

---

## FROM THE PRINCIPAL'S DESK

Michelle Biondo, Principal

---

### CAMBRIDGE ELEMENTARY STUDENT HANDBOOK

#### ATTENDANCE

Cambridge's attendance goal is to exceed 96%. Research shows students with good attendance perform better in school. We also believe that by maintaining good attendance, students will be prepared for everyday life as an adult.

#### Absences

Parent/guardian of a child who is absent from school should call Cambridge at 348-1008. If no call has been made, students need to bring a note signed by a parent /guardian stating the reason they were absent.

Homework may be requested from the office on the 2<sup>nd</sup> day of a student's absence. Those requests must be made by 9:30 am. If a request is made by that time, homework can be picked up from the school office at 3:30 pm that day. Students will be given one day, for each day missed, to make up work.

#### *Verified Absences*

An absence is considered verified once the office receives a phone call or letter from a parent /guardian.

#### *Unverified Absences*

An unverified absence is one in which no call or note has been received by the office regarding the absence.

#### *Absence Steps*

5<sup>th</sup> Absence: Letter is sent home to parents/guardians

7<sup>th</sup> Absence: Letter is sent home to parents/guardians and a referral is made to the school social worker and the Belton Police Truancy Officer

Habitual verified and unverified absences may result in required summer school, suspension, referral to the Juvenile Office, and/or referral to the Superintendent of Schools.

#### *Medically Excused Absences*

Absences are considered medically excused if the office receives a note from a physician indicating the physician saw the student on the date the absence occurred.

#### Tardies

Students who arrive at their class after 8:30 a.m. will need to report to the office to get an admit slip. Habitual tardiness will be referred to the office.

#### BICYCLES, SKATEBOARDS AND SCOOTERS

Riding bicycles, skateboards and scooters to school is discouraged if other transportation is available. Bicycles,

skateboards and scooters must be walked on school property for safety reasons. Bicycles and scooters are to be parked and locked in the provided racks. Skateboards should be brought to the office. Bicycle and scooter owners must provide their own locks. The school is not responsible for bicycles, skateboards or scooters brought to school.

#### BUSING

Cambridge will work closely with the contracted bus service to make a smooth and safe transition between home and school.

If you have any questions or concerns regarding busing please contact Crabtree Transportation at 331-3200.

#### CAFETERIA

Students should enter the cafeteria quietly, being respectful to those around them. They should show effort and maintain self control. Students are responsible for getting everything needed when going through the line.

Students will be given a code to enter into a key pad to purchase their meal. The adults will provide support to students until the student has memorized the code.

The students are expected to be respectful to the adults in the cafeteria and are encouraged to use appropriate manners (i.e., please and thank you). If the cafeteria becomes too loud or a disruption occurs the lights will be dimmed. This is a signal to all students to stop talking and look in the direction of the adult. This will allow the students to hear all necessary instructions.

#### CIVIL EMERGENCIES

The school has adequate civil defense and severe weather facilities for the entire student body. Instructions for evacuation of the building in case of fire or for assigned areas in case of severe weather have been given to all teachers. A building plan of action will be posted in ALL classrooms with details of what to do in various emergency situations. Students are to follow the teacher's instructions carefully. They are not to do anything that may delay the teacher or other staff member from giving instructions.

#### CONFERENCES

Parents/guardians may leave messages in order to make appointments for conferences with teachers, counselors, or the principals by telephoning the office at 348-1008. Those involved will approve conference times in order to avoid conflicts in their teaching schedules.

Conferences will be held on October 29<sup>th</sup> and 30<sup>th</sup>. All parents/guardians will have a scheduled conference with their child's teacher(s). Information regarding scheduling will be sent home in October.

#### DAILY SCHOOL HOURS

Classes will begin each day at 8:30 a.m. Students eating breakfast may enter the building at 8:10. The doors will open

at 8:20 for those students not eating breakfast. All students are to leave the school grounds after school is dismissed, unless they are remaining for a school sponsored activity, special work, or a conference with a teacher.

## Time Schedule

8:10 - Breakfast Begins  
 8:20 - Students Report to Class  
 8:30 - Students are Tardy  
 3:30 - Bus Rider Dismissal  
 Walkers, Parent Pick-Up and SACC student  
 will be dismissed after the buses leave.

