

Strafford R-VI Board of Education
Regular Meeting
June 21, 2018

President Graves called the meeting to order at 6:00 PM. Those present were Bryan Campbell, Mike Goodin, Kim Edwards, Jack Graves, Tommy Austin, Phil Collier, Travis Lathrop, Brett Soden, Michelle Gardner, Doug Fields, Marci Chadwell, Marcy Easterly, John Collins, Michelle LaFollette, Vickie Collins, Larry Lay, Vicki Tate, and Chris Forester.

The Board and attendees observed a moment of silence and stated the Pledge of Allegiance.

It was a consensus of the Board to approve the agenda as presented.

Vickie Collins, Food Service Director, reviewed the district's food service program with the Board. Vickie left the meeting at 6:10 PM.

Michelle Gardner, Marci Chadwell, and Brett Soden reviewed their buildings attendance, retention, suspension rates, and dropout rates with the Board.

Larry Lay, Transportation Director, reviewed the district's transportation program with the Board. Larry left the meeting at 6:25 PM.

Kim Edwards questioned the district's policy on allowing nontraditional (home schooled) students to participate in athletic programs. She invited Chris Forester to speak with the Board. Superintendent Collins reviewed the current policy that requires students to pass 3 credits per semester to be eligible to participate (6 out of 7 classes).

The motion was made by Tommy Austin to approve the following items on the consent agenda:

- May 14, 2018 minutes;
- Approval of bills and payroll;
- Approve the transfer of \$2,340,446.19 from the General Revenue Fund to the Special Revenue Fund;
- Approve the transfer of the maximum allowable amount to be used for building improvements in a later year from the General Revenue Fund to the Capital Projects Fund;
- Accept the resignation/retirement of Emily Hensley (special education aide) and Audrey Jones (special education aide);
- Approve the employment of Breann Hampton, Bethany House, and Sarah Bankhead as special education aides for the 2018-19 school year;
- Authorize the administration to seek bids for gas, diesel, bread, milk, ice cream, and pizza;

-Set the 2018-19 food service prices as follows: breakfast - \$1.85, elementary lunch - \$2.35, MS/HS lunch - \$2.60, and adult lunch - \$3.25 (reduced prices remain at .30 for breakfast and .40 for lunch).

Travis Lathrop seconded. Carried 7-0.

The motion was made by Travis Lathrop to approve the FY19 budget as presented. Phil Collier seconded. Carried 7-0.

The motion was made by Travis Lathrop to approve the policy manual revisions as recommended (see attached list). Mike Goodin seconded. Carried 7-0.

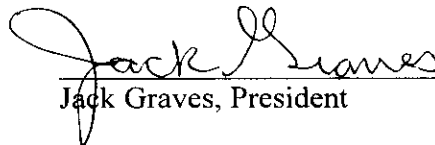
The motion was made by Tommy Austin to approve the revised elementary student handbook as recommended (see attached revised pages). Phil Collier seconded. Carried 7-0.

Marcy Easterly, Communications Director, updated the Board on the website revisions and upcoming summer events.

Superintendent Collins reported on current legislative action.

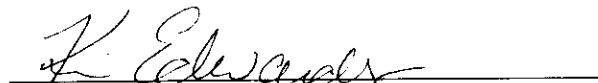
All board members thanked John Collins for his years of service to the Strafford School District.

The motion was made by Kim Edwards to adjourn at 7:55 PM. Travis Lathrop seconded. YEA: Bryan Campbell, Mike Goodin, Kim Edwards, Jack Graves, Tommy Austin, Phil Collier, and Travis Lathrop. NAY: None.



