



# **CBE's Frequently Asked Questions**

**2022-2023**

### **Claude Brown Elementary Motto**

We are “Proud to be a Cardinal” and show our Cardinal Pride by being Caring, Accountable, Respectful, and Dedicated Students Responsible for our learning every day!

### **Claude Brown Elementary Mission Statement**

All Cardinals feel loved, valued, safe, and supported while inspired to own and achieve goals.

### **Claude Brown Elementary Vision Statement**

All Cardinals will leave Claude Brown Elementary with a sense of pride and passion for learning.

### **Administration**

Superintendent  
Principal  
Assistant Principal  
Counselor

Dr. Mark Penny  
Dr. Mandy Champion  
Dr. Sara Raney  
Mrs. Katie Painter

### **School Schedule**

	PRESCHOOL PROGRAM		ELEMENTARY	
	Monday, Tuesday, Thursday, & Friday	Wednesday	Monday, Tuesday, Thursday, & Friday	Wednesday
<b>Student Hours</b>	8:20am – 3:20pm	8:20am – 2:10pm	9:10am – 4:10pm	9:10am – 3:00pm
<b>Car Rider Line Opens</b>	8:00am	8:00am	8:25am	8:25am
<b>Doors Open</b>	8:15am	8:15am	8:45am	8:45am
<b>Breakfast Served</b>	8:25am – 8:40am	8:25am – 8:40am	8:45am – 9:05am	8:45am – 9:05am
<b>Class Begins</b>	8:20am	8:20am	9:10am	9:10am
<b>Car Rider Line Opens</b>	2:50pm	1:40pm	3:40pm	2:30pm
<b>Car Rider Dismissal</b>	3:20pm	2:10pm	4:10pm	3:00pm
<b>Bus Dismissal</b>	Not Applicable		4:15pm	3:05pm
<b>CBE Office Hours</b>	8:00am – 5:00pm			

## ARRIVAL & DISMISSAL PROCEDURE

Parent drop-off and pick-up will take place in the parking lot to the east of the school. During drop-off times, students are only allowed to exit vehicles through the passenger side when located next to a sidewalk. This will keep students from crossing or walking between vehicles during this busy time. During pick-up times, vehicles will pull through the pick-up loop and stop while waiting for students to be escorted to each vehicle. We ask that all adults stay in the vehicle and for each vehicle to have the pick-up tag clearly visible from the front passenger side window. Verification of the adult picking up the student is always necessary. Please have an I.D. readily available. These procedures are to ensure the safety of all students during pick-up and drop-off times. All bus riders will be escorted to the buses located behind Troy Middle School.

- See the “School Schedule” on the first page for the Claude Brown Elementary FAQ. No student is allowed to be dropped off before their scheduled time unless the student is a registered participant of Latchkey. Upon entering the building, students will have two choices. They may either go straight to breakfast or straight to the classroom. The school day begins promptly at 8:20am for preschool students and 9:10am for elementary school students. Each student should be in his or her classroom ready to learn at this time.
- Students must be accompanied and signed in by an adult if they arrive at school after their designated start time; 8:20am for preschool students and 9:10am for elementary students.
- Students are only to be dismissed early in the event of an emergency. Students requiring an early dismissal must be signed out in the office. To sign a student out, the parent, guardian, or other approved designated person must present proper identification. **No student will be dismissed after 3:50pm due to transitions at the end of the day.** Classroom instruction concludes at 4:10pm daily.
- **No transportation changes are allowed after 2:30pm on a regular school day or after 1:00pm on an early release day.** Any changes made to student transportation need to be through written or verbal correspondence with the office from the parent or guardian. If written or verbal correspondence is not made, students will be dismissed as indicated in the Student Information System.
- Students leaving Claude Brown Elementary as car riders will only be allowed to leave with adults who have the proper pick-up tag and/or adults who can present an I.D. to verify they are on the child’s list of designated people to pick up.
- The Car Rider Line has designated times to line up in order to pick up students. Vehicles may **NOT** line up outside of their designated time and following this system will ensure a safe and efficient dismissal for all students:
  - Preschool Vehicles – May line up beginning at 8:00am for arrival; 2:50pm for dismissal on Mondays, Tuesdays, Thursdays, and Fridays; or 1:40pm on Wednesdays.
  - Elementary Vehicles – May line up beginning at 8:25am for arrival; 3:40pm for dismissal on Mondays, Tuesdays, Thursdays, and Fridays; or 2:30pm on Wednesdays.
- All buses will be dismissed from Claude Brown Elementary at 3:05pm on Wednesdays and 4:15pm each other day. Students may not ride a bus other than their assigned bus without a written request from a parent and school approval. The student must ride the bus unless the teacher, principal, and the bus driver are advised in writing.
- **Important:** Your child should know where you are and if you will be home to receive him or her at the close of the school day; or in the case of an early dismissal or some other emergency.

