensure the lines of communication are open, a copy of the student disciplinary referral will be sent home with the student to be signed and returned to the Intermediate office. Phone calls to parents will be made as time permits, based on the severity of the student's actions.

### **Discipline - In-School-Suspension (ISS)**

Only an administrator may assign In-School Suspension (ISS). Students will meet in the office to be escorted to the ISS room the beginning of each day. All work must be completed and will be collected and checked. Students will receive credit for work completed in ISS. Refusal to serve or comply with rules will result in an OSS (Out of School Suspension).

### **Discipline - Saturday School**

Saturday School Detention is intended to serve as an alternative to suspension and as a deterrent to further student misconduct. Students will have the opportunity to work on class assignments under the supervision of a teacher. Saturday School begins promptly at 8:00 a.m. and is over at 12:00 noon. The privilege of participating in extra-curricular activities is denied until the Saturday School is served. Saturday School may only be assigned by an administrator. Parents will be promptly notified through the discipline referral form and a phone call. If a student does not show for a scheduled Saturday School, OSS may be assigned.

### **Discipline - Out-of-School Suspension (OSS)**

Only an administrator may assign Out-of-School Suspension (OSS). During an OSS assignment, students may not participate in or attend school activities. All work missed during an OSS assignment **may not** be made up for credit.

**\*IN-SCHOOL AND OUT OF SCHOOL SUSPENSIONS OF 10 DAYS OR LESS ARE NOT APPEALABLE**

### **Dress**

All students are to dress appropriately. While respecting individuality, certain guidelines must be followed in order to maintain a good learning environment. Clothing or other attire that distracts from the instructional process, is offensive, immodest, or jeopardizes one's safety is prohibited. To minimize distractions in an educational setting, the following rules of dress and grooming have been established:

- Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process or produces a safety hazard will not be allowed. Fishnet shirts, spaghetti straps, backless shirts, see-through blouses or shirts, or clothing that exposes a bare midriff are not permitted. This includes sleeveless shirts with large armholes.
- Reasonable cleanliness of person and clothing is expected as a matter of health and aesthetics.
- Hats are not to be worn in the building, unless special permission is given (ex: spirit week, fundraisers, etc.).
- Clothing or articles, which contain racial, sexual, suggestive, or other patently offensive words, emblems or insignias, are not permitted.

- Articles of clothing or other materials which advertise, promote, or suggest the use of alcohol, drugs, or tobacco are not allowed in school.
- Pants or shorts that are designed to be worn below waist level and/or sagging are not permitted in school. Short shorts are not permitted. ***Length of shorts and skirts must be past fingertips with arms at sides.***

### **Emergency School Closing**

During periods of inclement weather or other emergencies, school may be canceled. When the superintendent cancels school, radio stations in the area are notified. Please tune your radios to KJFF 1400AM, KTJJ 98.5FM. Television stations in the St. Louis area also carry school-closing information.

In an effort to improve communication between parents and school, the Festus R-VI School District has also implemented a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. Please make sure you complete the Parent Contact Information for **School Reach** at the beginning of the school year so that you can be registered.

**\*Important: Please have a PRE-ARRANGED PLACE for your child to go in case school is unexpectedly dismissed and you will not be home. Make your child aware of that plan and know their emergency numbers.**

### **Fees and Fines**

Fees and/or fines owed due to lost or damaged school property, lunch charges, etc. must be paid by the end of each year.

### **Field Trips and Special Activities**

Field trips and special activities are planned throughout the school year for the educational, social, and personal benefit of students. These activities are designed to enhance the programming offered at the school. However, participation in these activities is not a given "right" of a student. The privilege to participate is earned through good attendance, cooperation, and proper behavior. Money and permission slips must be turned in to the teacher by the deadline so arrangements for transportation and admission can be made. If students are not able to attend the trip, refunds cannot be given. **If the deadline is missed, students will not be able to attend the field trip.** If a student does not attend an educational field trip or is absent on that day, the student may be required to do an alternative learning assignment related to the topic. **Students who wish to leave the field trip with their parent/legal guardian must sign the travel release form provided by the teacher or sponsor at the event.** Students are required to attend the entire field trip and will be counted absent if they choose to leave the field trip before 2:30 p.m. (6<sup>th</sup> grade) and 3:20 p.m. (4<sup>th</sup>/5<sup>th</sup> grade).

