

Main Street Elementary Important Information

2022-2023



Administration

Principal	Ms. Rachel Enos
Assistant Principal	Mrs. Sierra Johnson

Our Mission

Motivate. Support. Educate

Our Vision

At MSE we will collaborate effectively to create a safe and positive environment to support the academic and social/emotional success of all students.

Our Values

All members of our team at MSE will:

- Demonstrate a personal commitment to the academic success and general well-being of each student.
- Be a positive, contributing member of a collaborative team.
- Utilize a variety of instructional strategies to promote success for all students.
- Work together in collaborative teams to see and implement strategies for improving student learning on a continuous basis.
- Use evidence of student learning to inform and improve practices and to better meet the needs of individual students.

Arrival/Dismissal Procedures

Arrival

- Students may be transported to and from MSE either by district bus transportation, walking or by vehicle.
- **Our doors will open at 8:50 a.m. each morning.** The school day begins at 9:10 a.m. when students are in their seats, ready to learn! Breakfast is served daily from 8:50 to 9:10 a.m. If you bring your child to school, there will be someone to greet your child at the door (inside and outside).
- If your child needs to eat breakfast, they should report to the cafeteria before going to class.
- **Students who arrive after 9:10 a.m. will need to be accompanied by an adult and signed in at the office.**
- If you want to walk your child into the building in the morning during the first week of school, we ask that you park in the parking lot, walk your child into the front entry, and then allow them to proceed to the classroom.
- Students who walk to/from school will enter and exit through the front doors.
- Buses use the back and front of the school for drop-off and pick-up. These are designated areas for buses and day-care vans only. Please do not enter these areas between the hours of 8:50-9:10 a.m. and 3:40-4:10 p.m.
- All students who are car riders will be **dropped off in the rear of the building** and enter through the gym. To help keep the front of the building safe for walkers, please do not use the front driveway for pick-up or drop off. Doors will be opened to students at 8:50 a.m. ***Students are not to arrive before 8:50 unless they are attending Latchkey or a school-sponsored activity.***
- Cars entering by Clonts Field are to turn left and drop off students along the fence. Please stay in your car and pull up as far as you can. There will be adults to assist with student drop-off and pick-up. Cars parking behind the school should use the parking lot next to Highway 47 when bringing students into the building. Please do not walk between cars that are dropping off in the drop off zone. Please walk behind for the safety of all our students.








Dismissal






- Our car riders will be dismissed at 4:10 p.m. and will walk out with a grade level teacher or paraprofessional. Car riders will be dismissed only from the rear of the building.
- Students leaving Main Street Elementary as car riders will only be allowed to leave with adults that have the proper pick-up tag.
- Those who do not have a proper pick-up tag will be asked to park and will wait until all cars are loaded so that school personnel can contact the office for proper identification.
- Regular dismissal will be 4:10 p.m. for all bus riders. The bus riders are escorted to their bus with their classroom teacher.
- **Any transportation changes are to be made before 2:00 p.m. In case of an emergency, necessary changes after 2:00 p.m. must be made through an administrator.**
- No student is to be dismissed early except in case of an emergency. No student is to leave school early without checking out through the office. Students leaving early must be signed out in the office by a parent/guardian or a previously designated person. A parent, guardian, or designated person must have identification to check out a student.
- All visitors are expected to check in with a photo ID at the Main Street Elementary office upon entry.

Important: Your child should know where you are and if you will be home to receive him/her at the close of the school day or in the case of an early dismissal or emergency.

MSE Way School Expectations

At Main Street Elementary, we strive to provide a school environment where all students feel safe and can focus on learning. In order to ensure all students and staff members work together to support this safe learning environment, we follow the “MSE Way” each day. At MSE, we are safe, respectful, responsible and accountable every day. We ask all those who join us at MSE to help us show safe, respectful, responsible, and accountable choices in each area of the school, using the matrix below as a guide.

Area	 Be Safe	 Be Respectful	 Be Responsible	 Be Accountable
Classroom 	<ul style="list-style-type: none"> Maintain a clean classroom Use materials/equipment appropriately Sit safely Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Use voice level assigned Use kind/appropriate language Be an active listener Use good manners 	<ul style="list-style-type: none"> Be prepared and ready to learn Complete all assignments Always do your best Be honest and fair 	<ul style="list-style-type: none"> I take ownership of my actions and decisions. I understand what is expected of me. I am responsible for how I respond to a situation.
Bathroom 	<ul style="list-style-type: none"> Always walk Use toilets and stalls correctly Go to and from bathroom quickly Wash hands Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Voice level 0-1 Flush the toilet Patiently wait your turn Honor privacy 	<ul style="list-style-type: none"> Use a pass when leaving classroom Clean up after yourself Use water responsibly Notify adults of problems 	<ul style="list-style-type: none"> I accept my consequence when I do not follow the MSE Way.
Cafeteria 	<ul style="list-style-type: none"> Always walk Eat your own food only Sit safely Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Voice level 0-2 Follow directions of staff Use good manners Use kind/appropriate language 	<ul style="list-style-type: none"> Use a pass when leaving area Raise your hand to get out of seat Clean up after yourself (table and floor) Stand quietly in line 	

