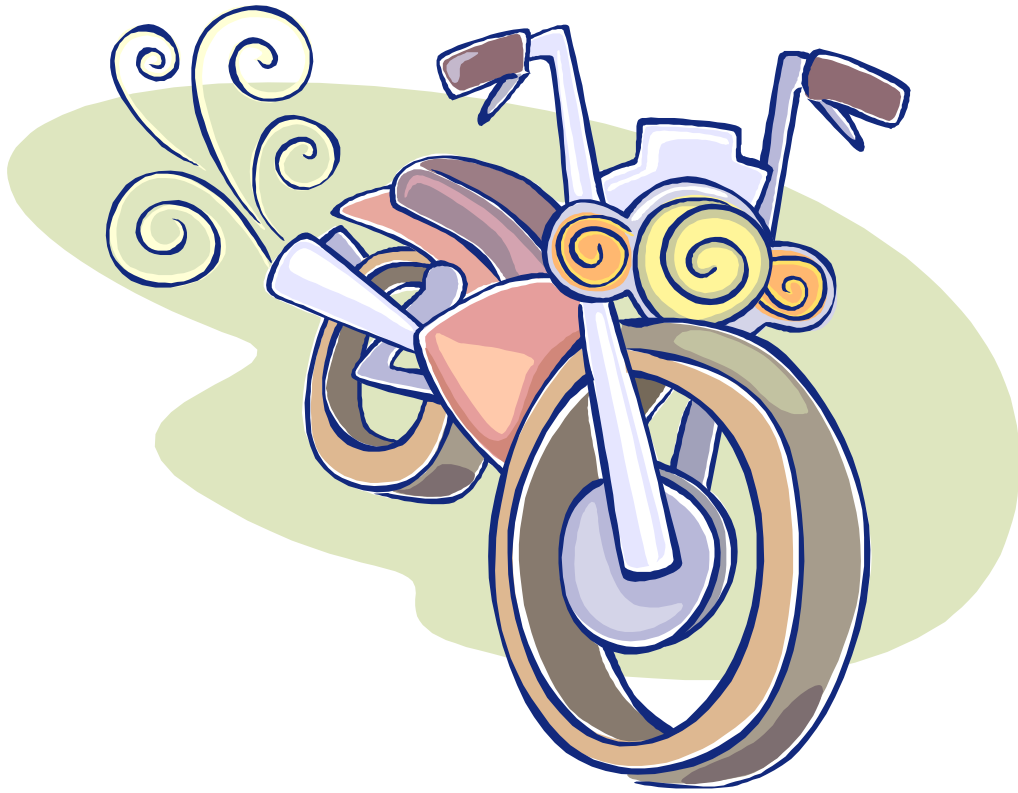


BUNKER
ELEMENTARY
STUDENT HANDBOOK
2009-2010



“Revved Up for a Good Year”

Welcome to Bunker Elementary

Dear Parents and Students,

On behalf of the faculty and Board of Education, it is with great pleasure that I take this opportunity to welcome you to Bunker Elementary School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed to help you learn as much as possible about school policies, procedures and services we offer you. The Table of Contents will guide you through the handbook and should be useful to answer any questions you may have about our school.

Please feel free to visit our school at any time. We welcome visitors and volunteers! We do ask that for the safety of our students, you check in at the elementary office each time you are visiting our Elementary School. If you are interested in visiting one of our classrooms, please notify the office in advance so we can arrange a time and a date for you to observe.

We look forward to this school year with great excitement. Through the home, school and community working together we will achieve great levels of success and all of our students will have a rewarding year.

If you have further questions at any time, please feel free to call the Elementary Office at 689-2211 ext. 4. I have also listed the extension numbers that are used most often; I hope this will be helpful to you when you are calling the school.

Once again welcome!