For the protection of our children, parents who plan to attend field trips must be preapproved by the principal and have completed **an approved background check** through our Central Office. The classroom teacher will turn in a list of names of those interested parents for approval. If you are not approved to attend the field trip, you will not be able to join the group at their destination.

### **Fighting**

Our school has **NO TOLERANCE** for violence. Fighting is cause for an immediate Out-of-School Suspension. Refer to Discipline policy JG-R.

### **Fireworks**

Fireworks are dangerous. Possession or the firing of any type of fireworks on school premises is grounds for disciplinary action. Refer to Discipline policy JG-R.

### **Food Services – Food Service Director, Peggy Carle 937-7747**

It is the goal of the Festus R-VI Food Service Program to provide wholesome and appetizing school meals to district students. School meals contribute to good nutrition, which is vital to mental and physical growth during the formative years.

The school food service program operates on a non-profit basis and is self-supporting. Local food service revenue is local district revenue used to offset program expenses. Parents are responsible for their child's balances.

### **Food Service Account Information**

Students in grades K-8 will not be allowed to accumulate more than \$22.00 in food service charges. Students in grades K-8 with \$22.00 or more in food service charges will be informed to bring their lunch until the debt is paid or the student will receive an alternate meal. Their account will be charged the actual price of the alternate meal.

All student money deposits should be brought to the child's school attendance center in envelopes. The envelope should have the student's name, grade, teacher, and amount of money written on the outside of the envelope. Students in grades 4-12 should turn their money into the food service cashier in the morning before school begins. Payment may be made in the form of cash, check or money order, however sending cash is discouraged. The school is not responsible for money sent with your child, especially cash. Checks or money orders should be made payable to Festus R-VI Food Service.

Parents may access their child's food service account and other pertinent school information via the Internet at [www.festus.k12.mo.us](http://www.festus.k12.mo.us). Click on Festus Intermediate, then the Parent link Tiger Paw link on the left hand side of the page. The information is password protected. The Festus School District also offers an online payment (fees may apply) option as another means for depositing funds into your child's lunch account.

Students in grades K-8 who have accumulated \$20.00 or more in food service charges will not be allowed to charge breakfast. Students will be notified to eat breakfast at home prior to coming to school until the charges are paid. The Food Service Department and the child's building attendance center will work with any family having financial difficulty who expresses such and establishes an agreed upon time line to make up payments that may be outstanding. In such instances, the student will receive a Type A regular lunch (peanut butter or cheese sandwich, fruit or vegetable, and drink) until any previously agreed upon payment is missed. Once an agreed upon payment is missed, the student will receive an alternative meal and the student's account will be charged the actual cost of the meal. *Families with insufficient funds will be notified on Sunday evenings by an automated School Reach phone call. A paper copy will also be sent home once a week. You may use Parent Portal to monitor your child's lunch account.*

### **Food Service Account & Notification Efforts**

Students will be provided with their balances at the register following a sale. Students may inquire as to the status of their food service account balance anytime. Parents have the ability to check student food service account balances on the SIS website anytime. A negative balance letter will be sent home weekly. Negative balance conversations and any correspondence of the same will be handled with discretion.

The principal of each attendance center will be notified of those students in grades K-12 with charges exceeding the credit limit. Principals are encouraged to assist in the collection of charges or to communicate any known information that may be of assistance to the Food Service Department.

After three written and/or verbal notifications to parents regarding delinquent accounts with no response or deposit of funds, the Division of Family Services may be contacted.

A Free and Reduced Meal benefit application will be offered to any child who exceeds the accumulated charge limit or who demonstrates consistent payment difficulties. **A Free and Reduced Meal application may be submitted anytime during the school year.** All information contained in the application is considered confidential. Applications may be obtained through any building attendance center or the Food Service Office in the Elementary School.