## **ART PROGRAM**

Art classes are part of the school curriculum. Each week students have at least fifty (50) minutes of art instruction. Whenever possible, art lessons and projects are integrated into the other school subjects. Artwork is created for special school programs that are presented to the public.

## **BACKGROUND CHECKS**

Student safety is the top priority of the Lincoln County R-III School District and Claude Brown Elementary. In an effort to ensure student safety throughout each school day as well as to comply with Missouri law, volunteer opportunities require the completion and clearance of a paid background check and the completion of a volunteer form. While the volunteer form must be completed annually, background checks are now a one-time requirement. Both the background check and the volunteer form must be completed 14 days prior to the experience prompting the check. (For example, the field trip is on October 14th. The background check process must be complete and submitted by October 1st.) A volunteer is someone helping teachers and/or students by assisting on field trips and special projects, being a reading buddy, participating in a school-wide activity, etc.

Separate from the background check process described above, any and all visitors must present a valid photo identification to be entered into the visitor management system upon arrival. Visitors are welcome and may be invited guests such as grandparents or veterans. A visitor is defined as any individual who will be in an assembly area such as a gymnasium or auditorium for the purpose of a performance, assembly, etc. See the Volunteers and Visitors sections of the Lincoln County R-III Elementary Student Handbook for more specific details.

## **BOOK REPORTS**

Students are encouraged to record the books that they read. Each teacher decides the manner in which books will be recorded. To receive a “Reading Circle Certificate,” sponsored by MSTA, students must complete the following book reports during the school year:

- Kindergarten Students            20 Books
- First Grade Students            20 Books
- Second Grade Students        20 Books
- Third Grade Students           16 Books
- Fourth Grade Students        16 Books
- Fifth Grade Students           16 Books

Note: This information applies only to meeting the requirements for a “Reading Circle Certificate” sponsored by MSTA and classroom teachers may have additional reading requirements within the assigned coursework for each class. Books read can be any combination of fiction and nonfiction titles. Additionally, when students quiz over a book on their level and receive an 80% or higher, it will count as a book report.

## **FUNDRAISING FROM HOME**

The following items are accepted at Claude Brown Elementary for fundraising purposes for our school and have provided a substantial amount of money to purchase extra things for our school. Please consider fundraising from home at any time during the school year with the following:

- **Box Tops for Education** - By using the mobile app downloaded through Google Play or the Apple App Store, money can be earned for a school of choice. If specially marked packages with the Box Tops for Education symbol are purchased, consider scanning the receipt with the app to immediately earn money for the school of choice.

## **GRADING SCALE**

A	95-100 %	C	73-76%
A-	90-94%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	0-59%

Note: The Student Information System (SIS) Parent Portal distributes a weekly student-update email including information such as current student grades, year-to-date attendance percentage, and/or lunch account balance.

## **LIBRARY**

The library is an excellent source of reading and resource materials for students. The library book collection is continually updated, and students are encouraged to check out materials. Library time will focus on all grade-level curriculums. Students will be encouraged to choose books and materials of all genres for their reading pleasure. All students will be allowed to check out two books at their designated Library time, but they may return their book between visits to check out a new book. Students will be allowed two renewal times on one book before having to check in the book for other students to have the opportunity to check out that particular book. **It is the student's responsibility for the care of the books. Students will be charged the cost of replacement for any book that is lost or damaged.**

## **LUNCH VISITORS**

In order to protect the safety of all students and the learning environment within classrooms as well as to ensure lunches remain on schedule, visitors will NOT be allowed in the cafeteria to eat lunch with their child.

## **MUSIC PROGRAM**

Music instruction is a part of the school curriculum. Students have at least fifty (50) minutes of music instruction each week. The purpose of our music program is to help children understand the influence of music on our society and to acquire an appreciation and a basic understanding of music. At the end of fifth grade, students will have the opportunity to join band and choir programs in the sixth grade.