### DISCIPLINE

Cambridge's Code of Conduct

Show Respect  
 Show Responsibility  
 Show Effort

Teachers, team members, counselors, and administrators will handle discipline problems in the classroom that infringe upon the rights of teachers to teach and students to learn, eat and play. Cambridge uses the Behavior Intervention Support Team (BIST) model for discipline. The goals of BIST are to help children be successful and learn, be trusted and respected, feel good about themselves, and make good decisions. The basics of BIST are that we move from a discipline model based on punishing and forgiving to one of protecting and teaching. Two key words are *grace* and *accountability*. Grace means accepting students for the needs and issues they bring and supporting them in spite of the obstacles. Accountability means trying to help students look at the problem their behavior is creating for them. By helping them look at their behavior, we want them to partner with us, as the adults, to help them change.

The components of the program include triage, safe spots, Buddy Rooms, Focus Room and behavior plans.

1. Triage means we will check in with students to see how they are feeling as they enter the school building and classroom. If they need more support we will offer it.
2. If a student is disruptive or hurtful we ask them one time to change their behavior. If it happens again we will ask them to go the Safe Spot. The Safe Spot is a place in the room where the student is less likely to get in trouble. We will check back with the student and ask if they can tell us what the problem was and how they can fix it, and then they may come back and join the class.
3. If the safe spot is not successful, the next step is a Buddy Room, which is a neighboring classroom. They will be asked to fill out a "think sheet" where they answer questions about how their behavior has gotten them into trouble. The teacher will determine when the child is ready to return to the Safe Spot in their classroom.

4. If the child is not successful in the Buddy Room, the next step is going to the Focus Room. The Focus Room is a separate space supervised by a para-professional. The teacher will determine when the child is ready to return to the Buddy Room or their classroom.
5. The final step is the office. The principal will determine when the child is ready to return to the Focus Room.

Please contact your child's teacher if you have questions or concerns about our BIST program.

School property used by students may be searched. This may include desks, backpacks, and purses. Students who choose to bring weapons to school will face serious consequences. A weapon is any instrument or device, which is customarily used for attack or defense against another person.

### In-School Suspension

ISS will be assigned to a student who has trouble adjusting to school rules and regulations. It removes the student from the regular classroom setting. Students in ISS work in isolation on their regular classroom assignments.

### Out-of-School-Suspension

OSS will be used for serious infractions of school rules and regulations. Students who have OSS may NOT be on school property or attend/participate in school activities on the day of the suspension.

### DISCRIMINATION

The Belton School District, as an educational institution and recipient of federal funds, is prohibited from and declares a policy against engaging in unlawful discrimination. This includes harassment creating a hostile environment and discrimination based on race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

To ensure these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator:

Dr. Tanya Shippy  
 Asst. Supt. Human Resources  
 Belton School District  
 110 W. Walnut  
 Belton, MO 64012  
 (816) 348-1000

**DRESS CODE**

Students should wear clothing appropriate for the weather conditions and school day activities. A rule of thumb for summer type wear is: shorts should be fingertip length if arms are fully extended at the students' side and tops should have straps at least two fingers wide. Footwear appropriate for physical activity in gym and at recess helps to prevent injury. Students may not wear clothes that are disruptive to the educational process (i.e. alcohol or tobacco advertisements, inappropriate language and /or suggestions, etc). If there is question over a students dress appearance, the parent/guardian will be contacted.

**FIELD TRIPS**

Students are expected to ride to and from school trips on school provided transportation. Sometimes there is ample room for parents/guardians to ride on the buses as a chaperone for a field trip. Please check with the classroom teacher to see if space is available for parents/guardians.

**HEALTH**

The health office is available for first aid treatment to students. In the event the school nurse is not in the building, office personnel are available to help the students. Students who are running a temperature or throw up during the school day will be sent home immediately. Students must be fever free for 24 hours, without the help of medication, before returning to school.

**HOMEWORK PROCEDURES**

Homework packets will be sent home on Monday and will be due the following Monday. A rule of thumb for elementary students, when they have homework, is ten minutes per grade level per night. For example 2<sup>nd</sup> grade should not have more than 20 minutes a night of homework; this would include the required reading for the class. The homework will be based on a 5 day school week and will be altered if the week is shortened. Homework should be work that reinforces concepts and skills that have been taught at school. If work is not completed at school it may be sent home as well, to be completed and returned the next day. If your child consistently has more than the required amount of homework, please contact your child's teacher. Some assignments are sent home as projects and are expected to be completed over a period of time. We encourage parents to actively participate in their child's learning. Though students should be expected to complete most of the work on their own, they may need support from parents.

**MEDICATION AT SCHOOL**

All medication, including aspirin, Tylenol, cough drops and mouthwash, must be kept in the health room. The original bottle or container should be clearly marked with the student's name, name of medication, amount and times that medicine is to be taken. Only adult office personnel will dispense medication.

