



**2016-2017**

**SCHUYLER R-1  
ELEMENTARY**

**STUDENT-PARENT HANDBOOK**

**SCHUYLER R-1 ELEMENTARY  
21701 NORTH HIGHWAY 63  
QUEEN CITY, MO 63561  
660-766-2296**

## **SCHUYLER R-1 MISSION STATEMENT**

**The mission of Schuyler R-1 School District in cooperation with family and community is to foster, nurture, and prepare each student to learn to their fullest potential and become life long learners equipped to take an active, productive, self-supporting role in the betterment of society.**

### **WELCOME**

It is my pleasure to welcome you to the 2016-2017 school year at Schuyler R-1 Elementary. It is vital that administration, teachers, students, and parents work together to create the best possible learning environment. The purpose of this handbook is to familiarize both the students and their parents with some of the information and tools necessary for success while here. Please read this book carefully and sign and return the last page. Feel free to contact me anytime you have questions or concerns. I look forward to this being the best year yet at Schuyler R-1.

Tina Townsend, Elementary Principal

Raven Weaver, Special Services Director

*Schuyler R-1 School District*  
**SCHOOL CALENDAR**  
**2016-2017**

August 15, 16, and 17	Teacher in-service days
August 18	First Day of School-1 <sup>st</sup> Semester
September 2	Homecoming –dismiss at 1:05
September 5	Labor Day-No School
September 14	Professional Development-dismiss at 1:05
September 29	7-12 Parent/Teacher Conferences 3:30-7:30
October 14	End of First Quarter (41 days)
October 18 & 20	Elementary Parent/Teacher Conferences 3:30-7:30
October 21	No School
October 24	Professional Development – No School
November 9	Professional Development – dismiss at 1:05
November 23-25	Thanksgiving Break-No School
November 29	7 – 12 Parent/Teacher Conferences 3:30 – 7:30
December 20	1:05 Dismissal-End of Second Quarter (43 days)
December 21-January 1	Christmas Break-No School
January 2	Professional Development-No School
January 3	First Day of School-2 <sup>nd</sup> Semester
January 16	Martin Luther King Day-No School/ 2 <sup>nd</sup> Make-up Day
February 9	7 – 12 & Elementary Parent/Teacher Conferences 3:30-7:30
February 15	Professional Development – dismiss at 1:05
February 20	Presidents Day-No School
March 9	End of Third Quarter (46 days)
March 10	Schuyler Ag Contest-No School
March 13	Professional Development – No School
March 22	Professional Development – dismiss 1:05
April 14 – April 17	Easter Break-No School
April 20	7 – 12 & Elementary Parent/Teacher Conferences 3:30-7:30
May 14	Graduation

May 18

Last Day of School-1:05 Dismissal (45 days)

Make-up Days: (in order of implementation) 175 day calendar

Day 1	May 18	Day 4	May 22
Day 2	January 16	Day 5	May 23
Day 3	May 19	Day 6	May 24

Important District Phone Numbers

Elementary Building (660) 766-2296

High School (660) 766-2424

Transportation Director (660) 216-8676

Superintendent's Office (660) 766-2204

Elementary Principal: Tina Townsend  
Special Services Director: Raven Weaver  
Office Secretaries: Loraine Fowler & Renae Farnsworth

Technology Director: Tom Roberts

School Nurse – Christine Patterson

Custodians/Maintenance: FGB

Cafeteria: OPPA

Preschool: Robin Jackson & Anita Amen  
Parents as Teachers – Mary Jones  
Preschool Paraprofessionals: Carrie Orr & Julia Fowler

Kindergarten: Jessica Hill, Bliss Kelley, & Kim Tripp	Title I: Lisa Worth
1 <sup>st</sup> grade: Kim Jarrell, Andrea Frederick, Ameer Jones	Title I: Kristina Garrett
2 <sup>nd</sup> grade: Carolyn Applegate, & Rachel Diehl	Title I: Linda Jackson
3 <sup>rd</sup> grade: Jana Calhoun, Elizabeth Foster, Darla Veatch	Title I: Shayla Spring
4 <sup>th</sup> grade: Kate Brummitt, & Chrissy Myers	Title I: Linda Jackson/Shayla Spring
5 <sup>th</sup> & 6 <sup>th</sup> grade – Erin Schafer – English Language Arts, Melinda Briggs, Mathematics, Jessy Sager, Science, & Sara Smith, Social Studies	Title I: Brad Worth

Speech Implementer: Jenny Norman & Juliann Allen

Special Education: Becky Douglas, Amy Garr, Tammy King, Laci Tallman

Specials: Darla Dixon- Music & Elementary Band, Mary Stuart - Library, Gwyn McKinley - Art, Nick Wooldrik – Physical Education, Jenny Silvers – Elementary Guidance, Gina Michael - Elementary Computers

Gifted: Gina Michael

Paraprofessionals: Shannon Long, Holly Fischer, Brenda Schmitter, Jacklyn Schubert, Kendra Talbert, Diane Scheib, Brittany Crossgrove, Joana Vanlandingham, Jesse Wheeler, & Kaitlyn Stump

Central Office Staff: Robert Amen – Superintendent, Melissa Tennyson – Director of Finance, & Vickie Pierce – Executive Assistant

Board of Education: Jim McNabb-President, Mike Oberman-Vice President, Ron McElhinney, Julia McNabb, Shannon Smith, Kirk Newland, & Kathy Years

Transportation Director: Avery Jones

Bus Lineup & Driver

Bus #1 Dennis Partin  
Bus # 2 John Rouse  
Bus # 8 Ed Hogarth  
Bus # 9 Terry Wheeler  
Bus # 10 Wayne Anderson  
Bus #11 Sheila Wheeler  
Bus #13 Butch Robinson A.M. Gary Yearns P.M.  
Bus # 14 Evette Rouse  
Bus # 16 Junior Shotten  
Bus # 5 Mary Jones

Substitute drivers – Avery Jones, Trenton Tallman, & Jennifer Pantry

## ATTENDANCE, GRADES AND SCHOOL RECORDS

### ATTENDANCE

#### Board of Education Policy 2310 – Student Attendance

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

#### ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record; there is a direct relationship between school attendance and grades, citizenship and success in school. A frequent absence of students from regular classroom learning experience disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school and its staff cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, regular classroom participation, learning experience and study in order to reach the goal of maximum educational benefits for each individual student.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in the classroom. Information will be supplied to parents/guardians in regard to student absences.

**All students returning to school after being absent must have an excuse.** The cause of said absence may be verified by a written and signed note from the parents/guardians, a written Doctor's excuse and/or the office must be notified via a phone call explaining why the student was absent on that particular day.

The absences that are considered excused that **do not count toward a student's absence total** include but are not limited to:

1. Death in the immediate family (father, mother, sibling, grandparents, child, or aunt/uncle)
2. Doctor and dental appointments with written notifications from a doctor
3. Court dates with the appropriate notification.
4. School sponsored activities
5. Religious observances, with written excuse from parent.

The building principal, along with building staff, will monitor student attendance and implement intervention strategies and actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the elementary office will contact the parent by phone or in person. If there is no response to this contact, the absence will be unexcused unless the parent provides information otherwise.
2. When a student's attendance falls below 90%, the principal will telephone or set up a conference with the parent, the student's teacher(s), and their family. The purpose of the conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
3. When a student has accumulated 8 unexcused absences in a semester, a certified letter will be sent to parents regarding their child's attendance record. A copy of this letter will be sent to the Juvenile Officer.
4. When a student has accumulated 10 unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will make a referral to the Children's Division or the Department of Social Services or the local Juvenile Officer.
5. More than 10 absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.
  1. Any conference may be waived by the building principal if the absences were caused by a specific event or long term illness.
  2. The district will arrange for instruction by other appropriate means if needed.

## MAKE UP WORK

Students are expected to make up assignments from missed classes within the time period established by their teachers. If they do not complete missed assignments in the required amount of time they may be required to attend academic support sessions outside of the regular school day or summer school.

**Exceptions:** Students with an IEP that specify a longer period of time to complete assignments, and students who receive an administrative waiver from the principal will be exempted. The principal will give a waiver only for extreme emergency situations; however, the school district recognizes that a policy cannot meet all contingencies and emergency situations will be considered on a case-by-case basis. Decisions of the principal are final.

## TRUANCY

Any student absent from school without his/her parents or guardian's knowledge and permission will be considered truant.