## **PHYSICAL EDUCATION**

Physical Education is part of the school curriculum. Students have at least fifty (50) minutes of P.E. instruction each week. A dated and signed excuse must be turned in to the homeroom teacher if it is necessary for a student to be excused from physical activities that day. A doctor's written statement is required for a student to be excused from physical education for an extended time. Parents are to notify the school if their child has any physical limitations or impairment.

## **PLAYGROUND RULES**

- All students are expected to go outside for recess as weather permits. Appropriate clothing should be worn according to weather conditions and it is the parent's responsibility to ensure students are prepared to go out to recess each day. The student must have a written or medical excuse to be excused from recess for an extended period of time.
- Students may not bring any toys, gum, or candy outside to recess. The school will provide all athletic equipment and toys for recess time.
- Tennis, soccer, volleyballs, basketballs, and dodge balls are to be used only in designated areas and under the supervision of teachers.
- Students may not throw rocks, sticks, dirt, wood chips, snowballs, or other objects.
- Students are to keep hands, feet, and all other objects to themselves. (No pushing, shoving, kicking, hitting, spitting, or pulling on clothes, etc.)
- Modular Equipment:
  - Students may not jump off the side of equipment, except where designed to do so.
  - Students may not throw or place gravel, dirt, or wood chips on any of the equipment.
  - Students will not be allowed to sit on the tops of any equipment, unless the equipment is specifically designed to do so.
  - Flipping, hanging from the knees, and/or standing on the monkey bars is prohibited.
- Playground Balls:
  - All playground balls are to be played with on the concrete area or in the grass.
  - Basketballs, volleyballs, and dodge balls are not to be kicked.
  - Footballs are to be thrown only and tackling is not allowed.
- Swings:
  - Students must swing straight at all times.
  - Students may not stand in the swings.
  - Students may not jump from the swings.
  - Only one student may be in a swing at a time.
  - Students may not twist the swings.
  - Students may not run under the swings when the swings are in motion.
  - Students may not push other students while they are swinging.

## **PRESCHOOL**

Claude Brown Elementary is partnering with the Early Childhood Education Center to provide preschool opportunities to those students who qualify. Preschool enrollment at Claude Brown Elementary will take place at Lincoln County R-3 School District's Registrar Office and all students will attend at Claude Brown Elementary. Students attending preschool will adhere to the Claude Brown Elementary expectations and student handbook. Any exceptions or additions to these expectations are outlined below.

- Claude Brown Elementary Preschool will be held Monday through Friday. Please see the details on page one of the FAQ regarding school hours. Students should not be dropped off prior to 8:15am and must be picked up promptly at the end of each day. Every Wednesday is an early release at 2:10pm.
- Transportation to and from preschool is the responsibility of the parent(s) and/or guardian(s).
- At this time, NO before or after school care (Latchkey) is available.
- Preschool students will receive two 25-minute recesses each day. See the Recess and Playground information and expectations provided in the Claude Brown Elementary handbook for more details.
- Preschool students may purchase or bring a lunch to school. The 25-minute lunch may take place in the preschool classroom each day. See the Cafeteria Program and Payment System and Cafeteria Rules information in the Claude Brown Elementary Handbook for more details on prices, payment, and specific lunch expectations.
- Preschool students will have a snack and be provided a rest time each day.
- Arrival and dismissal of preschool will follow the car rider procedures outlined in the arrival and dismissal procedures within the Claude Brown Elementary handbook. Car rider tags and showing an I.D. will be strictly enforced. All adults will remain in the vehicles and all students will be loaded or unloaded through the passenger-side of the vehicle only.
- **Preschool Students with Free Attendance Only:**
  - All preschool students must keep an attendance rate of 95% or higher in order to continue within the program.
  - Participation in the Claude Brown Elementary Preschool program requires parent participation in at least 2 events held throughout the school year.
- **Tuition-Based Preschool Students Only:**
  - Tuition is due the 1<sup>st</sup> of every month. Payment can be delivered to the office by a parent or sent in your student's folder in a sealed envelope clearly labeled "tuition along with the child's name." Payments accepted at school include cash, check, or money order. Payment may also be made online by credit or debit for a small fee. The payment program is called Procure. More information will be available upon request via email.
  - Tuition is billed for the days the child is enrolled. If you chose to withdraw your child, a two-week notice may be required. Payment reminders will go home via the parent's email.
    - Children will not be allowed to return to preschool if payment is delinquent. Your child's spot in our preschool program could be filled by another child on our waiting list (this will be handled on an individual basis).
    - The parent/person registering the child is responsible for payment. If payments are divided between two parents, the responsible parent will be the primary contact and will receive all statements, calendars, and

correspondence, unless it is indicated that both households should receive information on the registration forms.

