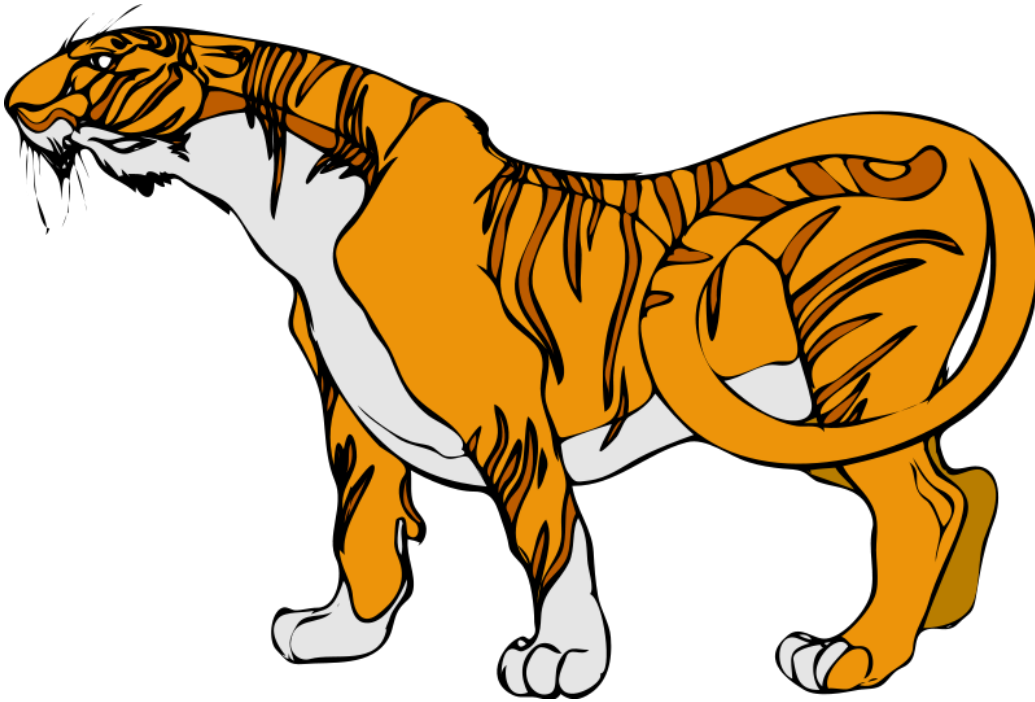


**EVERTON ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

**2013-2014**



***“ON THE PROWL FOR GOOD  
CHARACTER”***

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### SCHOOL ADDRESS/TELEPHONE NUMBER

Everton R-III School  
211 School Street  
Everton, Missouri 65646  
417-535-7102  
Fax 417-535-4105  
Website

<http://www.evertontigers.org/>



Dear Parents and Students,

On behalf of the teaching staff and school administration, we welcome you to Everton R-III School District. You are a part of one of the schools in the State of Missouri. The Everton School District has 21<sup>st</sup> century technology, a comprehensive curriculum, and a very dedicated faculty. Everton School District is fully accredited and has been awarded the Distinction in Performance Award from the Missouri Department of Elementary and Secondary Education four of the past five years. You are a becoming member of an outstanding school and it is up to you to make your education meaningful.

You will want to take full advantage of the many opportunities that are available to each of you during your time at Everton School System. Think about who you want to be and what you want to do when you grow up. We will help you in any way we can to become whoever you want to be. Our teachers will strive to give meaning and purpose to the activities of each day. We ask that you come ready to learn each day.

It is important to read and become familiar with this handbook. It will help you to understand the rules you are supposed to follow in school, how to act, and treat others. Following the rules is sometimes a very difficult task, but it does help you be successful in school. We suggest that all students discuss the rules and regulations found in this handbook with their parents/guardians. This will avoid any confusion and possible misunderstandings.

We are looking forward to a great school year! Please feel free to call or visit the school at any time you wish to discuss or observe your child’s activities.

Thank you for your support of our school.