***Food and beverages are to be eaten in the cafeteria. No open containers are allowed outside the cafeteria.***

## **Fund Raising**

Students are not permitted to sell or distribute any fund raising articles for outside groups, clubs, or activities.

## **Golden Paw Character Education Program**

Golden Paw Criteria

- Student MUST Display Good Character to Self and Others (3 or less behavior infractions in a quarter).
- Student MUST Display Responsibility with Homework (H.O.T. Sheets – 3 or less late assignments in a quarter).
- 2.0 GPA “C” Average or Better in all Core Classes
- Attendance 95% or Better

## **Grading and Reporting to Parents**

Report cards are issued at the end of the four grading periods. A progress report will be sent at the midpoint of each grading period for all grade levels. We encourage parent-teacher conferences to discuss student progress.

Parent-teacher conferences provide a better understanding of the student and are very helpful to both teacher and parent. Parents wishing a conference should call the school office several days in advance. Telephone calls to teachers will be returned as time permits, either after school or during a planning period.

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own grade record for self-improvement and the satisfaction that comes from performing each task well, is an important goal for each student.

### **Grades will be based on the following scale**

A	4.0	96%-100%			
A-	3.67	90%-95%			
B+	3.33	87%-89%			
B	3.00	84%-86%			
B-	2.67	80%-83%			
C+	2.33	77%-79%			
C	2.00	74%-76%			
C-	1.67	70%-73%			
D+	1.33	67%-69%			
D	1.00	64%-66%			
D-	.67	60%-63%			
F	0.0	0%-59%			

  

			Grade Explanations		
4.0	A	Excellent			
3.0	B	Above Average			
2.0	C	Average			
1.0	D	Below Average			
0.0	F	Failing			

Honor Roll is determined at the end of each grading period. Requirements are as follows:

- "A" Honor Roll 3.67/4.0 average or above, no grade below a B-
- "B" Honor Roll 2.67/4.0 average or above, no grade below a B-

All classes in which students receive a letter grade will be figured in to a student's GPA.

**Be sure to register your email address with Festus Intermediate School office by completing the appropriate form.**

**This will allow you to view your child's grades, attendance, lunch balances, etc. at [www.festus.k12.mo.us](http://www.festus.k12.mo.us).**

## **Health Information**

Students will be given temporary care in case of illness or injury during school hours. Please be sure to include your child's health information on the student health form you received at open house. If your child has a medical diagnosis, please contact the school nurse to discuss the child's condition. It is important that correct telephone numbers (home, work, and emergency) are on file in the office and health room.

Students **cannot** return to school unless they have been fever free or not vomited within the past 24 hours. The above actions will ensure the protection of your child and all students.

Students who have been sent home by the nurse for fever or vomiting must report to the office before returning to school and they will be asked to check in with the nurse.

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 local county or city health departments.

Students with a known life-threatening or potentially life-threatening allergic reaction are to have an “Allergy Action Plan” completed by their physician and kept on file in the nurse’s office. 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.

Vision screenings will be conducted on students in 5<sup>th</sup> grade. A notice will be sent home with students prior to these screenings to reflect the approximate dates that they are to occur. Students will be excused from any screening upon receipt of a written request to the school nurse from the student’s parent/guardian.

If a student needs to be excused from P.E. for more than three days, they will require a written excuse issued by a physician. Excuses must state how long they will need to be excused from P.E. or other classes that require physical activity.

If a student requires the use of the elevator due to an injury, they will need a written notice from their physician stating how long they will need the service. Students will need to contact the office when elevator use is required throughout the day.

A student found to have head lice or nits will be sent home until he/ she has been treated and all lice and nits are removed. Students may not ride the bus or attend school until he/she is cleared by the school nurse. Class wide screenings will not be conducted unless multiple cases are found.