Jack Graves, President

Attested by:



Kim Edwards, Secretary

Strafford R-VI Board of Education
Index
Thursday, June 21, 2018

1. Call to Order
Moment of Silence
Approval of Agenda
Reports from Parents and Groups

DISCUSSION ITEMS

2. Program Evaluations
 - A. Food Services
 - B. Attendance/Retention/Suspension Rates/Dropout Rates
 - C. Transportation
3. Non-Traditional Students

CONSENT ITEMS

4. Approval of May 14, 2018 Minutes
5. Approval of Bills and Payroll
6. Transfer from General Revenue Fund to Special Revenue Fund
7. Transfer from General Revenue Fund to Capital Projects Fund
8. Treasurer's Report
9. Budget Amendments
10. Acceptance of Resignations
11. Employment of Personnel
12. Authorization to Seek Bids for Gas, Diesel, Bread, Milk, Ice Cream, and Pizza
13. Set the 2018-19 Food Service Prices

ACTION ITEMS

14. Approval of FY19 Budget
15. Policy Manual Revisions
16. Student Handbook Revisions

DISCUSSION ITEMS

17. Administrator Reports
 - Elementary
 - Middle School
 - High School
18. Comments

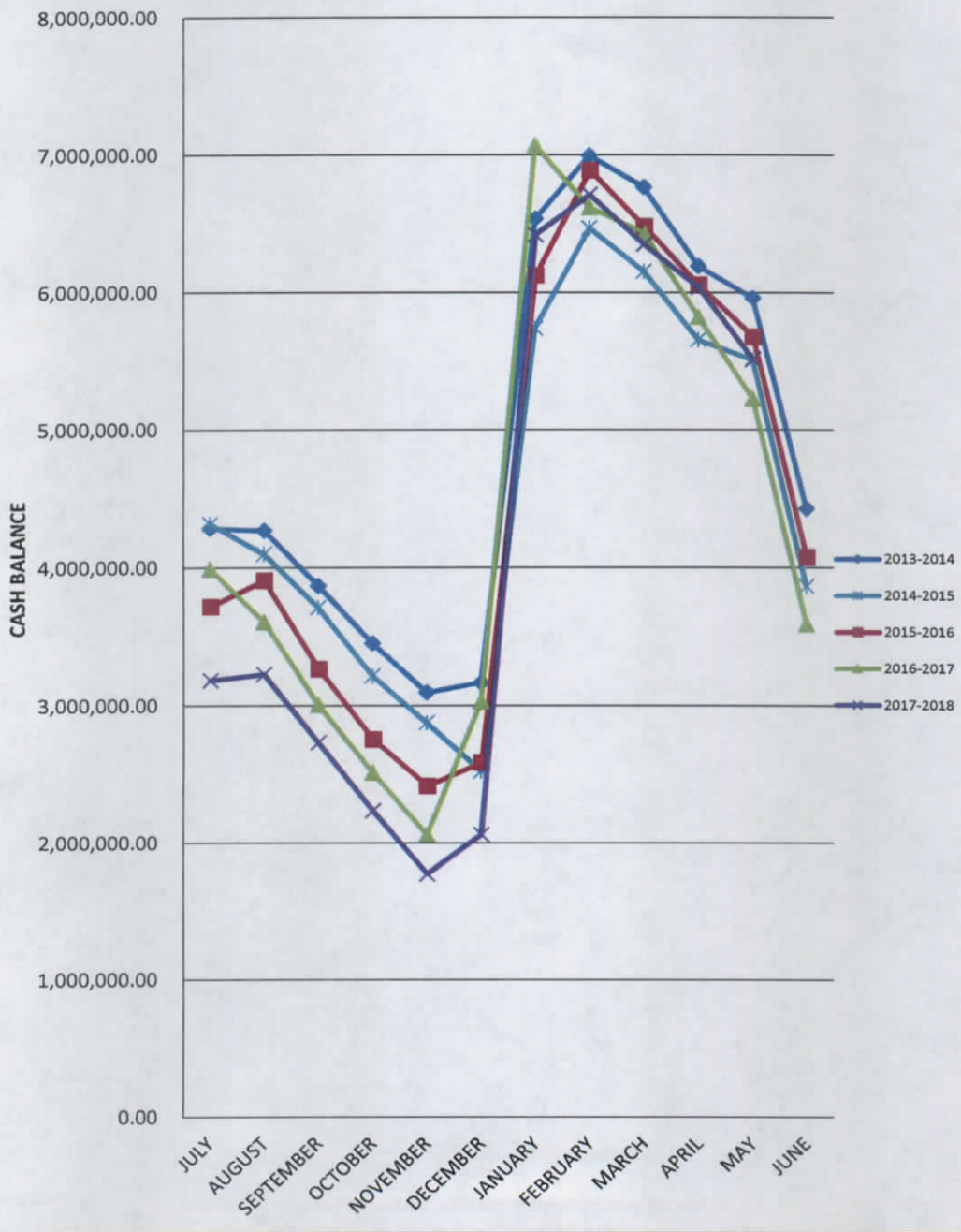
EXECUTIVE SESSION: The following items will be discussed in executive session as allowed under Section 610.021 (1, 3, & 6) for a closed meeting with closed record and closed vote.