**LEAVING THE BUILDING**

Students are not allowed to leave the school grounds any time during the school day without parent's/guardian's permission. Prior to leaving parent/guardian must sign the student out in the office. If they return during the same day, they must sign in at the office and get an admit slip.

**LOST AND FOUND**

Please take lost and found items to the office. Valuable items will be kept in the office (watches, jewelry, etc.) Other lost and found items will be kept in the bin outside of the office and should be checked periodically. If not claimed, articles are sent to local agencies after 30 days.

**MEDIA CENTER**

We encourage use of the library at every opportunity. Students may check out books for a two-week period. Overdue notices will be distributed through homeroom teachers. Any missing book(s) must be paid for before grade cards will be distributed. The media center will be open 30 minutes before school and 30 minutes after school each day. Those students wishing to take advantage of the before school time must get a pass from the librarian one day in advance. Students wishing to visit the library after school must have a note from parents/guardians and should get a pass from the librarian before the end of the school day.

**PERSONAL PROPERTY**

Students may not bring pets, electronic toys and devices, trading cards, games, or other such items without prior consent of the classroom teacher.

Roller blades (including shoes with wheels) are not allowed on school sidewalks due to the liability of an accident. Students are discouraged from bringing this type of equipment to school.

**PICTURES**

Individual student pictures are taken each year. Each student must pay for pictures before they are taken. Any questions concerning your pictures or payment should be directed to the company in charge of school pictures.

**PROMOTION AND RETENTION**

It is uncommon to retain a child, however sometimes circumstances constitute such action. If this is to be considered for any child, a multi-disciplinary team to include the student's parents/guardians, teachers, counselors, and administrators will look at achievement, maturity, age, behavior, and attendance as soon as the child's teachers or parents/guardians discuss the possibility of retention.

**REPORT CARDS**

Report cards are issued at the end of each quarter. Please contact your child's teacher at any time if you have questions or concerns.

**RECESS**

Students are expected to line up on the class lines on the playground prior to being dismissed to recess. The purpose to hear any special instructions in regard to recess. Students are encouraged to run and play at recess. While doing this we want them to be safe. Students are welcome to use all of the equipment on the playground as long as the equipment is in working condition and the students use it appropriately. At the end of recess there will be 2 whistles blown. The first whistle is for students to stop and listen for directions. The second whistle is a signal for students to walk to the area to line up. Students are expected to follow the recess rules and guidelines. This includes, but is not limited to showing respect to the adults on recess duty.

**STATEWIDE ASSESSMENTS**

Students are required to participate in the mandated statewide assessment program.

**STUDENT INFORMATION**

Students will not participate in surveys without written permission from parents/guardians. The district will not release student information that could be used for marketing or selling products both for profit or non-profit organizations.

The office telephone is for school business. Students may use it only if the teacher issues a written pass. The pass must state the reason and the telephone number(s) being dialed. All personal arrangements should be made before coming to school with the exception of emergencies.

Messages and deliveries from home should be left in the office. Students will not be called out of class for messages. In case of emergency, contact the Principal's office at 348-1008.

**VISITORS**

Parents/guardians are encouraged to visit school during school hours. All visitors are to check into the office upon their arrival. Visitors will be issued a visitor pass that must be worn while on school property. If a parent/guardian would like to conference with a teacher please call in advance to schedule an appointment. School age visitors not accompanied by an adult are not permitted as guests during regular school hours

*FOR MORE INFORMATION SEE THE  
BOARD POLICIES AND REGULATIONS MANUAL  
ONLINE*

Important District Telephone Numbers	
Central Office	348-1000
Grace Early Childhood Center	348-1514
<b>Cambridge Elementary</b>	<b>348-1008</b>
<b>FAX</b>	<b>348-1093</b>
<b>SACC</b>	<b>348-1521</b>
Gladden Elementary	348-1015
Hillcrest Elementary	348-1023
Kentucky Trail Elementary	348-1100
Scott Elementary	348-1005
Mill Creek Upper Elementary	348-1726
Yeokum Middle School	348-1042
Belton Freshman Center	348-1726
Belton High School	348-1036
Belton Academy	348-1710
Belton Ozanam Cooperative	348-1065
Crabtree Transportation	331-3200
Welcome Center	348-1180
Volunteer Coordinator	348-1556

**CAMBRIDGE ELEMENTARY  
HANDBOOK AGREEMENT**

My child, \_\_\_\_\_ and I,  
  
\_\_\_\_\_ have read the  
student handbook and agree to abide by the rules and guidelines  
of Cambridge Elementary.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date