Mrs. Deena Swyers
Elementary Principal

High School Office	ext. 0
Principal, Transportation, Counselor, Secretary	
Central Office	ext. 3
Superintendent, Bookkeeper	
Elementary Office	ext. 4
Principal, Secretary, Nurse	
Assistant Principal	ext. 5
Asst. Principal, Special Ed. Director	

Bunker R-III School District Mission Statement

Embracing the philosophy that all students can learn, we at Bunker R-III accept as our mission the task of educating our students to their fullest potentials, providing them with a positive, stimulating atmosphere where they can develop intellectual curiosity through a free exchange of ideas. Our graduates shall possess such qualities as self-esteem, pride, proper social behaviors, responsibility, and mature work ethics. Furthermore, we believe that developing young adults prepared to assume their roles in a democratic society can best be accomplished through the cooperative efforts of all personnel, parents, and community.

Bunker Elementary School Mission Statement

The Bunker Elementary staff is committed to:

- the development of responsible individuals who value themselves and others
- providing a positive learning environment
- the guidance of students in obtaining goals toward life long learning
- being positive role models in and out of the classroom and including family and community in the learning process of our students.

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Attendance

Students should not arrive at school prior to 7:50 A.M. in the mornings.

1. A student may be absent two (2) days per school quarter for illness. For those absences to be excused, they must bring a note from a parent. Any absence beyond two (2) days per quarter will be excused only under the following conditions:
 - A. Note from a doctor.
 - B. Serious illness or death in the student's immediate family.

The principal will use discretion concerning religious holidays, meetings, and rare or unusual circumstances such as flu epidemic.

Schoolwork may be made up if the absence is excused. Students will have the same number of days to make up work as the number of days absent. Schoolwork cannot be made up if it is unexcused. It is the student's responsibility to ask for the make-up work. It is the teacher's responsibility to provide it. It is the student's responsibility to turn the work in to the teacher when due, so that the teacher can grade it.

2. Perfect attendance is acknowledged when students have attended every day of school being neither tardy nor having gone home early.
3. Students with perfect attendance may be eligible for an attendance trip.
4. If a student will not be in school for that day, parents/guardians are asked to call school before 8:25 A.M.
5. During the school day (after a student arrives at school and until they leave at the end of the day) students will be allowed to leave school grounds only when accompanied by a parent/guardian, or an adult designated by said person. A note requesting a student to leave school will be accepted with principal's discretion. **Phone call requests will be honored only for emergency situations.**
6. The school is in charge of and responsible for students from the time they board a bus until they reach their regular destination. Students are expected to ride all the way to school or to the home of which they are expected to arrive.
7. A student must be in attendance on a given day, for at least 4 hours, in order to participate in a school activity or athletic event that night.
8. An elementary student who accumulates ten or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the child's promotion to the next grade. Students with ten or more unexcused absences may also be required to attend summer school in order to be promoted. Due to the compulsory attendance law, students with excessive absences will be referred to the Division of Family Services.

Schedule

7:50-----Breakfast
8:20-----First Bell
8:25-----Classes Begin
10:00-----Kindergarten/1st Recess
10:50-----Lunch: Kindergarten, 1st, and 2nd
11:20-----Lunch: 3rd, 4th, 5th, and 6th
3:06-----Kindergarten dismissed
3:10-----Elementary dismissed

Tardiness

Because of the school’s busy schedule, tardiness is discouraged. Being at school on time is part of learning a sense of responsibility. If a student is continually late, disciplinary action will be taken to correct the problem (see discipline policy-Tardy.)

Leaving School

Leaving school without permission is strictly prohibited. Students are not to leave the school grounds for any reason after arriving at school unless accompanied by a parent or guardian and must be checked out to leave either through the office or the nurse’s office. Please see the discipline policy- Truancy.

Bad Weather Reports

School closings, because of inclement weather, will be announced on KTJJ, KSMO, and KZNN radio, and on television- Channel 12 and 3 when possible. Unscheduled closings due to equipment failure or weather may also occur. Every family should have a plan, and each child should know where to go if an emergency arises and school is dismissed early.