19. Legal Matters
20. Pupil/Personnel
21. Personnel

May 31, 2018

	Operating Funds	Debt Service Funds	Total
Obannon Bank (.45%)	245,136.32		245,136.32
Obannon Money Mkt (.85%)	4,218,241.63		4,218,241.63
MOSIP			0.00
MAX Account (.05%)	187.14		187.14
Revolving Funds (.40%)	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>
Operating Funds	4,473,565.09	0.00	4,473,565.09
Debt Service Act. (.85%)	<u></u>	<u>1,044,909.33</u>	<u>1,044,909.33</u>
Total O'Bannon Bank Funds	4,473,565.09	1,044,909.33	5,518,474.42
MOHEFA	<u></u>	<u>385,107.00</u>	<u>385,107.00</u>
Total Funds	4,473,565.09	1,430,016.33	5,903,581.42

CASH FLOW COMPARISON W/O BOND MONEY



2018A POLICY MANUAL UPDATE SUMMARY SHEET

JUNE 2018

POLICY

ACTION

IGBD (At-Risk Students K-12 Districts).....	Replace
IKF (Graduation Requirements).....	Revise Current
JHD (Student Guidance and Counseling).....	Replace
JHDF (Suicide Awareness and Prevention).....	Add
GCBDA (Professional Staff Short-Term Leave).....	Revise
GDBDA (Support Staff Leaves).....	Revise
IGDJ-R (General Regulations of Interscholastic Athletics, and Eligibility Standards for Athletics)	
.....	Revise

(Index)

STRAFFORD ELEMENTARY BUILDING GOALS 2018-19

1. Attendance: Maintain a 95% overall attendance rate.
2. English Language Arts: Continue to improve literacy and writing through the implementation of guided reading and research based teaching and learning strategies. 80% of K-5th grade students will meet or exceed all ELA grade level standards.
2. Mathematics: Continue our focus on improving mathematics instruction and learning by integrating research based math strategies. 80% of K-5th grade students will meet or exceed all math grade level standards.
3. Technology: Students and teachers will utilize technology tools by integrating them effectively into classroom instruction for the use of personalized learning and assessment opportunities.
4. Personalized Learning: We will work to provide learning opportunities to challenge students and meet their interests, strengths and needs.
5. Behavior Expectation: Create a positive environment that fosters leadership to maximize student learning and achievement.
6. Parent and Community Involvement: Parents, students, staff and community members will partner together in a variety of activities and educational programs for the success of students.

GENERAL INFORMATION

SCHOOL ATTENDANCE POLICY

~~A student shall be allowed a maximum of five (5) instances of absence from school for any reason, including suspension, during a semester. A student shall be permitted to make up work missed as a result of any of the first five (5) absences. It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following the absence.~~

~~After the third absence, the parent or guardian will be notified in writing as to the student's standing with a copy of the attendance policy and rules and regulations included.~~

~~Absences in excess of five (5) instances during a semester will result in failure for the semester unless the student and his/her parent or guardian can justify the excessive absence(s) before a committee of concerned school persons.~~

The purpose of Strafford Schools is to assure all students an opportunity to receive the best possible education governed only by their abilities and interests. It is vital for students to attend school regularly. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri. A comprehensive system of attendance records will be maintained for each student. Unreported absences or excessive tardies will be brought to the attention of the building principal. The principal will make the necessary contact with the family and take whatever actions are felt to be appropriate in attempting to correct the problem.