### Truancy Absences are defined as:

1. Any absence from any part of the regular school day that would be considered skipping or absent from school without the parent/guardian's knowledge.
2. Falsifying a signature on a note from a parent/guardian.

**An "F" or "0" will be issued for all class work done the day of the truancy absence.**

Non-exempt or irregular student absences will be monitored daily. If a student accumulates more than ten (10) consecutive unexcused absences in a semester the proper legal authorities will be notified.

## GRADING SCALE

GRADES	NUMERICAL VALUE	GRADE POINTS
A	95-100	4.00
A-	90-94	3.67

B+	86-89	3.33
B	83-85	3.00
B-	80-82	2.67
C+	76-79	2.33
C	73-75	2.00
C-	70-72	1.67
D+	66-69	1.33
D	63-65	1.00
D-	60-62	0.67
F	59 OR BELOW	0.00
I	An incomplete is given only in those cases where an illness, an emergency, or by arrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student.	

## KINDERGARTEN SCREENING

The Schuylers R-1 School District provides the opportunity for each Kindergarten-age child to be screened before entry into school. A team of faculty members offers the screening clinic in early spring of each year for children who will be 5 years of age before August 1.

The clinic consists of a screening tool, as well as other evaluations. Upon completion of the clinic, the results are shared with the parents along with recommendations concerning the child's predictability of success in Kindergarten during the kindergarten kick off night.

## BAND - 5<sup>th</sup> & 6<sup>th</sup> Grade Students

The 5<sup>th</sup> & 6<sup>th</sup> grade students may elect to participate in band. They are expected to remain in the elective all semester. **Information concerning dropping the course:** Students in the first semester will be allowed to drop band at the quarter for academic reasons not related to band. Parents if students wishing to drop should first contact the band director. During the second semester, students will receive an "F" for dropping out of band after the semester has begun. Changes of schedules should be approved by the homeroom teachers, band director, and principal. Students who stop coming to band without approval and required schedule changes are considered absent without excuse.

## Morning Procedure:

Classes begin promptly at 8:10 a.m. each day, with breakfast being served from 7:40 to 8:00.

- If you are driving your child to school in the morning, please follow the traffic pattern to the back of the building. Students should enter in the new hallway door – south. If you need to go to the clinic or office, please park in the front parking lot and report to the office for a visitors pass.
- All students in grades K – 6<sup>th</sup> will go directly to the multi-purpose room for breakfast or to their assigned classroom. Staff members are on duty to supervise students.
- All students will say "The Pledge of Allegiance" in their individual classrooms.
- \*Students arriving after 8:10 a.m. must report to the office.

## PHYSICAL EDUCATION DRESS CODE for 5<sup>th</sup> & 6<sup>th</sup> Grade

All 5<sup>th</sup> & 6<sup>th</sup> grade students are required to participate in physical education. Students are encouraged to dress out for Physical Education. Students need to dress out because of hygiene, and the first step of any physical fitness activity is to wear proper clothing and footwear. This would include a different shirt and shorts (sweat pants are acceptable) than what were worn to school, and a pair of athletic shoes.

## PROGRESS NOTES

Four times per year mid-term progress reports will be sent home to all students, notifying parents of all grades from assignments and current grade in each class. Four times per year at the end of the quarter, grade cards will be available to parents for all grades in all classes. If parents are signed up for the parent portal, paper copies will not be sent home unless requested.

**PARENTAL RIGHTS TO REPORTS:** Schuylers R-1 Elementary sends all reports regarding students to both fathers and mothers unless a court order prohibits the school from doing so. If you are not receiving your student's reports, please contact the office secretary at 766-2296.

## REPORT CARDS

First quarter grade cards may be picked up at the fall parent/teacher conference. All other grade reports will be issued to students.

## RETENTION

The Schuyler R-1 Board of Education, Administration, and Faculty subscribe to the philosophy that the purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

By placing the child in the best educational environment to fulfill these needs, the Board of Education, Administration, and Faculty are promoting optimum intellectual, emotional, physical, and social growth.

Students will be promoted to the next grade level if they are meeting grade level objectives as identified by local and Missouri State Department of Education core subject objectives.

A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by October, January, and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:

1. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
2. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The Parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is a strong positive improvement in the student's work.
3. A follow-up conference for the parent/guardian will be scheduled with the teacher and administrator to review the student's progress.
4. An academic program including remediation will be offered to the student.

In recommending retention or promotion, these factors will be considered:

1. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples.
2. Chronological age.
3. Study habits.
4. Attendance.
5. Social and emotional maturity.
6. State-mandated retention requirements for primary students. (Missouri Senate Bill 319 was fully implemented during the 2003-04 school year. SB319 also referred to as the "retention law" mandates that at the end of the fourth grade students that are more than a grade level behind in reading will be automatically retained if they cannot perform at grade level by the end of required summer school. Previous retention does not provide an exemption from the state mandate.)

Ultimately, the decision for retention will be made by the principal and classroom teacher in accordance with the above-referenced factors. School officials will work with families to make the best decision for students.

Exceptions:

The following students are exempt from the reading assessments:



1. Students receiving special education services under the Individualized Education Program (IEP).
2. Student who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading
3. Students who have limited English proficiency
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

#### Appeals of Retention Decisions

Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent of School. All appeals must be requested within two (2) weeks after the close of school year or the close of the summer school testing period.

## SCHOOL ADMITTANCE

In accordance with Missouri School Law, Section 160.051, a child must be five (5) years of age before August 1, to be eligible for Kindergarten during the current school year. A child entering first grade for this year must be six (6) years of age before August 1. A copy of the official birth certificate of the child is needed for school records. All immunization records must be up-to-date before a child is allowed to attend school. The Schuyler R-I School District also makes it a practice for a school nurse to check every enrolling student for head lice prior to their admittance.

## WITHDRAWAL AND TRANSFER/CHANGING SCHOOLS

When moving to another school district, the procedure for withdrawal or transferring is as follows:

1. Obtain appropriate forms from the Elementary office.
2. Secure authorization to withdraw or a transfer note from your parents and/or guardian.
3. Have the forms filled out by teachers, librarian, and return all school books and property and make sure all fees are paid including lunch bills.
4. Take completed forms to the principal's office for clearance.

# CAFETERIA SERVICES AND REGULATIONS

## (FOOD SERVICE) BREAKFAST AND LUNCH

Beverages/drinks – Students are not allowed to bring soda to school or consume soda during school hours, including breakfast and lunch, unless it is for a special occasion as approved by the teacher. If soda is brought to school, it will be taken from the student and disposed of. It will not be returned to the student. Energy drinks are also prohibited at school.

The cooks will start serving breakfast at 7:40 for elementary students. The school will stop serving breakfast at 8:10 a.m. Breakfast is to be eaten in the Multipurpose Room. It will be the student's responsibility to get to class on time. Eating breakfast late will not be allowed as an excuse for tardiness. The elementary operates on a closed noon hour. This means all students will **not** be allowed to leave the school building for lunch.

## LUNCH PRICES FOR 2016-2017 SCHOOL YEAR

K-6	Lunch (regular or salad bar)	\$1.85
7-12	Lunch (regular)	\$1.95
K-12	REDUCED LUNCH	\$ .40
K-12	Breakfast	\$1.45
K-12	REDUCED BREAKFAST	\$ .30

K-12	EXTRA MILK/JUICE	\$ .40
ADULT	Breakfast	\$1.35
ADULT	Lunch	\$2.70

## LUNCH ROOM RULES

The following lunch charge regulations have been adopted by the Board of Education:

1. Lunches should be prepaid. Lunch balances cannot exceed \$50.00.
2. Second lunches and additional milk cannot be charged. It is the responsibility of the student to inform parents that they bought extra lunches, milk, etc.
3. Students who owe money from previous years will be expected to pay that balance.
4. All students who are going to eat lunch are expected to sign up in the morning.
5. Students who arrive late should sign up for lunch in the office.
6. All lunch bills must be paid before a student can participate in classroom field trips.
7. All lunch bills must be paid before a student receives their 6<sup>th</sup> grade promotion diploma.