Playground 	<ul style="list-style-type: none"> • Use equipment appropriately • Notify adults about unsafe events • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Voice level 0-4 • Follow directions of staff • Use good sportsmanship/citizenship • Wait and take turns • Use kind/appropriate language 	<ul style="list-style-type: none"> • Use a pass when leaving area • Play games appropriately • Line up immediately after whistle • Return all equipment 	
Hallways 	<ul style="list-style-type: none"> • Go directly to your destination • Walk on right side of hallway • Face forward • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Voice level 0 • Wave or smile at others silently 	<ul style="list-style-type: none"> • Use a pass when leaving classroom • Stay in line • Walk with a purpose 	
Bus 	<ul style="list-style-type: none"> • Face forward and stay in your seat • Keep aisles clear • Be alert to traffic when entering and exiting the bus 	<ul style="list-style-type: none"> • Voice level 0-2 • Show good citizenship • Listen and be kind to adults • Follow directions of adults • Use appropriate language • Respect property 	<ul style="list-style-type: none"> • Stay in your assigned seat 	
Before/After 	<ul style="list-style-type: none"> • Go directly to your destination • Always walk • Use crosswalks • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Be respectful of property of others • Follow directions of adults • Use kind/appropriate language 	<ul style="list-style-type: none"> • Arrive no earlier than 8:15 am • Leave promptly after dismissal • Follow school expectations 	
Digital Citizenship 	<ul style="list-style-type: none"> • Report cyberbullying and do what is right • Keep passwords private 	<ul style="list-style-type: none"> • Leave a positive digital footprint • Use proper "netiquette" 	<ul style="list-style-type: none"> • Follow instructions to use technology appropriately at school 	

Parent Teacher Organization (PTO)

The primary objective of a PTO is to support the school and its students. The PTO is a parent and teacher organization that operates as a committee to support family/community events, school goals, and student needs. The PTO serves as a dedicated group of parents that serve in a

volunteer role. If you have questions regarding how to become involved with our PTO, please feel free to reach out to the Main Street Elementary office or your child's teacher.

School Social Worker

Main Street Elementary has a school social worker to help offer support and assistance to students, families, and staff members. Our school social worker serves as a link between the home, school, and community resources in an effort to provide support for students' academic and social success.

School-Wide Title I

A School-wide program is a comprehensive reform strategy designed to ensure that all students demonstrate proficient and advanced levels of achievement on state academic standard assessments.

A School-wide program uses its Title allocation to upgrade the entire educational program of the school in order to raise academic achievement for ALL students at the school. No longer are students or teachers labeled "Title I," but instead, all students and all teachers at the school use Title I dollars to improve the school's entire academic program. A School-wide program is built upon school-wide reform strategies rather than separate, add-on services.

Parent School Compact

School-wide Title I Program

Learning Compact

Parent

In order to help my child be successful in school, I am willing to:

- Read stories to my child.
- Practice math skills at home with my child.
- Seek opportunities to use math at home.
- Listen to my child read books on his or her reading level.
- Praise my child when improvement and effort are seen.
- Help my child study new vocabulary words learned in the regular classroom.
- Encourage my child to work on academic skills every day.
- Make sure my child's attendance at school is a major priority.

Student

I know my education is important to me. I agree to do the following:

- Learn new vocabulary that is presented in my class.
- Try to read, write, and practice math skills every day.
- Respect and cooperate with the other students and adults.
- Turn completed school work in on time.

Teacher

The teacher understands the importance of the school experience to every student and his/her role as teacher. He or she agrees to do the following:

- Be aware of the needs of your child.

Communicate with you regarding your child's progress through phone calls, notes and semester progress reports to you, the parent.
Encourage life-long learning habits such as organization, locating necessary information, etc.
Provide a relevant and challenging educational program.
Provide an opportunity for you to give input into the development of your child's educational program.

Title I Services Personnel Information

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your students' teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your students' teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- In addition to the information that parents may request, a building receiving Title I.A. funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been assigned. If you have any questions, please contact your child's school.

Amy Porter
Director of Federal Programs Lincoln County R3 School District

Troy R-3 School District Reading Services staff meets or exceeds the above listed federal requirements.

Missouri Department of Elementary and Secondary Education

No Child Left Behind Complaint Procedures

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary and Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX (Part C).

Who May File a Complaint?

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated
2. Facts, including documentary evidence that supports the allegation, and
3. The specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures within the district,
3. Addressing information complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers, and other members of the general public, provided by the LEA, free of charge, if requested, and,
7. Appealing to the Missouri Department of Elementary and Secondary Education within 15 days the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complaint or the LEA may appeal the decision of the SEA.

Formal LEA Complaints

1. Record: The SEA will record the source, the nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision: The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal: The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal: An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Program Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.



Parents can access the “SISK12 Parent Portal” through the district web page at www.troy.k12.mo.us, or through the new app that is available on the App Store and Google Play.



MSE Flyers: <https://www.peachjar.com/index.php?a=28&b=138®ion=93937>



Type in “Main Street Elementary” to find us!



You can follow us by adding “@MainStreetElem”



By visiting our district website for the latest and most up-to-date news at www.troy.k12.mo.us



By visiting our school website at <https://www.troy.k12.mo.us/site/Default.aspx?PageID=7964> or calling us at (636) 528-4809.

Lincoln County R-III Elementary Handbook
Handbook/Field Trip Acknowledgement Form
2022-2023 School Year

This form needs to be signed by the parent/guardian and returned to school ASAP.

STUDENT NAME _____ GRADE _____

Teacher _____

1. I give my permission for my child to attend any field trips with Lincoln County Elementary Schools 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 my child should require emergency medical or dental care. Should I not be able to be reached, 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.

Parent or Guardian Signature _____

Date _____

2. I have read and understand the section on School-wide Title I (Qualifications, Parent Right to Know, and Complaint Procedures) 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 IEP.

Parent or Guardian Signature _____

Date _____

3. I have received and read the 2022-2023 Lincoln County R-III Elementary School parent and student handbook.

Parent or Guardian Signature _____ Date _____