### **Medications**

It is recommended and preferred that a parent/guardian administers medications at home whenever possible. If medication must be administered during school hours, the medication policy will be enforced. All medications brought to school must be brought directly to the nurse’s office. **NO** prescription or over-the-counter (OTC) medications will be given to students without signed, written authorization from the parent/guardian. Parents may use the “Authorization to Administer Medication” form, available from the nurse, or a handwritten note that includes:

- Name of student
- Name of medication
- Dosage (amount to be given)
- Time to be given at school
- Frequency (is this daily, as needed, every #hrs as needed, one time only, etc.)
- Start date, end date
- Parent signature

**\*\*Please Note\*\*** All prescription medication must include a current prescription label for the child. **All OTC medication must be in the original bottle/box and only manufacturer’s directions will be followed.**

## Homework

Festus Intermediate has implemented a homework program that is meant to improve student learning by reducing the number of missing homework assignments and failing grades. These sheets are called HOT (Homework on Time) Sheets and are given for incomplete assignments. Beginning after Labor Day of the first quarter of their 4<sup>th</sup> grade year through the end of their 6<sup>th</sup> grade year, students who have late assignments will complete a HOT sheet to be turned in to the office. The assignment will be completed during study hall time.

Interventions for **all grade levels** each quarter are as follows:

- \*1st-2nd HOT sheet: written in daily planner and/or in weekly reports.
- \*3rd-4th HOT sheet: email to parents or phone calls made by the classroom teacher.
- \*5th HOT sheet: student will conference with Assistant Principal and email is sent home.
- \*6<sup>th</sup>-7th HOT sheet: Parent contacted by office, After-School detention assigned.
- \*8th sheet: Parent contacted by office, Saturday School assigned.
- \*9<sup>th</sup> + HOT Sheet: Parent conference will be scheduled.

\*Any additional HOT sheets will result in an intervention plan being put in place.

## Internet Usage

Students and parents are asked to read and sign the **Acceptable Use for the Internet Form (AUP)**, which represents a policy regarding Internet use and is adopted by the Festus R-VI School Board. Students will be given the form at the beginning of fourth grade or upon enrollment at the Intermediate building. Upon reading and signing the form, the Intermediate building will keep it on file and students will have guided access to the Internet at school. However, if the form is not signed by both the student and the parent, the student will not be allowed to participate in Internet related activities, including but not limited to: Accelerated Reader, STAR reading assessment, Study Island, and use of the library catalog. The form expires upon the student's promotion to the Festus Middle School and/or upon moving out of the district, whichever comes first.

## Lockers (6<sup>th</sup> graders only)

Lockers and locks will be provided to students; however, they remain the property of the school and may be searched. Lockers should be locked when not in use. Fines for lost, stolen, or damaged locks will be \$7.00. Students may provide their own combination lock if approved by a staff member; however, combinations must be on file.

**Students may not change lockers without homeroom teacher approval, and must keep them in good repair.** All lockers must be kept neat and clean; no papers, books, or other materials hanging out. Failure to properly maintain lockers may result in a loss of locker privileges. **Empty or unassigned lockers are not to be used.**

## Lost and Found

The lost and found area is located outside the cafeteria. Clothing and other articles are placed here. If you believe you have lost items at school, check this box before reporting to the office. Items of significant value will be kept in the office.

If unclaimed, articles in lost and found will be given to a charitable organization at the end of each quarter. An announcement will be made near the end of each quarter making students aware that lost & found will be emptied and they need to check for their valuables. Items kept in the office and not collected by the end of the school year, will be discarded.

## Marital and Guardianship Changes

**Please keep the school aware of any changes in guardianship or parental rights.** This is especially necessary in cases of divorce. Your child can be released to either parent or a listed guardian unless we are notified otherwise. Divorced parents must provide a copy of the Decree of Dissolution stating custody rights.

### **Non-routine pickup**

If you must pick up your child early, please send a note to school with your child stating the time they will be picked up. Students **will not** be called to the office until the person responsible for pickup has arrived in the office. Please enter through the front doors of the building and come to the office. Students will only be released to their parents or legal guardian unless we have written permission from the parent or their name is provided as an emergency contact. For the safety of your child, picture identification may be required for non-routine pickups. Every attempt to make arrangements for rides should be made before the end of the day.