The following lunch rules are for all students to follow:

1. Keep tables and floors clean.
2. Pick up and clean up any food you drop or spill.
3. Empty all debris from trays into large containers provided.
4. Talk in a normal voice.
5. Keep lunch lines orderly.
6. Stay with your class through the lunch line.
7. All students are required to check in with the lunch clerk if taking a school lunch tray or taking a school milk for a lunch brought from home.
8. No pushing or running in the lunch line.
9. All food and drinks must be consumed in the lunchroom. NO SODA ALLOWED!
10. All students are required to go to the lunchroom even if they do not eat lunch. They should sit with their class or friends.

## GENERAL INFORMATION

### AFTER SCHOOL PARENT PICK UP

If an elementary student is being picked up by a high school student, the elementary student will go to the air lock by the office to meet their ride.

If an elementary student is being picked up by someone who is not parked in the high school parking lot, they will go to the art room door immediately after school. Their ride will be parked outside in a loop parallel to the building.

If a parent is picking up an elementary **and** junior/senior high student, they will go behind the building and pick up the elementary student first. Their ride will be parked outside in a loop parallel to the building. The parent will then drive around to the end of the sidewalk by music room door and pick up the junior/senior high student who will be waiting at the end of the sidewalk.

Staff will be present to make sure students go with the correct person.

### ASSEMBLIES

At various times throughout the school year, students will attend assemblies sponsored by different school organizations. All students will attend assemblies and conduct themselves appropriately. Students whose behavior at assemblies is not appropriate will be sent to the office on an office referral; however, repeated offenses will result in the student being banned from all assemblies for a time determined by the principal.

During all assemblies, students will sit with their class.

## **CELL PHONE POLICY**

Cell phones should be turned off during school hours including recess. If the phone vibrates, rings, or the student is caught texting, playing games, or taking pictures, etc. the following will happen:

- 1<sup>st</sup> Offense—teacher will collect phone and return at the end of the day
- 2<sup>nd</sup> Offense— teacher will collect phone and call parent to pick up phone
- 3<sup>rd</sup> Offense—office referral – teacher will collect phone and turn in to principal
- 4<sup>th</sup> Offense - ISS

## **COMPUTER TECHNOLOGY POLICY (INTERNET) 6320**

### **A. Introduction**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **C. Internet Safety Training**

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

### **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Tommy Roberts or designated representatives.

## **INTERNET POLICY - 6320 – Regulation**

### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

## **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

## **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.

4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

## **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

## **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

## **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## **DEFINITION OF BULLYING**

The Schuyler R-1 School District is committed to maintaining a learning and working environment free from any form of bullying or intimidation by students on school grounds, or school time, at school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

1. Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional or mental suffering without legitimate purpose, or
2. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

## DEFINITION OF HARASSMENT

The Schuyler R-1 School District is committed to maintaining a learning and working environment free from any form of harassment in its programs, activities, and facilities. Harassment is a form of discrimination that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment.

## DEFINITION OF SEXUAL HARASSMENT

The Schuyler R-1 School District is committed to maintaining a learning and working environment free from any form of sexual harassment in its programs, activities, and facilities. Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment is unwelcome conduct that occurs when

1. benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or
2. the school environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

**Behaviors that could constitute sexual harassment include, but are not limited to:**

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

## DEFINITION OF WEAPON

The Schuyler R-1 School District recognizes the importance of preserving the safe educational environment for students, employees and patrons of the district. No student may possess a weapon on school property at anytime, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

A weapon is defined as any object that has the potential to do severe bodily harm. Weapons included are:

**CATEGORY I WEAPONS:** In addition to all firearms, this category includes other guns including pellet, BB, stun, look-alike, non-functioning guns, firearm silencer, gas gun, machine gun, rifle, shotgun, spring gun, projectile weapon, and explosive weapon that could be used to threaten others, etc. Switchblades, knives, or automatically opening blades, daggers, swords, razors, etc. artificial knuckles, or other objects designed to be worn over the knuckles, etc. blackjacks, numchucks, throwing stars, clubs, etc; explosives, poisons, chemicals, or substances capable of causing bodily harm; bows and arrows, sling shots, etc.; any other device or instrument used to intimidate, threaten or inflict harm as referenced to in board policy JFCJ and the Missouri Safe Schools Act.

**CATEGORY II WEAPONS:** Include small pocketknives; fireworks, firecrackers and smoke bombs; throwing darts; nuisance items and toys; unauthorized tools; and mace.

Pursuant to the Missouri Safe Schools Act and the Federal Gun-Free Schools Act of 1994, **any student who brings or possesses a weapon as defined above on school property could be suspended from school for one (1) calendar year or expelled and will be referred to the appropriate legal authorities.**



# DESIGNATED DIRECTORY INFORMATION

## STUDENTS

Form 2400

### Student Educational Records FERPA Notice of Designation of Directory Information

#### NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Schuyler R-1 School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Schuyler R-1 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Schuyler R-1 School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Schuyler R-1 School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by \_\_\_\_\_ (date). Schuyler R-1 School District has designated the following information as directory information:

➤ **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

➤ **High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

## DUE PROCESS

Parents may request they be contacted immediately by the teacher if the student is assigned detention or by the office if a student is referred to the principal.

All students at Schuyler R-1 Elementary have the right not only to an education, but also the rights guaranteed by the United States Constitution. In situations involving student infractions of district or building policies that may result in punishment, the following due process procedures apply:

1. Students will meet with the principal or the superintendent.
2. Students are always given oral or written notice of the charges against them.
3. Students denying the charges are given an explanation of the facts, which were considered in forming the basis for the proposed discipline. Students will be allowed to discuss the charges with the responsible teacher.
4. Students are always provided an opportunity to present their version of the incident in question.
5. SHOULD A STUDENT BE SUSPENDED FOR MORE THAN 10 DAYS, THE STUDENT HAS THE RIGHT TO APPEAL THAT SUSPENSION TO THE BOARD OF EDUCATION. IF THEY CHOOSE TO APPEAL, THE SUSPENSION IS STAYED UNTIL THE BOARD HAS RENDERED ITS DECISION UNLESS IN THE JUDGMENT OF THE SCHOOL'S CHIEF EXECUTIVE OFFICER, THE STUDENT'S PRESENCE IN SCHOOL POSES A CONTINUING DANGER TO OTHER STUDENTS, FACULTY OR PROPERTY, OR THEY ARE DISRUPTING ACADEMIC PROGRESS BY THEIR ATTENDANCE AT SCHOOL. A HEARING BY THE BOARD OF EDUCATION WILL FOLLOW AS SOON AS IT IS PRACTICAL.

APPEALS TO THE SUPERINTENDENT OR BOARD OF EDUCATION MUST BE IN WRITING AND WITHIN 10 DAYS OF THE PREVIOUS DECISION.

## EDUCATIONAL RECORDS ANNUAL NOTIFICATION

Each year the Schuyler R-1 School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Schuyler R-1 School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Schuyler R-1 School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Name and address of the District's Custodian of Records).

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap.

## **GUIDANCE SERVICE (GENERAL INFORMATION)**

The Schuyler R-1 School District believes that the guidance program is an important and integral part of the overall education process. The elementary guidance program is a part of the specials rotation. All students have a better chance to develop emotionally, socially, psychologically, and educationally through planned assistance. The guidance program's aim is to help each student grow to his or her full potential. The elementary guidance counselor is also available to help students with any questions or concerns.

## **HOMEBOUND INSTRUCTION**

The Schuyler R-1 School District is committed to providing educational services in the form of homebound instruction to those students who qualify according to the guidelines established by the state of Missouri. Specific information regarding homebound procedures will be shared at the building level.

**Procedures for homebound instruction are as follows:**

1. The special services director is responsible for initiating all paperwork and securing homebound teacher.
2. All applications are to be submitted to the special services director after all appropriate paperwork has been completed.
3. Special Education students require a revised IEP and change of placement notice.
4. Teachers instructing homebound students must possess a valid teaching certificate or a valid substitute's certificate.
5. Students identified as having a chronic communicable disease will be provided homebound instruction, as applicable in accordance with their IHP (individual health plan).
6. When a pregnant student is unable to attend regular classes, upon certification by a licensed physician/nurse practitioner, the student will be permitted to continue her education by homebound instruction.
7. Prior to beginning instruction, a conference with the parent, student, and homebound instructor will take place to outline the schedule and procedure.
8. Students who are on homebound may not attend extra-curricular activities.

## HOMWORK AND VARIOUS EDUCATIONAL POLICIES

The following policies are educational and academic. They are intended to promote the educational achievements of all Schuyler R-1 Elementary students.