- To maintain program sustainability and program quality, refunds will NOT be provided for snow days.
- Any Returned Checks and/or all “non-sufficient funds” checks must be paid at Claude Brown Elementary by cash, cashier’s check, or money order. There is an additional \$25 charge for each returned check. NOTE: All non-sufficient fund (NSF) notices sent by the Finance Department must be cleared within 30 days of notice. Families that fail to comply with the NSF notice will not be eligible to return to the Claude Brown Elementary Preschool Program. A family with three NSF checks in a 12-month period will be required to pay tuition fees with cash, money order, or cashier’s checks. Any family requesting to reinstate check payment will require a meeting with Administration at Claude Brown Elementary.

### **SCHOOL WELLNESS**

The health and wellness of Claude Brown Elementary students is important. Families are strongly encouraged to consider healthy lunch and snack options as well as to limit any candy or sugary treats at school. Additionally, students are not allowed to bring caffeinated drinks, such as soda or energy drinks, to school.

**THIS SPACE IS INTENTIONALLY BLANK.**

**PLEASE CONTINUE TO THE NEXT PAGE.**



## SCHOOL-WIDE EXPECTATIONS

CBE Students are CARING, ACCOUNTABLE, RESPECTFUL, and DEDICATED students RESPONSIBLE for their learning every day.					
Location:	Caring	Accountable	Respectful	Dedicated	Responsible
All Locations	I will treat others the way I want to be treated. I will use kind words at all times.				
Hallway	I will walk with my hands to my side or clasped either in front or behind me.	I will show self-control when walking in the hallway.	I will walk silently in the hallway.	I will show my Cardinal pride in the hallway.	I will walk on the red line.
Restroom	I will help to keep the restroom clean and neat.	I will enter quietly, remain quiet, and leave the restroom quickly.	I will be respectful to others and my surroundings when using the restroom.	I will show my Cardinal pride in the restroom.	I will use soap and water to wash my hands.
Cafeteria	I will keep my area neat and clean.	I will keep my hands and feet to myself at all times.  I will sit quietly on my bottom facing the table with both feet on the floor.	I will eat and touch only my food.	I will use restaurant manners to follow expectations in the cafeteria.  I will use an inside voice at lunch.	I will carry my tray with two hands.  I will remain seated, wait to be dismissed, and exit the cafeteria in a straight line.
Playground	I will walk quietly in a straight line to the playground until dismissed to play.	I will stand in line quietly after counting down when the whistle is blown the third time.	I will share and take turns with all recess equipment.  I will be kind and respectful to everyone on the playground.	I will show good sportsmanship at all times while playing.  I will use all playground equipment as it is intended to be used.	I will take responsibility for my actions on the playground and apologize if I make a mistake.  I will stop, look and listen when I hear the whistle.
Bus	I will keep hands, feet, and all other objects to myself and inside the bus.	I will promptly obey the bus driver.	I will not jeopardize the safety of others or myself.  I will use respectful language and speak at an appropriate level at all times.	I will follow all rules and expectations as outlined in the student handbook.	I will sit properly and remain in my seat unless exiting the bus.
Classroom	I will treat others the way that I want to be treated.	I will practice self control and follow directions.	I will raise my hand if I need something or would like to speak.	I will work hard at all times, even if something is difficult.	I will keep my area neat and clean up after myself if I make a mess.
Gym	I will keep my hands to myself and respect everyone's personal space during all PE activities.	I will enter the gym quietly and go straight to my spot or space.	I will listen quietly to all directions.  I will stop, look, and listen when I hear the whistle.	I will show good sportsmanship and give full effort at all times.	I will use all equipment as it is intended to be used.
Music Room	I will keep my hands and feet to myself.	I will enter and exit the music room quietly.  I will go straight to my assigned spot and sit quietly and safely.	I will treat others with respect by listening quietly when someone is speaking or performing.  I will raise my hand and wait to be called on to ask questions or share with the class.	I will participate and try my best in music class.	I will treat books, instruments, supplies, and all other music equipment respectfully.
Library	I will share space, take turns with materials, and have a positive attitude in the library.	I will use walking feet and keep my hands and feet to myself.  I will pick books that interest me and are just right for me.	I will use a shelf marker to find books so the shelves stay neat and clean up my area in the library.	I will work with a purpose, be respectful, watch my time, share, help others, and clean up when working in the makerspace area.	I will properly care for my books and return them on time.
Art Room	I will use kind words to discuss artwork.  I will share the supplies and materials.	I will come in and sit in my seat quickly and quietly to get started.	I will listen and follow all directions.  I will be respectful to all materials and others.	I will try my best.	I will clean my work space when finished.
Assembly	I will keep my hands and feet to myself.	I will enter and find my seat quickly and quietly.	I will remain quiet and listen to the speaker.	I will show my Cardinal pride during the assembly.	I will sit properly and remain in my spot until dismissed.