Bus Transportation

Riding a bus is a privilege. The following rules apply to all students who ride a bus:

1. The bus driver is in charge of the students and the bus.
2. Classroom conduct is to be observed by students while riding the bus. Ordinary conversation will be allowed.
3. No “HORSE PLAY” will be allowed.
4. Students are not to stand or move from seat to seat while the bus is in motion.
5. Students are not to extend arms or hands out of the bus window.
6. In accordance with Missouri Law, the student is responsible to pay for any damage done to a bus by a student.
7. The driver will not discharge riders at places other than the regular bus stop near the home or at school without the proper authorization by parents or the principal.
8. Elementary students who need to ride a bus home with someone else need a note from their parent to obtain a bus pass from the office.
9. No glass bottles or other types of glass containers will be allowed on the bus.

Students who fail to obey these regulations may be disciplined and/or suspended from riding the bus. Please see page five, for discipline policy concerning bus infractions.



Activity Bus Rules

Only elementary students may ride the activity bus to elementary ballgames, Quiz Bowl, Readers' Club, Student Council and other activities. Junior high and high school students will not be allowed to ride the bus to elementary ballgames or activities. Persons allowed on the bus are: Sponsor(s), Coach/Assistant Coach, ballplayers, cheerleaders, pep club members, managers (grade appropriate), scorekeepers, stats keepers, and bus driver. Children of the participating coach/sponsor may ride the bus if they are age/grade appropriate. Students K-6 will not be allowed to ride the bus to a 7-12 activity, and 7-12 will not be allowed to ride the bus to a K-6 activity.



Field Trips

Field trips may be designed to supplement different elementary curriculum and will be planned by the classroom teacher. On occasion, parents may be asked to help supervise the outings. Classroom teachers will advise parents as to the specific needs of that class. Parents will be asked to sign a field trip permission form for students. ***Any student who has more than four office referrals will not be permitted to attend field trips.***



Crossing Guards

Our school as part of our safety program employs a school crossing guard. Respect and obedience of patrol rules are expected at all times, and parents should encourage their children to use the designated crossing areas. Jaywalking is dangerous and against the law.

Parents who transport their children should be aware of and observe the special signs around the school. Children should be dropped off at the front of the school and away from the bus-loading zone. There should be **NO** traffic between the elementary building and the early childhood building.

Discipline

All students are expected to behave in a safe and respectful manner while at school. If, however, a student becomes disruptive, we reserve the right to employ firm discipline. Our school discipline policy conforms to both local and state policies. Corporal punishment shall be used as a measure of correction or of maintaining discipline and order in school. It shall be used when all other alternative means of discipline have failed. Corporal punishment shall only be administered by the principal with a witness present. Parents will always be notified prior to administering corporal punishment.

Below are some guidelines for discipline and the methods to be used for certain offenses.

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, in-school suspension, course failure, or removal from extracurricular activities.

Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

- Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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Bullying- Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense:	Principal/Student conference, detention, in-school suspension, or bus suspension
Subsequent Offense:	Principal/Student conference, parent notification, detention, in-school suspension, bus suspension, out-of-school suspension

Dishonesty - Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or Speech- Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Dress Code Violation- Student dress or grooming that interferes with student health and safety or is disruptive to maintaining an atmosphere conducive to education. (See additional information in the *Dress Code* section of the handbook.)

First Offense:	Principal/Student conference, change clothes or hair, parent contact
Subsequent Offense:	Principal/Student conference, change clothes or hair, parent contact, detention, in-school suspension

Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Electronic Devices— use of electronic devices, including but not limited to cell phones, digital cameras, electronic games, music devices, and personal paging systems, etc. will not be permitted by students during school hours on school grounds. The use of electronic devices for extra curricular activities will be left to the discretion of the appropriate sponsor.