It is the responsibility of the students to obtain the make-up work from the teacher unless make-up work forms are requested by the parents/guardians. Please call before 9:00 a.m. to allow the school time to gather homework.

**Students have two school days for each absence to make-up the work.**

***Make-up work example:*** If a student is absent on Monday (returning to school on Tuesday) – they have two (2) days (Tuesday and Wednesday) to finish the assignments. The finished work must be turned in to the teacher on Thursday morning to receive full credit. If the work is not made up within the designated time, a failing grade for that particular assignment(s) will be issued.

If the student was absent the day of a test, they should take it when they return to school. If the student missed the test day and the review day, the student can arrange a tutoring session or sessions with the instructor and the instructor will arrange the test day. If the student does not ask for a tutoring session, they will take the test at the teacher's discretion.

If the student was absent the day a previously assigned project was due, they should have it ready to turn in when they return to school. A book report, essay, etc. are examples of previously assigned projects.

***Exceptions:*** Students with an IEP that specify a longer period of time to complete assignments, and students who receive an administrative waiver from the principal will be exempted. The principal will give a waiver only for extreme emergency situations; however, the school district recognizes that a policy cannot meet all contingencies and emergency situations will be considered on a case-by-case basis. Decisions of the principal are final.

## PERSONAL ITEMS

Stereos, radios, walkmans, beepers, cell phones, walkie-talkies, laser pointers, I-Pods, PDA's, cameras, hand-held games etc. are not to be in school. Personal items are not to be seen or used during regular school hours from 7:55 a.m. to 3:12 p.m.

## PTO

Schuyler R-1 Elementary School has a Parent-Teacher Organization. This year, monthly meetings will be held as scheduled on the school activity calendar. There are no dues for this organization. PTO has done much for the children of our school and we encourage you to support and participate in PTO activities.

## PUBLIC NOTICE – SPECIAL SERVICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Schuyler R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Schuyler R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Schuyler R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Schuyler R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Schuyler R-1 School District from 8:00 am – 4:00 pm, Monday through Friday. This notice will be provided in native languages as appropriate.

## SCHOOL CLOSING OR EARLY DISMISSAL

In the event of severely inclement weather or mechanical breakdown school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over T.V. Channel 3, and radio stations KIRX, KRXL, KTUF, and KMEM **and the ALERT-NOW System**. If you are not signed up for the system, please see a building secretary. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session.

## **SCHOOL HOURS**

1. Classes begin at 8:10 A.M. and end at 3:05 P.M.
2. All teachers will be available to tutor students beginning at 7:40 A.M.

## **Two Hour Delay Schedule**

In the event of a two hour delay classes will begin at 10:10 A.M. No breakfast will be served.

## **SCHOOL SPONSORED ACTIVITIES AND FIELD TRIPS**

School sponsored activities and field trips will not count as an absence. Teachers will submit a roster of students to be excused from classes to the office at least one week prior to the scheduled activity, which has been previously approved and placed on the activity calendar. Students scheduled for an activity but not attending will be counted absent from class or classes.

Students attending school sponsored or sanctioned activities which occur during the school days will not be given additional time to complete assignments or take tests. To receive full credit, the assignment is due before the student leaves for the activity unless prior arrangements are made with the instructor. It is the student's responsibility to give the work to the teacher.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness and any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

## **DESE - NCLB NONPUBLIC COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part E. Sec. 9503 requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt a complaint process for participation of private school children.

### Who May File a Complaint

A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

### Address to File a Complaint

The complaint should be addressed to Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

### Definition of a Complaint

A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials.

Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint.

A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local educational agency.

### 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 Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning nonpublic issues in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below. **Rev. 9/6/07**

#### Formal Complaints Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.
2. Notification of LEA. The SEA will inform the involved school district(s) of the complaint.
3. Report by SEA. Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct an independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit, if required.

### Decision

The SEA will resolve the complaint and will provide the parties, a written summary of the investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

The complainant or the LEA may appeal the decision of the SEA.

### Appeals

#### Appeal to the U.S Department of Education

No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal.

The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

### 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 Programs Coordinators and nonpublic officials. LEAs are asked to distribute the complaint procedure to nonpublic entities during consultation meetings.
3. DESE will keep records of any complaints filed through this policy.

## **Parent Right to Know**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## TEXTBOOKS

The school furnishes books to all students. As textbooks are assigned they become the responsibility of the individual student. The student will remain responsible for the book until it is turned in to the instructor at the end of the semester or school year. Damaged or lost textbooks will result in fines. The office will assess fines.

## TRIP POLICIES

The Schuyler R-1 Trip Committee has suggested the following rules:

### I. FOR ALL OVERNIGHT TRIPS

A group meeting with all parents will be held at a designated time. The parents must attend for students to go on the trip. All rules will be read and discussed and all questions answered. Parents who miss the meeting must meet with the teacher at another time.

### II. DISCIPLINE ON TRIPS - REFERRAL TO PRINCIPAL (SEVERE CLAUSE):

The following types of behavior will be considered "severe discipline problems" and will result in disciplinary action, which will include out of school suspension of 1 to 10 days. The principal will determine the length of the suspension.

#### SEVERE BEHAVIOR PROBLEMS:

1. If a student has in his/her possession any of the following items:
  - A) A weapon/weapons including, but not limited to a knife, gun, brass knuckles, chains, etc.
  - B) Tobacco products.
  - C) Illegal drugs (the sponsor should be aware of all prescription medicines the students have and they should have directions as to their use).
  - D) Alcohol/alcoholic beverages of any kind.
2. Harassment of other student/students or of other personnel.



3. Destruction of property.
4. Theft including shoplifting.
5. Repeated use of profanity or of language which may not be profane but is vulgarly inappropriate.
6. Leaving the assigned area or hotel without prior knowledge and consent of the sponsor(s).
7. Failure to obey a reasonable request by sponsors or chaperons.
8. Inappropriate displays of affection.

**VIOLATIONS OF STATE/FEDERAL LAWS:** If the student's behavior is a violation of law, the sponsor has the right to call in the proper authorities to handle the situation. The parents will be contacted as soon as it is feasible.

### III. PERMISSION SLIPS

The parent and the student should sign permission slips after all rules are discussed at the parent meeting. The permission will include:

1. Parents' names, address, and phone number.
2. Work numbers and emergency numbers for parents.
3. Insurance policy number and release so the sponsor can have students medically treated.
4. Any medication student is taking and why and when they are to take it.
5. Permission for ambulance to be called if needed and statement saying that parents will be responsible for the cost of the ambulance.

### IV. TRIP STOPS

Students will be riding the bus to and from the event with the only bus stop at the Elementary in Queen City. Parents will not be allowed to come and get the students from the event unless a family emergency arises, the student is seriously ill, or proper authorities have custody of the student.

### V. OTHER POLICIES

If the student is failing any class, they will not be allowed to go on the trip.

Unless they have a doctor's excuse, the student must be at school the day before and the day after the trip. If a violation occurs, the students will not be allowed to go on the next trip with any group.

At the discretion of the sponsor, food and drinks may be taken on the bus with drink containers sealed before boarding the bus. The advisor will search all food and drink items as students are boarding.

**VI. SUPERVISION OF STUDENTS ON TRIPS:** At the teacher's discretion, students may be assigned to groups of two or more. A sponsor or advisor will be with the students at all times and be closely supervised. The number of sponsors/chaperons supervising the students will be determined by the principal and the sponsor/sponsors. The number of supervisors will be related to the length of the trip, the activities needing supervision on the trip, the number of students participating, and other relevant factors.

## ILLNESS, IMMUNIZATION and MEDICATION POLICY

### STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board of Education will provide for the health and physical well-being of students by establishing a district-wide coordinated student health services program. The district nursing staff has oversight of the coordinated student health services program and will work with the School Health Advisory Council (SHAC). The SHAC shall be composed of a school nurse, a counselor and appropriate members of the community. Meetings, records and votes of the SHAC will adhere to the requirements of the Missouri Sunshine Law.