### **Office Phone: 937-4750**

Students are asked to make after school arrangements before coming to school. The office phones are for business use only. In an emergency, the office staff will contact parents for students. The office may take messages for students when there is an emergency; however, students are not usually called to the phone. Since the office telephone is constantly in use for school business, students are asked not to use the office telephone to call home unless there is an emergency and receive a pass from the teacher. **Students MAY NOT use cell phones during school to call home, unless supervised by a teacher or office personnel.**

### **Parent/Teacher Conferences**

Conferences may be scheduled with any teacher throughout the year. To alleviate frustration, the office will be glad to help arrange a conference with a staff member and encourage you to schedule the appointment ahead of time to ensure they are available. Please call 937-4750. Email contact with teachers is also encouraged. *It is requested that parents contact the classroom teacher with concerns before contacting administration.*

### **Personal Deliveries**

Personal gifts and floral deliveries are highly discouraged. These items can become a distraction to the educational environment and cannot be transported on the school bus. This does not include prearranged pre-wrapped food and drink items brought to share with the entire class.

### **Pets**

Pets are not allowed at school, except under special circumstances and then, only with the principal and classroom teacher's permission. When this occurs, pets should be brought to school and returned home by the parent as carrying pets or animals on the school bus is prohibited.

### **Playground Rules and Procedures**

Weather permitting, students in grades 4<sup>th</sup> and 5<sup>th</sup> are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Students should always dress for outside recess. Only students with medical reasons or study hall assignments will be allowed to remain in the building during scheduled outside breaks. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, music playing, etc., are usually allowed by the person in charge. Teachers reserve the right to withhold recess from any student not dressed appropriately for the weather. The following rules have been developed in order to have a safe and enjoyable break from the regular school routine:

1. Follow directions of teachers.
2. No re-entering the building without permission.
3. No candy, gum, or food on the playground.
4. Whistle - stop playing and look to teachers for instruction.
5. No tripping, fighting, or rock throwing.
6. Stay within boundaries.
7. Enter building quietly.

### **Retention Criteria**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.



### **School Property**

All students should be proud of their school and campus, and should accept the responsibility of taking care of the school's property. Students who deface, damage, or lose school property will be required to compensate for the damage or loss.

### **Sexual Harassment**

Sexual harassment is not tolerated. School authorities will vigorously investigate accusations and will take stern disciplinary actions against those who engage in any form of harassment.

### **STAR Student**

STAR Student awards will be given out at the end of each quarter. To qualify for STAR student status, students must meet the following qualifications:

- ❖ Honor Roll (A or B honor roll)
- ❖ No Classroom behavior infractions
- ❖ No late assignments
- ❖ Accelerated Reader goal met
- ❖ Perfect Attendance (Student cannot miss **any** school which includes arriving after the starting bell or leaving before 2:30 for 6<sup>th</sup> grade and 3:20 for 4<sup>th</sup> and 5<sup>th</sup> grades.

Dog tag rewards will be given to students in 4<sup>th</sup> and 5<sup>th</sup> grades who meet each individual criterion listed above. STAR students will receive an extra tag. Students from 1st, 2nd, and 3rd quarter will be able to attend the end of the year celebration. Students who newly qualify for the 4<sup>th</sup> quarter will receive a prize.

### **Student Property**

Students are cautioned not to bring valuables to school. Students, **not the school**, are responsible for their personal property. Students should mark their personal belongings with their name and grade. ANY personal item brought to school is the sole responsibility of the student.

Cameras, radios, laser lights, and trading cards **are not** permitted in school. Electronics will only be allowed if approved by the student's teacher or administration. Items that interfere with classroom instruction will be confiscated. Parents or students may make arrangements to pick these items up from the office.

Students are not permitted to buy or sell items at school unless it is a school-sponsored fundraiser. This includes any small item you may want to sell to a friend. Trading of items will not be permitted.

Students are asked not to bring skateboards to school. If they choose to do so they will need to keep the skateboard in the bike rack provided in front of the building.

Tablets are permitted at school. They are the student's responsibility, not the schools. Students must use them appropriately or will face consequences.