First Offense:	Verbal warning, confiscation of device for day, detention
Subsequent Offense:	Verbal warning, parent contact, confiscation of device-parent must pick up, detention, in-school suspension

Extortion- Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Complete Assignments— failure to turn in assignments at required time. Offenses start over at the beginning of each quarter.

First Offense:	Principal/Student conference, parent notification, detention, loss of privileges
Subsequent Offense:	Principal/Student conference, parent notification, detention, loss of privileges, in-school suspension, tutoring recommendation

Failure to Meet Conditions of Suspension- Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assault")- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault")- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling- Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Hazing- Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices- Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection- Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Harassment

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Sexually Explicit, Vulgar or Violent Material- Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tardy—arriving late to school and not in the classroom at the specified time. No one will be excused for irresponsibility or neglect. Offenses start over at the beginning of each quarter.

First Offense:	Individual teacher handles disciplinary action
Subsequent Offense:	Parent notification, Principal/Student conference, detention, in-school suspension

Technology Misconduct

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; copy district files without authorization; interfere with the ability of others to utilize district technology; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (1), (2)

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft- Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault- Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy- Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension.

Unauthorized Entry- Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism- Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

* Any offense that constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGF will be documented in the student’s discipline record.

Additional Offenses—any offenses not covered in the discipline section of the handbook will be disciplined at the discretion of the teacher and/or principal according to the seriousness of the offense.

Dress Code

It is not the intent of these regulations to limit the right of parents in determining appropriate dress and grooming for their children. Of paramount importance in the design of this dress code are concern for health and safety of students and avoidance of distractions from the educational purpose. Nothing in this code should be interpreted to limit teachers in making and enforcing regulations in the interest of safety and avoidance of distractions to the educational process in specific teaching situations. Student dress should not create undue distraction to the educational process and should be reasonable and prudent.

In relation to shorts, skirts, capri pants, etc., the “fingertip rule” will apply April 1 – October 15. The “sitting knee rule” will apply October 16 – March 31.

Examples of clothing, accessories, jewelry, and hair that are unacceptable are as follows:

1. Short shorts or skirts that cause distraction and are not reasonable in length
2. Shirts that bare midriff or back or have plunging necklines or sleeves
3. Head coverings
4. Excessively colored or multi-colored hair or strange hair cuts that cause distraction
5. Ornaments or articles of clothing with tobacco, alcohol, or drug logos or emblems.
Obscene or suggestive slogans or slogans that promote violence on clothing

Normally, students will be asked to correct dress code violations immediately. Refusal to follow dress code could result in disciplinary action. The principal will assess the severity of each dress code violation and make the final ruling.

Additional standards may be imposed in certain situations as needed. (See discipline policy-Dress Code)

What to Leave at Home

Anything not needed for class should be left at home. Cameras, radios, recorders, skateboards, pets, knives, matches, lighters, chewing gum, guns, electronic games, cigarettes, etc. should not be brought to school. Toys should not be brought unless the teacher gives his/her permission for them to be brought to class. Students should not sell or trade items at school. Cell phones may be brought to school, but should be kept in a secure place and not used during the school day. Backpacks should be used to carry materials to and from school but should not be used during the school day.

Valuables at School

School personnel try to prevent losses, but they are not responsible for students’ personal property. Large amounts of money or valuables should not be brought to school.



Textbooks and School Property

The Bunker School system furnishes textbooks to all students. The care of the textbooks is the responsibility of each student. If the textbooks are damaged or lost, the student is expected to pay for them. Report cards will be withheld until library fines or other charges are paid. Any student, who damages school property, windows, books, or equipment, is responsible for payment.

Report Cards

A report card will go home with each student following the end of each grading period. Parents are urged to return the report card the following day after signing it. Grades are assigned as follows:

A : 100-96	B- : 82-80	D+ : 69-67
A- : 95-90	C+ : 79-77	D : 66-63
B+ : 89-87	C : 76-73	D- : 62-60
B : 86-83	C- : 72-70	F : 59 & below

Students are retained if they fail two or more solid subjects at their grade level.