Nurses employed to staff the health services program shall serve under the direction of the school principal and, if necessary, under the supervision of qualified medical personnel. The nurse or designee will be

responsible for all notifications to parents/guardians regarding health services. The services provided by the nursing staff will include:

1. Administration of laws that protect the health of children attending public schools in Missouri, including:
  - a. Ensuring compliance with immunization requirements.
  - b. Excluding students who have contagious diseases from attendance when authorized by law.
  - c. Reporting the presence or suspected presence of diseases mandated for reporting by law.
2. Emergency first aid treatment for injury or illness occurring during the school day.
3. The administration of medication, pursuant to Board policy, including training unlicensed personnel in the administration of medications. A qualified member of the nursing staff is responsible for developing procedures for the training of unlicensed personnel as well as devising protocols for the administration of medications by unlicensed personnel. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering medication, medical services or lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication according to standard medical practice.
4. Assistance in carrying out the district's responsibilities outlined in Section 504 plans, Individualized Health Plans (IHPs) or Individualized Education Programs (IEPs).
5. Guidance and counseling concerning health problems of students.
6. Maintenance of student health records, including the maintenance of emergency information forms for each student. The nurse will ensure that the school principal has access to all student health records. The nurse will store health records in a secure location, and any health information provided orally will be reduced to writing and stored appropriately. District employees shall not share information regarding a student's health in front of other students or staff members who do not have a need to know the information. Student records will be stored and disclosed in accordance with Board policy.
7. Age-appropriate health education in the district's instructional program, in accordance with Missouri School Improvement Program (MSIP) Standards and Missouri Grade-Level Expectations (GLEs), including information about the prevention and control of communicable diseases, the use of universal precautions, allergy prevention and response, blood-borne pathogens, and handling of bodily fluids. The nurse will maintain information developed by the Missouri Department of Health and Senior Services (DHSS) relating to human papillomavirus (HPV) and may provide this information directly to parents/guardians, but not to students.
8. Screening for health conditions in accordance with Board policy and administrative procedures.
9. Notification of the school principal if informed of a condition that could require accommodation under federal law.
10. Maintenance of copies of the Material Safety Data Sheet (MSDS) for all pesticides used in the district.
11. Development and annual review of a Health Services Plan.
12. Training staff as necessary to implement the district's health and safety program.
13. Such other services as assigned by the supervising principal or superintendent.

### **Physical Examinations and Screenings**

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various

health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

All parents will be notified at least at the beginning of the school year of the district's policy on physical examinations and screening of students. Parents will also be notified within a reasonable period of time after any substantive change in the policy.

# COMMUNICABLE DISEASES POLICY/PROCEDURE

The Schuylers R-I School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

## Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

## Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

## Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

## Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both blood borne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

## Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

## Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

### Notification

**Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.**

## Prevention and control of communicable diseases

The school nurse and teachers observe children for deviation from the normal and assist in detection of health problems in the child. Emotional and physical abnormalities should be recognized and dealt with as early as possible.

Signs of contagious conditions are recognized and the exclusion of pupils from school will be done based on the following symptoms.

1. 100 degrees of temperature or above
2. Unidentified rash or skin eruption
3. Red, inflamed eyes with thick mucous discharge
4. Excessive sore throat
5. Excessive stuffy or running nose sneezing, tearing
6. Persistent cough
7. Unrelieved headache
8. Nausea, vomiting
9. Diarrhea, complaints of abdominal pain
10. Unusual behavior, sleepiness, irritability, listlessness

Return to the classroom is determined by the disappearance of these symptoms and/or the family physicians recommendations (diagnosis and treatment began). Any child brought to the principal or school nurse with complaints of illness or injury is recorded in the Daily Office Log.

It shall be unlawful for any child to attend school while afflicted with any contagious or infectious condition or disease. These conditions and diseases, which are spread by contact with infected persons shall include:

## Prevention and Control of Communicable Diseases and School Attendance

- Chicken Pox.....May return when all lesions are crusted, generally day 6 after onset of rash
- Common Cold.....Exclude if fever is greater than 100 degrees or if excessive coughing is present, need not be excluded if symptoms are mild/moderate and child is able to participate in routine activities
- Pink Eye.....Child may not attend school until examined by a physician and approved for re-admission or proof of treatment and permission given by the nurses of the school district.
- Fever Blister.....If lesions are abundant on face or in the mouth or the child had difficulty chewing or swallowing, a physician should evaluate them.
- Fifth Disease.....May exclude for elevated temperature.
- Impetigo.....Exclude until lesions are healed, or treatment has been initiated.

- Rubeola.....Exclusion for at least 4 days after appearance of rash.
- Rubella (German Measles) .....Exclusion for 7 days after appearance of rash.
- Mumps.....Exclusion for 9 days after swelling begins-less if swelling subsided.
- Ringworm.....Exclude until treatment has started. Usually treated with antifungal topical creams or ointments. In severe cases, may require oral prescription medications.
- Scabies.....Exclude until day after adequate treatment is completed.
- Shingles.....Exclusion only if lesions cannot be covered and only until lesions are crusted. No exclusion necessary if environment is controlled and no else is susceptible to chicken pox.
- Streptococcal (sore throat).....Should not return until at least 24 hours after beginning antibiotic treatment, and until they are without temperature for 24 hours without the use of Tylenol, ibuprofen, or any other medication to lower temperature.

Schuyler R-1 School Nurses follow the Prevention and Control of Communicable Diseases, A Guide for School Administrators, Teachers, and Child Care Providers.

## HEAD LICE

In keeping with the Schuyler R-1 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the

nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

## **IMMUNIZATION OF STUDENTS**

It is the policy of the Schuyler County R-I School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a nonexempt student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

## **EMERGENCY CARE FOR ILLNESS AND INJURY**

The school nurse has the responsibility for the emergency handling of accidents and sudden illness occurring on school property during school hours. This includes giving first aid and notifying parents/guardians. The school is not responsible for subsequent treatment or medical expense incurred after the administration of first aid. As a guideline, the nurse will follow the recommended procedures in the flip chart provided by the Department of Health and the Department of Elementary and Secondary Education, titled RECOMMENDED PROCEDURES FOR EMERGENCY CARE OF ILLNESS AND INJURIES.

1. The district will be responsible for providing adequate facilities, or at least one person in each building who is trained in first aid and CPR.
2. The district will give immediate and temporary first aid care to sick and injured students in the absence of the school health nurse.
3. Students who become ill at school should be evaluated by:

- History of symptoms with particular notice of signs and symptoms of communicable disease.
  - Presence of an elevated temperature
  - Physical assessment indicated by symptoms
4. Students should be isolated until judgment has been made regarding their exclusion from school. Parents /guardians will be notified if the symptoms persist and it is believed the child should be seen by a physician.
  5. In an emergency the parents/guardians will be notified immediately for an appropriate instruction since the district's responsibility is only for first aid. The right to give treatment goes no further than treatment that is necessary to protect life and to comfort the individual(s) until additional treatment can be secured by the parents/guardians.
  6. The district will have on file an emergency card for each child designating an adult to contact, with two alternate names and current information, name of the physician and other significant information (allergies, religious beliefs, etc.) The school nurse will utilize this information to contact parents/guardians. It is the parent's/guardian's responsibility to update this *very important information*.
  7. For the child's safety, school personnel, including a school nurse, will not transfer an injured student. If the parents/guardians cannot provide transportation for a seriously injured student, an ambulance will be called at the expense of the parents/guardians. A responsible adult will accompany the child in the ambulance in absence of a parent. The superintendent will be notified at the time the ambulance is requested.
  8. If an injury occurs that requires further medical treatment, (doctor's office or emergency room) or results in absence of more than one-half day, an accident report will be generated. A copy of the accident report should be retained in the student's permanent record and a copy submitted to the school administrator for review.
  9. The district reserves the right to act as necessary, in its opinion, in a life or death situation. School personal will notify the office of superintendent when such an emergency services are needed.

School nurses are to follow the Prevention and Control of Communicable Diseases, which states that students with live lice and viable nits are excluded from school attendance and that schools should implement a "NO NIT" policy. Locally, proof of treatment and a thorough examination by a school nurse are required before a student shall be readmitted to school. The Guidelines for Child Abuse and Neglect indicates that a student absent more than five consecutive days for head lice/nits may be hot-lined for neglect. (\*Refer to section of the Policy/Procedure of Communicable Diseases on Lice.)

## FOOD ALLERGIES

It will be required that physicians note/order be filed with the nursing department **before the first day of school**. If your child has a food allergy, the order shall state what your child has an allergy to and what precautions must be taken by the school to protect your child.