### **Tardy to Class**

Students will be tardy if they are not in their classroom prior to the tardy bell (7:45 a.m.-6<sup>th</sup> grade and 8:45 a.m. 4<sup>th</sup> & 5<sup>th</sup> grade). Tardy students will sign in at the office and receive a tardy slip to take to the teacher. Students are considered tardy 7:45 a.m. to 8:00 a.m. for 6<sup>th</sup> grade and 8:45 a.m. to 9:00 a.m. for 4<sup>th</sup> & 5<sup>th</sup>. After 8:00 a.m. for 6<sup>th</sup> and 9:00 a.m. for 4<sup>th</sup> & 5<sup>th</sup> grades, students will be considered "late". After 9:00 a.m. for 6<sup>th</sup> grade and 10:00 a.m. for 4<sup>th</sup> and 5<sup>th</sup> grade students will be considered absent.

If a student arrives after 8:00 (6<sup>th</sup>) or 9:00 (4<sup>th</sup>/5<sup>th</sup>) they will be considered "Late". If a student accumulates multiple "Lates" in a quarter, consequences (Lunch Detention, Before/After School Detention, Saturday School) may be given by administration. Please keep in mind time changes for "late start Wednesday."

Tardiness due to the failure of a bus to make its regular run will not be counted against attendance. Tardiness due to individual transportation problems will be recorded and will affect attendance records.

If you are tardy as a result of a medical appointment, you must bring in verification of the appointment to have the tardy excused.

### **Technology Acceptable Use Policy**

Technology enhances students' educational experiences. The Festus R-VI School District's Acceptable Use Policy (AUP) outlines the use of a technological device in the school setting. In order to meet the educational needs, both parents and students need to read and sign the Acceptable Use Policy (AUP) and return the form in a timely manner. This form is given to the students in the informational packet handed out at OPEN HOUSE or given to the students on the first day of school. Students who move into the district will receive this information in our "New Student" enrollment packet.

### **Textbooks/Educational Resources**

Textbooks are issued to students and should be handled with care at all times. Students will be responsible for any of their books and/or educational materials that are lost or damaged. Fines will vary according to book replacement cost.

### **Tobacco Use/Possession**

Tobacco in any form on school premises is prohibited. Possession/attempt to distribute or sell/ or use of tobacco in any form on school property will result in the confiscation of the material and the imposition of a penalty in accordance with the policies, rules, and regulations of the school. In all incidents involving tobacco, the principal will contact parents. 5<sup>th</sup> graders in violation of this policy will not be allowed to graduate from DARE. See policy JG-R.

### **Truancy**

Students absent from school without parent or guardian knowledge and consent will be considered truant. This includes any student who leaves school without written permission once they arrive in the morning. Truancy is a safety concern and will result in disciplinary action. Festus Intermediate does participate in the Jefferson County Truancy Court program. Students may be referred to this program if they accumulate more than 10 unexcused absences per semester.

### **Visitors**

**To ensure the safety of students and staff, we ask that if you will be visiting for any reason that you please go directly to the office.** Authorization needs to be issued before anyone proceeds into the building. All visitors will be given a "Visitor" badge to be worn while visiting the building. This procedure is in place to protect instructional time and ensure your child's safety.

### **Volunteers**

We invite and encourage parents to volunteer their time at the school. If you are interested in volunteering, please contact Mr. Kearns at 937-4750 to discuss ways in which your contributions can be most meaningful. Volunteers will be required to pass a background check through our Central Office. Background checks are valid for two school years.

**Festus School District Website: [www.festus.k12.mo.us](http://www.festus.k12.mo.us)**

**FESTUS INTERMEDIATE SCHOOL  
2017-2018 STUDENT HAND BOOK  
SIGNATURE FORM**

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**Student Name (Please Print)**

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**Grade**

**We the undersigned have read and understand the  
FESTUS INTERMEDIATE SCHOOL 2017-2018 Student Handbook**

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**Student Signature**

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**Date**

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**Parent/Legal Guardian Signature**

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**Date**

**Please tear out the completed form and return to your homeroom teacher by  
August 25, 2017.**

**This form will be kept by your homeroom teacher for future reference.**

**Thank You!**