Attendance Guidelines:

1. Parents should notify the attendance office each day a student is absent. Students not excused from school by parents may be considered truant. If the parent/guardian is unable to contact the office, the student should bring a dated, written note signed by a parent/guardian giving the reason for the absence upon return to school.

2. If the parent, for some reason, fails to notify school, the school may contact the parent.
3. Students who return to school without a parent's excuse may be considered an unexcused absence until the parent can be contacted to verify the absence.
4. All absences, including those approved in advance by parents or school officials, except those for school sponsored activities, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may affect a student's class participation grade.
5. The school encourages doctor and dental appointments, after school hours, whenever possible, to reduce the number of classes missed for medical reasons.
6. Family vacations are discouraged during the school year. Prior notification to principal, secretary, and teachers must be established. To obtain grades, all work must be turned in.

ATTENDANCE (COMPULSORY)

Regular school attendance is compulsory by law (167.031, 167.033, 167.051) and by the STRAFFORD Board of Education for any student enrolled in the STRAFFORD Schools, unless exempted by law (167.031) or situations over which the student or his/her parents have no control. The school administration and teachers are expected to enforce the law (167.111) and policy regarding regular attendance.

The administration will determine if circumstances for absences are those over which the parents, legal guardians or students have no control. Students who are absent for other reasons shall be considered truant and subject to school disciplinary procedures. Continued truancy will be subject to enforcement in accordance with the law (167.061, 167.071, 167.111). Parents or guardians are compelled by law (167.031, 167.061) to cause their children to attend school regularly.

LAW ENFORCEMENT REGARDING COMPULSORY ATTENDANCE

(City Of Strafford, Ordinance 606)

Parents of students failing to meet the compulsory attendance law can be subject to prosecution as outlined in Ordinance 606, City of Strafford.

As stated in the ordinance Section 8: Any parent, guardian or other person having charge, control or custody of a child, who violates any provision of this ordinance shall be guilty of violating this ordinance and shall be fined no less than One Hundred Dollars (\$100) and/or imprisonments for up to thirty (30) days, after which each successive school day shall constitute a separate violation of this ordinance.

EARLY DISMISSAL OF STUDENTS

A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be dismissed. We discourage early dismissal since it disrupts the regular learning environment. For the safety of each child, the parent/guardian **must come to the office in person** to initiate an early check-out. **Students will NOT be checked out through the office after 2:30PM.** Parents needing to pick up students after 2:30PM or later MUST utilize the PU & Go Lane. Parents are not allowed to go to the classroom. Students may be released to a parent designee with prior parent notification. Please be prepared to present ID. Students will be called from the classroom upon your arrival, please be sure to allow sufficient time for checkout.

TARDINESS

A student will be considered tardy if he/she arrives after **8:00 A.M.** Parents are asked to escort and sign in tardy students. Parents are expected to contact the school explaining the circumstances that result in excessive tardiness.

BICYCLES

Students will be allowed to ride bicycles to school. Pupils in grades kindergarten through second grade are discouraged from riding bicycles to school. The principal may advise a child not to ride his or her bicycle because of hazards around the school. A bicycle rider must obey the same rules as a motorist. All bicycles are to be parked in the rack beside the elementary building.

BOOSTER CLUB

STRAFFORD Elementary has a parent-teacher organization. Meetings are regularly scheduled during the school year. We encourage you to actively participate in our school's booster clubs. The function of the Booster Club is to work with the school administration to ensure our children receive the very best education possible. The school administration is committed to keeping the Booster Club informed of all school programs. This two-way communication is vital for success. All of us working together can and will make a difference! Please refer to their email address for further information:
Straffordelementarybooster@gmail.com.

BUS POLICY

All birthday parties/sleepovers with 2 or more additional bus riders must be approved by the building office prior to the party date. The hosting parent should contact the office to make sure other transportation arrangements will not be required. If approved, additional students will still be required to bring a note from their parent stating their child is allowed to ride a different bus for that day.