If you list a food allergy and do not have a physicians order to the nurses by the first day of school, then we will assume that there is no food/drink allergy that might be life threatening to your child and he/she will be allowed to have all foods/drinks that are served at school.

Schuyler R-1 Elementary requires that all food that comes from home with the purpose of sharing among the students be store bought, packaged food items. This includes all food items consumed by students during the instructional day including kindergarten snack time, birthday treats, holiday parties, etc.

This policy is for the safety of our students. With store bought, packaged items, the nutritional information is provided for our students with food allergies so they are able to be more aware of the ingredients in food items being served. Additionally, store bought, packaged food items are inspected to make sure they are prepared in a clean environment with workers who follow basic sanitation requirements.

This policy does not apply to what you can send to school for your own child to eat in their lunch. It only applies to foods that are sent to be shared with the class.



## HEALTH RECORDS

The Nursing Department will maintain a comprehensive health history. This history will be up-dated yearly through school screenings and information provided by the parent/guardian and student. Included in the screenings:

- |                   |                             |
|-------------------|-----------------------------|
| 1. Vision         | Yearly K, 1, 3, 5, 7, 9, 11 |
| 2. Scoliosis      | Females 6 & 8, males 8      |
| 3. Height         | Yearly K through 12         |
| 4. Weight         | Yearly K through 12         |
| 5. Blood Pressure | Yearly K through 12         |
| 6. Ear check      |                             |

A teacher, parent, or nurse for these screenings may refer any student. Records will be kept concerning referrals for further testing.

A request for updated medical, dental, and overall health history may be made before the beginning of each school year. It is the parent/guardian's responsibility to notify the school and/or school nurse of a student's change in health status.

Review and update of immunization records will be done periodically throughout the year to ensure compliance. State mandate of immunizations or exemptions will be followed, including the "no grace period" cause for the 1994-1995 year.

All school health records will be confidential. Results of school screening will be available to parents/guardians. As always, the school nurses will be available to teachers, parents/guardians, and students if health issues should arise.

A definition of the word "Health" for the purpose of the School Health Program at Schuyler R-1 School District is as follows:

1. The condition of the body and the mind.
2. Is all-inclusive – one's general well being.
3. Includes physical, mental, and dental.

## ADMINISTERING MEDICINES TO STUDENTS Board of Education Policy 2870

### Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

### Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be

provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

### **Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

### **Pre-filled Auto Syringes**

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

### **Self-Administration of Medication**

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;

4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

### **Cardiopulmonary Resuscitation Training**

Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students grade 12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

### **Administration of Asthma Rescue Medication**

The Board of Education, by a majority vote, may authorize a licensed registered nurse to maintain a supply of asthma related rescue medication at each District school. The nurse will recommend the quantity of such medication to be maintained. The asthma rescue medication will be obtained by prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Such prescription shall list the District as the patient, will contain the nurse's name, and will be filled at a licensed pharmacy. A school nurse or other school employees trained by and supervised by the nurse shall have the discretion to use asthma related rescue medications on any student the school nurse or trained employee believes is having a life-threatening asthma episode based upon their training in recognizing an acute asthma episode. Immunity, under §167.624, from civil liability for trained employees administering life saving methods shall apply to trained employees administering an asthma related rescue medication under this policy.

### **Parent/Guardian Administration**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

### **Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

## **TEMPERATURES**

If your child runs a fever, he/she must be fever free for 24 hours without the aid of Tylenol, Ibuprofen, or another medication before returning to school. Students may return to school if they have been seen by a physician and have a written excuse stating that they have been treated and are safe to return to school. A fever usually signals an illness that is contagious. This precaution reduces the number of other students and faculty that are exposed to contagious illness. If your child will be absent, remember to call the school the day of the absence and send a note when they return.

While it is our belief that in general circumstances that a fever of 100 degrees is an acceptable screening number, in outbreak situations of respiratory illness, a more restrictive view may occur. Since people are most infectious during the 24 hour period before obvious symptoms, the nursing department will do its best to rapidly remove those suspected of being ill to decrease the spread of disease.

# OFFICE POLICIES

## SIGN-IN & SIGN-OUT

Any student arriving at school after attendance has been taken first period must sign-in with the elementary office prior to going to their classroom. Once a student is on school grounds, the student may not leave school grounds without permission from an administrator or the child's parent/guardian. To avoid any legal conflict, all students leaving school grounds for any reason must be signed-out by a parent or their designee.

## VISITORS

All guests and visitors must report to the office upon arrival. Parents are welcome and are encouraged to visit classes. Student guests are not allowed. Guests invited by a teacher must report to the office prior to going to the classroom. All former students must report to the office.

# RULES AND REGULATIONS

## ARTICLES PROHIBITED AT SCHOOL

It is recommended that students bring only those articles that are needed for school purposes. Items prohibited on school property include:

- Playing cards
- Board games
- Radios
- Water pistols or other water devices

These items will be taken from the student and returned to parents.

## BUS REGULATIONS

Bus transportation is a school service. Students are responsible to obey the driver at all times and are expected to be courteous and considerate to other students as well.

In the morning, students need to be at their designated bus stop five minutes **before** the scheduled pick up time. Students need to form a line & wait for the driver to direct them to board to ensure an orderly and sure boarding process. In an attempt to stay on the published time schedule, buses cannot wait for students who are at the bus pick up location.

After school students need to go directly to their bus with all needed personal items. Students are **not** allowed to leave the bus once the buses are loaded. *Students who miss their regular bus must be picked up by a parent or guardian. **Buses will not return to school.***

Elementary students desiring to ride a bus other than their assigned bus must bring a note or request from home and have it signed by the principal. High school students wishing to ride a bus other than their assigned bus must pre-arrange (24 hours in advance preferred) this request with the transportation director. Failure to follow bus rules may result in withdrawal of the privilege of riding the bus.

The local school has a measure of responsibility in training pupils to be good passengers and to observe certain rules for good discipline and safety on the bus. The following regulations for pupil safety will serve as a guide.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.

3. Pupils should never stand in the roadway while waiting for the bus.
4. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
5. Pupils must not at any time extend arms, hands, or head out of the bus windows.
6. Pupils must not try at any time to get on or off the bus, or move about within the bus, while it is in motion.
7. No smoking, lighting of matches, or use of any tobacco products on the bus by anyone at any time while students are on the bus.
8. Roughhousing on the bus is prohibited.
9. Pupils must observe directions of the driver when leaving the bus.
10. Pupils shall keep the bus clean and refrain from damaging it. Any damage to the bus should be reported to the driver at once.
11. Pupils must keep their feet off the seats.
12. Pupils must keep sharp objects off the upholstery.
13. Pupils must not throw objects about in the bus or out the bus windows.
14. Pupils who must cross the road must walk around to the front of the bus and stand about ten feet in front of the bus in line with the right front fender and wait for a signal from the driver to cross the road.
15. When pupils must cross the road to board the bus, the driver should signal when it is safe to do so, and children should proceed to cross the highway in front of the bus.
16. Any problems that the driver cannot solve are to be reported to the transportation director.
17. Destruction to the bus by the student is to be reported to the transportation director. Any student caught damaging the bus is expected to pay for the damages. There is also the possibility of a bus suspension.
18. Profanity is not to be used on the bus.
19. Cooperation is expected between administration, drivers, students, and parents.
20. At no time are balloons, water guns, or water in any container to be permitted or used on the bus, including the last day of school.
21. Pupils riding the bus to somewhere other than the normal destination must have written permission from parents. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent, or principal of the school.
22. Bus riders should never tamper with the controls or the equipment on the bus.
23. When a pupil is suspended from the bus for an infraction of rules and regulations listed above, he or she is not suspended or excused from attending school when so designated by the principal.
24. Students should not ride buses other than the one to which they are assigned. If there is a need to change, the transportation director will notify the parent and elementary office.
25. Food and drink are prohibited, except bottled water.

### **Bus Discipline Consequences**

1<sup>st</sup> disciplinary action – Shall be in the form of a written warning, and the student shall be allowed to ride the bus on a probationary basis. The parents/guardians will be notified by school letter.

- 2<sup>nd</sup> disciplinary action – Will result in a suspension from the bus for 1 day. The principal shall notify the parents.
- 3<sup>rd</sup> disciplinary action – Will result in a suspension from the bus for maximum of (5) school days, after a conference is held with the student, principal, and transportation director. The principal shall notify the parents.
- 4<sup>th</sup> disciplinary action – Will result in a suspension from riding the bus not to exceed 10 days after a conference with the student, bus driver, parent, principal, and transportation director.