Grade Standards for Extra-Curricular Activities

According to Board Policy, Bunker Elementary students must meet the same grade standards as high school students in order to participate in extra-curricular activities:

1. A quarterly grade average of “C-” or above with no more than two grades below a “C-”. A student who does not meet this standard shall be suspended from participation in extra-curricular activities until Progress Reports for the new quarter indicate grades that meet the standard.
2. A student who receives one “F” on their quarterly report card shall be suspended from participation in the next game or activity immediately following the distribution of report cards for the quarter.
3. A student who receives two or more “F’s” on their quarterly report card shall be suspended from participation in extra-curricular activities immediately following report card distribution for that quarter and shall remain ineligible until Progress Reports for the new quarter indicate grades meeting the standards listed for participation.

Elementary students are eligible to participate in Elementary Basketball, Elementary Cheerleading, Readers’ Club, Elementary Student Council, Newberry, and Quiz Bowl as extra-curricular activities.



Honor Roll

Students listed on the Elementary Honor Roll must earn an A or B in all graded subjects with the exception of handwriting.

Interruption of Class Time

The staff and administration of our elementary school is committed to providing uninterrupted time on task for maximum student learning. The school office will provide morning announcements and a daily bulletin. Announcements for the day should be in the office by 8:25. The intercom will also be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

Telephone

The school phone is a business phone and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the classroom teacher or principal. A student cannot be called out of class to talk on the phone, except in the case of emergency.



Visitors

All visitors must stop by the office to get a visitor's pass before visiting a classroom. Student visitors are not permitted during the school day. Parents are encouraged to help us in making this a successful year for all our students. We invite you to visit our school, talk to us, ask questions, and/or volunteer to help in the education of our students.

Parents are welcome to visit school for the purposes of observation, conferences, and volunteering. Conferences and visits should be planned. Unnecessary interruptions consume time and hinder the educational process.



P.T.O.

We urge you to support our Parent Teacher Organization (P.T.O.) by joining the organization. The elementary school receives financial support for various items from P.T.O. It serves the students in many ways, and thus serves the school. Your help and support are needed. The normal meeting date is the second Monday of each month during the school year.

Insurance

Student Insurance is available to all students at the beginning of each school year. Information will be sent home with students. Parents will have a choice of purchasing the school day or the 24-hour coverage.

Students who participate in elementary sports are recommended to have some type of insurance and parents must sign an insurance waiver. Additionally, students who participate in elementary sports need to show proof of a physical and may participate in the athlete physical screenings offered during the summer.

Nurse

Bunker School has a qualified nurse on full-time duty at the school. If a student needs to see the nurse, they must get permission from the classroom teacher, except in emergencies.

The nurse keeps a record of immunizations and other health information, in accordance with Missouri Law. It is unlawful for students to attend school unless their immunization record is complete and up-to-date.

For the safety of our students, the school personnel will give no medication at school until the school receives a physician's request for the administration of the medication with the prescribed medication in a container appropriately labeled by the pharmacist or physician, with only those doses to be given at school. This ruling also, is in accordance with Missouri Law. Non-prescription (over-the-counter) medication will only be administered with a written order from a physician or a signed parent consent form.

Students with a fever of over 100 degrees will be confined to the nurse's office until arrangements can be made for them to be picked up. Transportation cannot be provided for sick children. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain at home until the condition or disease is corrected.

Lunch and Breakfast

Our school food service provides a nutritious, well-balanced breakfast and lunch. Applications for free or reduced meals are available to parents and must be filled out promptly; otherwise meals must be paid for. Students will not be allowed to charge lunches on an extended basis. If lunch money is accidentally forgotten, we will permit a charge for that day's lunch or breakfast. Lunch prices will be announced at the beginning of the school year. Soda or glass bottles are not allowed in the cafeteria during the lunch period.