BUS DISCIPLINE POLICY

Disruptions will be reported to the bus supervisor or principal by the bus driver at the completion of the route. After the principal discusses the disruption with the student, the principal is the one responsible for disciplining the student.

1st Written Notice:

Warning notice describing incident to parent. The student will sit in an assigned seat for 10 days. (Days in which the student does not ride the bus does not count toward the 10 days.)

2nd Written Notice:

Warning notice and suspension from riding the bus for a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

*** (Severe infractions will result in automatic suspension of bus riding privileges.)**

CAFETERIA/CHILD NUTRITION PROGRAM

A nutritious breakfast and a hot lunch program is provided for those students who desire this service. All students who qualify for free meals qualify for both free breakfast and free lunch. A family may make application for free or reduced-price lunches in the main office of the elementary building. The ~~superintendent determining official~~ must approve any free or reduced-price lunch applications.

The school uses a computerized meal system where an account is set-up for each student and is updated daily as they purchase lunch or breakfast. Meal pre-payment envelopes are available from the teacher, the elementary office or you may pay online through the parent portal. You are encouraged to pre-pay weekly or monthly. Notices will be sent out regarding charges and also when the account obtains a zero balance. Please return payment envelope with check or cash enclosed to your child's teacher. Don't forget to include all the appropriate information on outside of envelope. If your child's lunch card is lost or damaged, there is a \$1.00 replacement fee.

Breakfast is served beginning at 7:40 A.M. each full day of school; please make every effort to have your child at school by 7:45 to allow time for breakfast. Parents may come to eat lunch with their child. They should check in at the office. Kindergarten students will have the option of afternoon milk.

CLASS ARRIVAL & DISMISSAL

SCHOOL HOURS: The school day for instruction is from 8:00 A.M. until 3:00 P.M. Students should not arrive at school before 7:40 a.m. Students arriving at school after 7:40 A.M. should report directly to the gymnasium or cafeteria. Students may report to their respective classrooms at 7:50 A.M. Students will not be detained after school without notification of the parent and the principal. No students are to re-enter the building after they are dismissed.

CLASS ROSTERS

The administration spends many hours making sure all classes are equitable in gender, ability and needs with the goal to create heterogeneous groups that work well together with the assigned teacher. If you, the parent, have information about your child that we need to take into consideration as we make class lists (such as not being placed in the same classroom as a relative or if you, as a parent, would not work well with a teacher because of a prior incident) you will be asked to place this information in writing to the elementary principal. Requests for individual teachers will NOT be taken.

CUSTODY ORDER PROCEDURES

The school **must** have a copy of the current court order on file regarding custody; otherwise either parent may check the child out of school with proper identification. It is not the school's responsibility to interpret the judgment regarding the parenting plan of any student enrolled in our school.

DISCIPLINE

Acceptable behavior is essential to an effective school program. We strive to create a school environment favorable to the development of pupils in self-discipline and self-direction. Violation of the school's rules, guidelines and policies will necessitate immediate attention. The severity of student disruption/misbehavior will determine the penalties from the classroom teacher and/or principal.

The parent or guardian shall be notified when disciplinary action through the principal's office is necessary, including the following: **conference with student in the principal's office, scheduled conference with parent or guardian, assignment to ISS (in-school suspension), OSS (out-of-school suspension), and corporal punishment when deemed necessary.**

The school reserves the right to take appropriate disciplinary action in the case of any students guilty of misconduct during school, field trips and all school functions. Several disciplinary options are available to school administrators and classroom teachers allowed by the Strafford Board of Education and the State of Missouri, including the use of corporal punishment.