- 5<sup>th</sup> disciplinary action – Will be automatically suspended from riding the bus for the remainder of the school year.

NOTE: Failure to follow these regulations may result in suspension from the school bus.

The bus driver is strictly in charge of the bus and is expected to report to the Superintendent or Transportation Director any failure of cooperation on the part of the students. Inquires about routes should be referred directly to the Transportation Director.

Should further questions arise, please call the Superintendent, at 766-2204.

## OFFICE DISCIPLINE REFERRAL POLICY

1. The referring staff members determine whether the student's infraction meets the criteria of a major or a minor as defined in the Positive Behavior Support Handbook.
2. The staff member completes an ODR form, either as a major or as a minor.
3. After three minor referrals in one week, the student may be sent to the office. Major referrals will generally be sent to the office for immediate action.
4. The principal will review the ODR form and gather any additional information as necessary.
5. The principal will determine the appropriate consequences. The original will be filed electronically by the principal for data collection.
6. The electronic data system (SWIS) will yield summary information regarding ODR's for individual students as well as useful information that will aid in the implementation of the PBS lesson plans. Each student's information is confidential and is only shared with specific staff members on a "need to know" basis.

Students who want to discuss a situation with a bus driver, teacher, or school employee may schedule a private conference with the bus driver, teacher, or employee at the adult's convenience. Students should remain after class to schedule a private conference with their teachers. Students should wait until they are getting off the bus to ask the driver for a conference.

Bus drivers, teachers, and staff members should arrange the conference within a 24-hour period if possible. The principal, at the request of the student or school employee, will attend the conference.

## DRESS FOR STUDENTS

Students should be encouraged to wear appropriate clothing, which is comfortable and in good taste, and to take pride in being well groomed. Students should also wear clothing suitable for the weather conditions.

The following types of clothing are not permitted:

1. Apparel which for any reason causes or is likely to cause a material and substantial disruption or interference with teaching or the orderly operation and discipline of the school or school activities.
2. Shirts with large armholes or cut out armholes and fishnet tops similar to practice football shirts without a shirt underneath.
3. Items of clothing with obscene words, profanity, double-meaning messages, vulgarity, racial or sexual remarks or slogans, implied messages, or graphic, such as Hooters, Big Johnson, etc.
4. Items of clothing promoting/displaying products, which are illegal for use by minors such as alcoholic beverages, drugs, gambling, or tobacco products or names of such.
5. Midriff tops are not permitted. Visible "spaghetti" straps of single or multiple numbers are also prohibited with any type of top.
6. Clothing that makes reference to prohibited conduct.
7. Student apparel that school authorities deem gang related or symbolic.
8. Hats, caps and similar articles of dress are not to be worn in school at any time, unless authorized by the teacher to be worn for protection, safety or sanitary reasons or permitted for certain celebrations.

9. Immodest or indecent attire. (If you have holes in your jeans above thigh-skin and undergarments may not be seen).
10. Inappropriate attire - too casual such as a swimsuit or too formal such as tuxedos or formals.
11. No chains shall be worn to hold wallets or for any other reason.
12. Pajamas are not allowed, including fleece or flannel bottoms, or bottoms or shorts which have characters, letters, or words running across the backside.
13. White or colored t-shirts commonly referred to as "wife-beaters" which contain thin shoulder straps, even if they are layered with another shirt or t-shirt.
14. The length of shorts and skirts must be no more than 6 inches above the knee.
15. Gum boots and/or chore boots are prohibited.
16. During the months of November, December, January, February, and March. No shorts should be worn to school. Skirts can be worn to school if they have leggings, spandex, or tights underneath. If students are riding a bus to an away activity they must still follow the above policy. Any night home activity is up to the discretion of the supervisor or coach.

Students wearing clothing deemed unsuitable will be sent to the principal. The principal will make the final decision about student dress. Students will be asked to reverse unsuitable clothing or to change into a different outfit. Students who cannot go home to change clothes will remain in the office and will not be permitted to attend class. The student will receive her/his homework and will be allowed to turn it in.

Cleanliness and neatness of dress and hair are important to all students and should be encouraged and supervised by parents.

## **DRUG AND ALCOHOL ABUSE**

### **STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS Policy 2640**

#### **Smoking**

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

#### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), disabled students protected under Section 504 of the Rehabilitation Act, who are currently engaging in the illegal use of controlled substances, including alcohol, may negate his/her eligibility or disciplinary protections under Section 504 and the Americans with Disabilities Act regardless of whether his/her disability is related to the alcohol or drug abuse. Disabled students protected under the IDEA, who engage in the illegal use of controlled substances, including alcohol, may be placed in an Interim Alternate Educational Setting pursuant to 20 USC §1415(k).

## **IN SCHOOL SUSPENSION (ISS) RULES**

While in ISS, you must obey these rules:

1. Bring all books, pencils, pens, and paper that you will need for the day to the ISS room. Bring a sweater or sweatshirt.
2. You should have at least one library book
3. You will remain in the ISS room at all times. Passes to other parts of the building will not be given.
4. You will be allowed one bathroom break in the morning and one in the afternoon. You will use the bathrooms in the north elementary hallway. You will be supervised during these breaks.
5. You will eat breakfast and lunch in the ISS Room.
6. Sit with feet on the floor. Sleeping will not be allowed.
7. Conversations with other students in or out of ISS while in ISS are not allowed.



8. Assignments will be provided by your regular classroom teachers. You are expected to work on these assignments while in ISS.
9. NO FOOD OR DRINKS OF ANY KIND.
10. Rudeness to ISS students, principal, or staff member(s) or repeated violations of rules will not be tolerated. Students dismissed from ISS will be placed on OSS and will lose all credit for assignments & tests. BUT you will return to ISS on the next ISS day until you have completed the ISS successfully.

## **MONEY MAKING ACTIVITIES**

School sponsored money making activities may be held before or after the school day begins or ends, but not during school hours. Candy Shall Not Be Sold at School. Private profit making activities are discouraged.

## **OUT OF SCHOOL SUSPENSION (OSS) POLICY**

Students will receive zeros on all work done during the time they spend on OSS (including any tests given during their OSS time).

## **PLAYGROUND RULES**

1. Students should not climb on or over the fence.
2. Students should not leave the playground without special permission.
3. Children are not to be in the parking area at any time.
4. After a rain, students should play on the concrete.
5. Students are NOT to play TACKLE FOOTBALL, HARDBALL, OR DODGEBALL on the school grounds (NO CONTACT SPORTS).
6. Kickballs are the only pieces of equipment that may be kicked.
7. Do not throw rocks, snowballs, sticks, etc., will be addressed according to the Discipline Plan.
9. Avoid roughness in play, such as tripping, kicking, fighting and tackling.
10. Always refrain from petting and playing with dogs and cats that come to the playground.
11. Avoid writing on school property, such as buildings, walks and ground areas.
12. Help maintain an attractive playground by keeping the schoolyard clean by picking up papers and other litter.
13. Use school equipment safely and as it is meant to be used.
14. Be sure that equipment brought from home is carefully marked with student's name. Each child is responsible for such personal property.
15. Students are not permitted to play on the playground after school is dismissed because the playground is not properly supervised at this time.
16. Inappropriate language will be addressed according to the Discipline Policy. Set a good example for friends and younger children.

### **Slides**

1. Students should sit down and face forward while using the slides.
2. Only one person should go down the slide at one time.
3. Once slides have been climbed, always go down.
4. Do not track mud onto the slides.

### **Swings**

1. Only one person in a swing.
2. Do not stand in the swing.
3. Do not swing sideways or twist your swing.

## **RECESS & THE WEATHER**

**Summer weather** – If the heat index is over 95 degrees the recess time will be adjusted.

**Winter weather** – If the *real feel* temperature is 10 degrees or below, recess time will be adjusted.

It is highly recommended that all children need to participate in outside activities. If a doctor's note is sent to the teacher stating why the child needs to stay in the workroom during recess, the child will be excused from the outside activities. Please dress your child appropriately for outside weather conditions.

## STUDENT SEARCHES

The Schuyler R-1 School District may/will search student lockers, and other school property used by students. Such searches may include the use of a drug dog to search lockers, backpacks, purses, and cars parked on the school grounds. Searches are used to maintain the welfare of our student body or prevent discipline problems and interference with the educational process.