Meal Prices

	Regular	Reduced
Breakfast	\$.75	\$.30
Lunch	\$1.00	\$.40



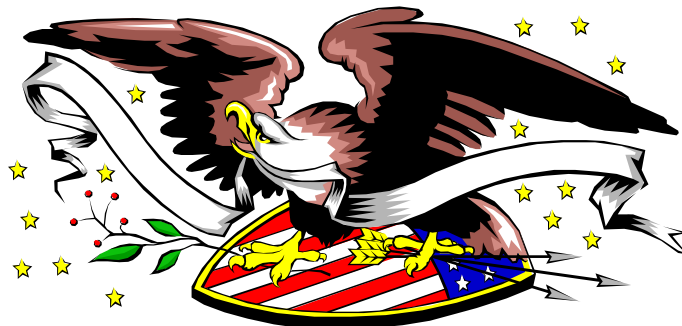
Public Notice

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 Bunker R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with 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 developmental delay.

The Bunker R-III 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 Bunker R-III 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 Educational Rights and Privacy Act (FERPA).

The Bunker R-III 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 and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday during the hours of 9:00 a.m. and 3:00 p.m. in the Superintendent's office. This notice will be provided in native languages as appropriate.



Standard Complaint Resolution Procedure for No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with the local district policy: KL Public Complaints.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the local district or Department personnel.

BUNKER ELEMENTARY CODE OF CONDUCT

1. I will make and keep a safe school environment for myself and others.
2. I will act responsibly, accept consequences, and learn from my actions.
3. I will be courteous and respectful toward others.
4. I will come to school prepared to learn and honor time given.
5. I will respect school and personal property.

Please take time to read the discipline policy and Code of Conduct with your child. It is very important that your child know and understand the rules and consequences. Please sign and return the bottom portion of this sheet- Thank you for your cooperation.



I have read the following discipline policy and Code of Conduct. I understand them and I will follow the rules outlined in the policy.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____



I have been provided and read the Parent Notifications, Grades K-6.

Parent Signature: _____ Date: _____



Bunker R-III Parent(s),

By signing this letter, I am giving my permission to the Bunker R-III School to administer corporal punishment to my son/daughter/ward _____ when the stated rules of behavior of the Bunker Student Handbook are broken or when deemed appropriate by the principal. I understand that I will receive notification via telephone before punishment is administered.

Parent/Guardian Signature

Date

**Bunker R-III
School Calendar
2009-2010**

2009

- Aug. 11 Open House
- Aug. 12 First Day of School
- Sept. 7 Labor Day- No School
- Sept. 18 Early Dismissal (12:30)
- Oct. 2 Early Dismissal (12:30)
- Oct. 9 End of 1st Quarter
- Oct. 22 Parent Teacher Conferences (After School)
- Oct. 23 No School
- Oct. 26 No School
- Nov. 16 Fall Break
- Nov. 20 Fall Break
- Nov. 25 Thanksgiving Break Early Dismissal (12:30)
- Nov. 26-27 Thanksgiving Break
- Dec. 18 End of 2nd Quarter- Early Dismissal (12:30)
- Dec. 21-31 Christmas Break

2010

- Jan. 1-3 Christmas Break
- Jan. 4 School Resumes
- Jan. 18 Martin Luther King Jr. Day- No School *
- Jan. 22 Early Dismissal (12:30)
- Feb. 12 Early Dismissal (12:30)
- Feb. 15 President's Day- No School *
- Mar. 5 End of 3rd Quarter
- Mar. 12 Early Dismissal (12:30)
- Apr. 1 Early Dismissal (12:30)
- Apr. 2-5 Spring Break- No School (Apr. 5 *)
- May 11 End of 4th Quarter Last Day of School-
Early Dismissal (12:30)
- May 12-20 Make-up Days if Needed *

* Possible Make-up Days

Updated on May 26, 2009