***See the entire Student Code of Conduct adopted by the Board of Education at the back of this handbook.**

DRESS AND GROOMING

The atmosphere in which learning takes place exerts a tremendous influence on the participants. It is our belief that cleanliness and neatness in dress enhances the school environment. Each student through his own personal cleanliness and neatness in dress will contribute to a pleasant school environment and a pleasant learning situation. T-shirts with graphics, messages, or words that may be misconstrued as inappropriate and interrupts the learning environment will not be worn at school. No clothing is to be worn that suggests and/or advertises alcohol, drugs, offensive writing or acts; or displays negative concepts contrary to the best interest of students and the mission of the school district. See Board Policy: JFCA Except for the following guidelines, the responsibility for the appearance of Strafford R-VI students rest with parents or guardians and the students themselves. Some general stipulations include:

1. Students are to dress conservatively.
2. Clothing which is disruptive to the educational process or which is lewd, obscene or suggestive is prohibited.
3. Abbreviated clothing, including halter tops and short shorts, are not to be worn.
4. Shirts and blouses must cover the mid-section of the body.
5. Hats may not be worn in the building at any time.
6. Clothing bearing symbols of tobacco or alcohol will not be allowed.
7. Un-natural hair coloring – red, blue, green, etc. ~~will not be allowed~~ is discouraged
8. Tennis shoes with wheels, "heelies", will not be allowed.

V. Documentation

A record documenting the student's name, date, time, name of medication, reason for administering, dosage administered, effect of medication and signature of the individual who administered the medication must be maintained.

MOVING

When parents are planning to move to another school district, it is important to let the school know at least one week in advance. The teacher and office need advance notice in order to get grades, records, and transfer papers ready for a smooth transition into a new school.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is an annual event at the end of the 1st quarter. Parents receive their child's report card at this conference. Additional conferences may be scheduled at other times throughout the year with the teacher during the teacher's conference time or after school.

PARTIES

It has been the custom to have classroom parties in the fall, Christmas, and Valentine's Day for our elementary students. Homeroom parents are invited to assist the classroom teachers in the preparation of each party. The exact dates of each party will be announced at school. Parties for any other occasions must have advanced approval of the building principal, and should not be an excessive number during the school year. In compliance with the Greene County Health Department, snacks must be purchased and not homemade to avoid any exposure of Hepatitis B.

PERSONAL CORRESPONDENCE

If a student has a need to change their after-school plans from their normal routine, it is necessary for the parent to notify the teacher/office. This should be communicated at the beginning of the day. **If a change in dismissal has not been received, your child will be sent home via the regular dismissal route listed on the Student Profile. In an emergency, parents may call the office to make a schedule change; calls must be received by 12:00.**

PERSONAL CORRESPONDENCE (Special Events)

Party invitations will not be passed out at school unless the whole class is invited. **Transportation from school for any parties will be the responsibility of the inviting parent/guardian. To avoid overcrowding on the bus, approval must go through the transportation manager.**

POW-WOW

Pow-Wow is the district operated school age afterschool program. Pow-Wow, located on the elementary campus, provides affordable after school childcare for students ages 5-12 years with quality structured activities. The children have age appropriate tutoring, large motor activities and recreational time. This program promotes the importance of education and makes it exciting for the children to expand their knowledge of many topics while having fun in a safe, nurturing environment.

PUBLICATIONS

All students will be included in Strafford Elementary media publications (which may include: district, building and classroom newsletters; district website; Strafford Morning Show; yearbook; Facebook and other district means of promoting student achievement). **Parents must notify the elementary office in writing any time before Friday, August 24 if their child should be excluded from school publications.**

SCHOOL CANCELLATION

When school is not in session because of weather conditions, the school-wide emergency notification

system will be utilized. It will also be posted on local radio, television stations, the school website and social media pages.

SCHOOL COUNSELING SERVICES

School counseling services are available for every elementary student in school. School counseling activities take place in the classroom on a regular basis. Services also include study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with the elementary guidance counselor. Individual and small group counseling services are available to the student with permission from the parent. **Outside counseling services:** If a student receives counseling services outside the district, it must be done outside school hours unless it is arranged by the parent/guardian with the building principal.

SELLING IN THE SCHOOL

No article or service may be sold by or to pupils in the elementary school except those approved by the elementary principal. Students should not solicit others during the school day.

SNOW ROUTES

On occasion when weather conditions make it impossible to follow the normal routes, it will be necessary that our bus drivers ask some students to meet them at a selected place. The students will be contacted by their bus driver as to where they will be picked up. Those students whom the bus driver cannot pick up due to road conditions will also be contacted.