# STUDENTS' CONDUCT AND BEHAVIOR OFFENSES AND PENALTIES

## DISCIPLINE CHART

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### Reporting to Law Enforcement

It is the policy of the Schuyler County R-I School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

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

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

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

**Assault**

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

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

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

First Offense:	Expulsion.
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**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyber bullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

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

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

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

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

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

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

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

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

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

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

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

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

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

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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

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

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

**Nuisance Items** – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

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

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

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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



**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

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

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

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

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

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

**Theft** – Theft, attempted theft or knowing possession of stolen property.

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

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

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

**Tobacco**

1. Possession of any tobacco products on district property, district transportation or at any district activity.

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

2. Use of any tobacco products on district property, district transportation or at any district activity.

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

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

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

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

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

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

3. Possession or use of ammunition or a component of a weapon.

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

# Parent Involvement Building Plan

## Purpose

The Schuyler R-1 School District believes that positive parental involvement is essential to achieve maximum social, emotional, and academic growth and encourages participating of parents in all aspects of their child's education. The Schuyler R-1 Elementary Parent Involvement Plan has been developed to including activities, programs, and procedures that:

- Support the Schuyler R-1 Elementary curriculum which contains Missouri's Learning Standards. The curriculum of the Schuyler R-1 School District consists of content standards, objectives, instructional methods, resource activities, and assessment for all areas of instruction.
- Create a common vision of parent engagement and the resources needed to sustain that vision.
- Increase and improve the level of parent involvement in our students' education.
- Promote a safe and open atmosphere for parents/families to visit the school their children attend and actively solicit parent/family support and assistance for school programs.
- Use available community resources to strengthen and promote school programs, family practices, and the achievement to all students.

## Parent Involvement

The Schuyler R-1 Elementary School will provide parents/guardians with information on district policies, content of its curriculum, the form of assessment used to measure their child's progress, and the proficiency levels their child is expected to meet:

- At the beginning of each school year, the Schuyler R-1 School District will host an annual Open House to inform parents of our students participating in the school-wide Title I and the parent's right to be involved. The Open House will also give the students and parents/guardians an opportunity to tour the building, the classrooms and meet the Schuyler R-1 Elementary Staff.
- Additional meetings will be held throughout the school year which will include planning, reviewing questionnaires, and improving Title I programs.
- Student handbooks will be distributed to all students explaining rules, regulations, and school board policies or provided online [www.schuyler.k12.mo.us/](http://www.schuyler.k12.mo.us/)
- The district will provide opportunities for parents/guardians and teachers to communicate on an ongoing basis and supply parents/guardians with meaningful and relevant resources that will improve student learning.

To accomplish these goals, Schuyler R-1 Elementary will:

- Provide opportunities for parent/teacher conferences.
- Provide mid-quarter and quarter student progress reports.
- Provide quarter and semester grades
- Provide results of DIBELS, Gates McGinite testing, and MAP Testing.
- Conference by phone, email, text message, and letters.
- Provide access to any instructional materials used as a part of the individual educational curriculum.
- Encourage parents/guardians to visit the learning environment of the child's classroom.
- Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
- Supply parents/guardians with information on how to monitor their child's progress through an online parent portal along with giving study techniques.
- Provide feedback opportunities for parents/guardians by attaching an evaluation to activities and program events and inform parents of action taken in a timely and organized manner.

- Supply parents/guardians with resources along with ways to access the resources needed to help them improve their child’s learning. School website: [www.schuyler.k12.mo.us](http://www.schuyler.k12.mo.us)
- Access information to the Missouri Parent Involvement Resources Center.

### **Expanding Opportunities for Involvement**

Schuyler R-1 Elementary will provide various curriculum based activities and program for parent/student school involvement:

- Open House
- Grandparent’s Tea
- Veteran’s Day Assembly
- Fall and Spring Music Programs
- Grade Level Parent Nights
- Family Fun Nights
- Parents as Teachers Enrichment Nights
- After School Tutoring
- Quiz Bowl
- Community based service projects
- Choir/Band
- Book Fair
- Elementary Track and Field Day
- Classroom parties 4 times each year
- Grade level field trips
- Kindergarten Screenings/Kick Off
- Various PTO Sponsored Assemblies
- Semester and end of Year Awards

The Schuyler R-1 School District provides opportunities for parents/guardians to participate and/or volunteer in programs/events that support their child’s learning.

- Parent/Teacher Conferences
- Various Advisory Committees
- PTO meetings and PTO sponsored events
- Participation as a Room Parent
- School Board meetings and presentations
- Integration of preschool and PAT activities
- Parent/Community volunteers as guest speakers/presents in the classrooms and at Family Fun Nights
- These activities, events, and programs will be advertised through posted agendas, monthly school calendar, individual classroom newsletters, daily announcements, school website, newspapers, emails, Alert Now, and notes sent home,
- The activity, event, meeting, or program may be supported with agendas, minutes, sign-in sheets, and evaluation forms.
- Childcare may be provided for some of the events.

The Schuyler R-1 Elementary Parent Involvement Plan allows input for parents/guardians. Below is a Parent Comments and/or Suggestions section. Feel free to share your thoughts in regard to the content of this plan or any aspect of the School Wide Title I Program. Comments may be returned to the Elementary Office.



3. Classroom work, tests, and homework results will be sent daily and/or weekly.
- Provide parents/guardians with reasonable access to staff.
1. Parents/guardians may schedule an appointment with their child's teacher before/after school and during their planning times.
  2. Staff members will communicate to families through the student planner or communication logs when requested.
  3. Parent/Guardians will receive a monthly news calendar of school information, activities, and events.
  4. The teacher may also provide weekly newsletters explaining the activities in the upcoming weeks/months.
  5. Schuyler R-1 Open House will be held before school begins to give families an opportunity to meet their child's teachers, tour the building, and receive important information about the upcoming school year.

Parents/guardians will be welcome in the classroom for observation given an appointment has been arranged in advance.

Parents/guardians may volunteer in the classroom by scheduling a time with their child's teacher. Parents/guardians may volunteer by contacting the school's PTO. The PTO may sponsor different activities throughout the school year.

### **Parent/Guardian Responsibilities**

We, as parents/guardians, will support our child's education by:

1. Making sure my child attends school every day and is on time.
2. Making sure my child gets enough sleep.
3. Making sure any homework is completed.
4. Checking and signing the student planner.
5. Reading and responding as necessary to all communication from the school.
6. Attend Parent Teacher Conferences to discuss my child's progress.
7. Attend the Schuyler R-1 Open House to help with my child's transition to school.
8. Participate/volunteer when possible in PTO and/or Booster Club and their many activities.
9. Become a parent representative on a Schuyler R-1 Advisory group.
10. Support the school's effort to implement Positive Behavior Support.
11. Read with my child 15 minutes each night.

### **Student Responsibilities**

We, as students, will share the responsibilities to improve our academic achievement and achieve Missouri and Schuyler R-1's high standards by:

1. Making my education a priority.
2. Coming to school every day prepared with all necessary supplies and ready to learn.
3. Completing and turning in all class and homework assignments on time.
4. Paying attention in class and maintaining appropriate behavior.
5. Asking my teachers questions when I don't understand.
6. Respecting myself, others, and school property.
7. Reading the student handbook and following all school rules.
8. Giving my parents/guardians all notices and information received by me from my school every day.
9. Talking to my parents/guardians about what I learned at school.

# Receipt of

## Student Handbook, Internet/Computer Usage Policy, Title I Information

This is to acknowledge that my parents and I read the **2016-2017 Student-Parent Handbook, Internet and Computer Usage Policy, and School Wide Title I information for Schuyler R-1 Elementary**. We understand that we are responsible for knowing and adhering to the rules and procedures contained in the handbook and the Internet and Computer Usage Policy as well as any other rules and procedures established by the Schuyler R-1 School District for the Title I Program. Prior to receiving authorization to use the Internet, students and parents/guardians must sign this form.

Student (Print Name): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please sign and return to the Elementary by Friday, August 26th.**

This Handbook has been written as a guideline to encompass most issues. However, exceptions can and do occur and will be handled on a case by case basis by the building principal.

It is available online at [www.schuyler.k12.mo.us](http://www.schuyler.k12.mo.us), or a printed copy may be requested by contacting the Elementary Office at (660) 766-2296.