## **STUDENT AWARDS AND RECOGNITION**

The school sponsors several programs for recognizing students.

- The Birthday Program recognizes students on or near their birthday with a McDonald's gift certificate.
- The classroom teacher gives the Student Achievement Award monthly to a student who demonstrates the qualities of the character word for that month.
- The classroom teacher gives the Good Citizen Award quarterly to one student exhibiting good attendance as well as high academic and social standards.
- Quarterly and yearly Attendance Awards are given to students with exemplary attendance for the quarter and/or school year (see the "Exemplary Attendance" section of this handbook).
- Reading Circle Certificates are given at the end of the school year to students who complete the required number of book reports in kindergarten through fifth grades (see the "Book Report" section of this handbook).
- The Principal's Award is given to any student who meets the following criteria for an entire school year:
  - Students must have exemplary attendance for the entire school year.
  - Students must have zero discipline referrals to the office (including bus referrals) for the year.
  - Students must have all "A"s and/or "B"s according to the quarter grades for the school year.
- The President's Award for Educational Excellence is awarded to fifth grade students based on the following criteria:
  - Students must earn all "A"s or "A-"s according to the semester grades for all of fourth grade and the first semester of fifth grade.
  - Students must score "advanced" or "proficient" on both the math and communication arts MAP tests in fourth grade.
  - Note: Students who are recommended by two teachers may also be considered for this award if they meet all GPA requirements, but do not meet the requirements of the state achievement test.
- "Tweets" are used by all faculty and staff to recognize students with positive behavior referrals.

## **TECHNOLOGY**

Each classroom will have technology available to utilize throughout each day. Students will participate in teacher-led instruction. Grade-level curriculum will be integrated into the technology available in the classrooms. Students will learn basic technology skills, to create and collaborate in a variety of formats, and how to locate information. A "Responsible Use Policy" must be signed online and/or returned to the classroom teacher before the student can access the Internet.

## Staying Connected at Claude Brown Elementary:



By downloading the Lincoln County R-III School District App at the App Store and/or Google Play



By following us on Facebook at Claude Brown Elementary



By following us on Twitter @CBECards



By accessing CBE Flyers on Peachjar at <https://www.peachjar.com/index.php?a=28&b=138&region=93935>



By visiting our district website for the latest and most up-to-date news at [www.troy.k12.mo.us](http://www.troy.k12.mo.us)



By visiting our school website at <http://www.troy.k12.mo.us/Domain/935>

or calling us at (636) 462-5078

**\*This form needs to be signed by a parent or guardian and returned to your child's teacher.\***

# **CLAUDE BROWN ELEMENTARY SCHOOL**

## **Handbook and Field Trip Acknowledgement Form**

### **2022-2023 School Year**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

- I give my permission for my child to attend any field trips at Claude Brown Elementary School for the 2022-2023 school year. I understand that school personnel will attempt to contact me at current numbers I have provided to the office in the event of a medical or dental emergency. I give school personnel or other adult supervisors my permission to transport my child to the nearest medical or dental facility. All school policies and procedures pertaining to emergency situations will be followed.**
  
- I have read and understand the section on testing and will support my child's learning in the ways suggested. This includes giving my permission for the educational use of my student's subgroup data. Subgroups designated by the Elementary and Secondary Education Act are as follows: Asian/Pacific Islanders, Black, Hispanic, American Indian, White, Multi-racial, Free and Reduced Lunch, Limited English Proficiency, and Individualized Education Plan.**
  
- I have read and understand the Directory Information and Photography Notice sections.**
  
- I have received and read the 2022-2023 District Elementary School Student Handbook including the Claude Brown Elementary Frequently Asked Questions.**

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**