SOLICITATIONS

No pupil, teacher, or other school employee, while on school premises, shall be solicited by agents of business, commercial or financial institutions.

STUDENT INSURANCE

Student insurance is offered at the beginning of the school year. It is NOT through the school, but a service that is offered at a reasonable rate for those families who do not have insurance or want additional insurance for their child. For more information or to obtain forms, please visit the school website. The school does not carry any medical or accidental insurance on students; that is the responsibility of the parents. The school does carry liability insurance on all persons.

TECHNOLOGY

INTERNET PUBLISHING GUIDELINES

Our school's web page is a valuable tool in communicating events, awards, and general news. At times we may want to recognize student accomplishments or post exemplary student work for a global audience to view. This material will only be used for activities related to the school's web site.

PARENT PORTAL ACCESS

Parents/guardians may obtain access to their student's academic progress, discipline, and lunch account through the district's parent portal. Parents must contact the office to secure login information.

TELEPHONES

The school phone is a business phone and is not to be used for making arrangements to go home with friends. We find that most plans and reminders can and should be made at home and not at school. Students are not allowed to use the telephone except for **emergency only**. We will be glad to deliver incoming messages to the student. If an emergency arises, the student must have permission from his/her classroom teacher before being allowed to use the school phone. The learning environment will not be disrupted by phone calls to teachers; however, you may use the automated voicemail system to leave messages to teachers to return calls at their earliest convenience. **Any cell phone must be turned off and in the student's backpack. If a student's phone disrupts the classroom it will be confiscated. Any phone confiscated will need to be picked up by the parent in the office.**

objectives of the program are to:

- (1) develop and maintain maximum physical efficiency
- (2) develop useful physical skills
- (3) act in socially useful ways
- (4) promote wholesome physical recreation

A pupil who has an ailment or disability which necessitates a "limited" physical education program or one who should be excused entirely from physical education must have on file with the physical education teacher a doctor's statement to that effect. Cases of more severe injury of illness will require a written doctor's statement for re-entry to the physical education program.

ART: Students are exposed to different art mediums and provided an opportunity to express themselves through these. Students are able to develop an appreciation of our cultural heritage and the contribution of art to our lives. Students begin by learning the differences in different media, different types of lines, and work with the primary colors. The student, as he progresses, will learn to mix colors to achieve desired tints, shades and hues while learning to evaluate the creative expression of others and demonstrating sensitivity toward well done art work.

MUSIC: The music program is designed to teach students basic musical skills and to expose them to different types of music, thus enhancing their appreciation of different forms of music. Fourth grade students will have the opportunity to participate in Honor Choir.

LIBRARY: The library is available for individual students or small groups at any time from 8:00 a.m. to 3:00 p.m. for check out, research, class assignments, leisure reading, learning centers, etc.

Students are permitted to check books out of the library for a two week period of time. Additional books will not be checked out to students having books that are more than five (5) school days late. Students are expected to pay for lost or damaged books.

GIFTED PROGRAM: This program is designed to meet the needs of students having met established criteria. Students will be given the opportunity to meet at least once a week to expand and enrich areas of study.

STEM: The STEM lab is designed to encourage students to use innovative thinking by applying the rigor of science, technology, engineering, and mathematics content into project based lessons.

TECHNOLOGY: Instruction is given in basic computer skills including: mouse practice, keyboarding, word processing, and web-based research. Computer instruction supports the curriculum in the classroom.

(Curriculum standards and guidelines are reviewed by the board for effectiveness and changes on a regular basis)

NOTICES

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with STRAFFORD R-VI District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing title VI, Title IX, or Section 504 is directed to contact Supt. John Collins, 201 W. McCabe, STRAFFORD, Missouri 65757, Telephone Number (417) 736-7000. Supt. John Collins has been designated by STRAFFORD School District to coordinate the institution's efforts to comply with the regulations implementing both Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing P.L. 83-112, P.L. 94-142, Title VI, Title IX, or Section 504.