Sincerely,

*Dr. Karl Janson*  
**Superintendent/ 9-12 Principal**

*Mrs. Heather Harden*  
**K-8 Principal**

**SCHOOL SONG**

By Mae Traller  
Oh! Missouri pride of all our states  
From shining shore to shore,  
We sing with ready voices  
All her praises o’er and o’er,  
Of fertile field, the rivers wide,  
The rolling Ozark hills,  
And the lovely valleys threaded  
By your sparkling pearly rills.  
So wave on high the black and gold,  
The emblem of her strength untold,  
Long live our dear old E.H.S.,  
We’ll plant her name upon the honored Roll of fame.  
Ne’er may shine her glory less!

**SCHOOL COLORS**

**BLACK, GOLD**

**SCHOOL MASCOT**

**TIGER**



# 2013 – 14 EVERTON SCHOOL CALENDAR – 4 day

- August 6 New Teacher/Mentor Orientation
- Aug. 6 – 9 Teacher/Staff In-Service
- Aug. 12 \*Mon. Meet the Teacher Night 6 – 8 p.m.
- Aug. 13 First Day of School
- Aug. 26 \*Mon. Teacher/Staff In-Service
- Sept. 9 \*Mon. Teacher/Staff In-Service
- Sept. 23 \*Mon. Teacher/Staff In-Service
- Oct. 7 \*Mon. Teacher/Staff In-Service
- Oct. 11 End of First Quarter
- Oct. 21 \*Mon. Parent/Teacher Conferences 1 – 7 p.m.
- Nov. 4 \*Mon. Teacher/Staff In-Service
- Nov. 15 Friday\* - MTC Professional Development
- Nov. 28 – Dec. 2 Thanksgiving Holiday
- Dec. 9 Mon. Teacher/Staff In-Service
- Dec. 20 End of Second Quarter & End of First Semester
- Dec. 23 - Jan. 1 Christmas Holiday
- Jan. 2 Classes Resume
- Jan. 27 \*Mon. Teacher/Staff In-Service
- Feb. 10 \*Mon. Teacher/Staff In-Service
- Feb. 24 \*Mon. Teacher/Staff In-Service
- March 7 End of Third Quarter
- March 10 – 17 Spring Break
- March 18 Classes Resume
- March 24 \*Mon. Parent/Teacher Conferences 1 – 7 p.m.
- April 7 \*Mon. Teacher/Staff In-Service
- April 28 \*Mon. Teacher/Staff In-Service
- May 12 \*Mon. Teacher/Staff In-Service
- May 18 \*\*Sunday – Graduation 2:00 p.m.
- May 20 Tues.\*Last Day of School – Out at 12:30 : End of 4th Quarter & 2<sup>nd</sup> Sem.
- May 21 Wed. \*Last Day for Teachers/Staff

Make up days: 01/20, 02/24, 03/03, 04/14, 05/21, 05/22 \*\*other Mondays may be used due to inclement weather

Days in each Quarter	
1 <sup>st</sup> quarter	36
2 <sup>nd</sup> quarter	37
3 <sup>rd</sup> quarter	38
4 <sup>th</sup> quarter	37
TOTAL DAYS 148	

**EVERTON R-III SCHOOL PERSONNEL 2013-2014**

**School Board**

Mrs. Tammy Gillaspy President	Mr. Bus Bryant	Member
Mrs. Kristen Limpus Treasurer	Mr. Michael Douty	Member
Mr. Monte Gladden Vice-President	Mr. Scott Vandegrift	Member
Mrs. Tammy King	Member	

**Administration**

Dr. Karl Janson Superintendent/ 9-12 Principal	Mrs. Heather Harden K-8 Principal
Mrs. Kim Gladden Special Education and Athletic director	

**Secretarial and Nursing**

Mrs. Connie Stanford Board Secretary	Mrs. Jolene Bendon School Secretary
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**Faculty**

Mrs. Darla Spalding	Kindergarten	Mr. Jeff Bryant	HS Business/Technology
Ms. Melody Smith	First Grade	Ms. Jennifer Miller	HS Social Studies
Mrs. Jill Hunt	Second Grade	Mr. Kip Spalding	HS Communication Arts
Mrs. Jaudawn Janson	Third Grade	Ms. Sharon Gadiant	HS Math
Mrs. Cheryl Bryant	Fourth Grade	Mr. Kevin Kimbrell	HS Science
Mrs. Krista Armstrong	Fifth Grade	Ms. Cheryl Ficken	Agriculture/FFA
Dana Dreier	Visual Arts	Mrs. Melba Lackey	MS Comm Arts/Math
Ms. Melody Drawbond	Librarian/Title I Math	Mr. Michael Campbell	MS Math and Science
Mr. Kevin Grice	Music	Mrs. Loretta Cameron	Spanish/PE
Mr. Rob Shelton	Speech/Language Therapist	Mrs. Lisa Corbitt	Guidance Counselor
Mrs. Leah Hurt	Special Ed Aide	Mrs. Regina Hurd	Parents As Teachers
Mrs. Carla Hayes	Aide		
	Mr. Derrick Gladden	MS Science/Title I Reading	

**Kitchen Staff**

Mrs. Suzanne Steeley Head Cook	Mrs. Vicki Bias	Cook
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**Custodians**

Mrs. Marilyn Gilmore	Mr. Cory Gilmore
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**Maintenance**

Mr. Bobby Moore

**Bus Drivers**

Mr. Lynn Kenney	Mr. Harold Mitchell	Mrs. Vicky Gillen
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## Mission Statement

The Everton R-III School District, in partnership with parents and community, will graduate all students with the academic, social and life skills necessary to meet the challenges of an ever-changing world.

### **PURPOSE OF EVERTON R-3 SCHOOLS**

We believe that education is of life and for life; therefore, living in the present, evaluating the past, and looking forward to the future are the guiding principles of our schools. In this principle the following beliefs are implicit.

- ❖ there is a direct correlation between the quality of all school programs (academic, sports, extracurricular) and the support and trust provided by students, parents, community, and faculty
- ❖ that this mutual trust can best be guarded by verifying facts before stories involving the school are repeated by any parent, student, or faculty member
- ❖ that opportunity must be given for all, verbal as well as non-verbal, to learn according to their abilities
- ❖ that students should be given the opportunity to assume civic responsibility
- ❖ that opportunities to explore and investigate vocational interests should be provided
- ❖ that the physical and mental health of both pupils and teachers are vital factors in the learning process
- ❖ that character development should be the responsibility of every teacher and parent
- ❖ that the opinions of parents are important in making decisions affecting school life and should be sought and valued by the school community
- ❖ that attendance at school is important and expected, since daily classroom experience substantially affects the quality of learning
- ❖ that honesty is a virtue that should continually be expected in all contacts between the home and school and the school and home

### **PURPOSES OF THE ELEMENTARY SCHOOLS**

- ❖ To provide a sound educational program for teaching those basic communication and quantitative skills needed by all individuals in today's society.
- ❖ To provide a climate which encourages children to learn to accept and work in harmony with others.
- ❖ To individualize instruction to meet the varying needs of our student population.
- ❖ To help children acquire and develop creative and inventive abilities and encourage originality.
- ❖ To develop an appreciation of our cultural heritage through the mediums of art, music and literature.
- ❖ To provide students with those study skills, which will enable them to continue learning throughout life.
- ❖ To provide instruction and practice in those skills related to good citizenship and participation in the functions of government.
- ❖ To provide support and services to those students with special educational needs.

### **VISITORS**

Visitors are always welcome at Everton Elementary. The faculty and staff feel that a close working relationship among parents, teachers and community is of great value to our school. Any individual visiting the school for any reason must report first to the principal's office. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements and issue a visitor pass if necessary. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence in the building to the office. It is important that classroom activities be interrupted as seldom as possible. Please make arrangements to visit classrooms or eat lunch with your child prior to the day that you plan to visit.

### **ELEMENTARY SCHOOL ATTENDANCE POLICY**

#### **STUDENT ABSENCES AND EXCUSES**      *(Grades K-8)*

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

#### **Definitions**

*Attendance* - A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* - A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* - A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* - A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

### **Consequences for Violations**

#### ***Grades K-5***

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will notify the teacher. The teacher will contact the parent by phone or in person.
2. When a student has accumulated five (5) excused absences or one (1) unexcused absence in any semester, the principal or designee will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One (1) or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated eight (8) excused absences or two (2) unexcused absences in a semester, the principal will schedule a conference with the parents at a time convenient for the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this 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.
4. When a student has accumulated ten (10) excused absences or three (3) unexcused absences in a semester, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated twelve (12) excused absences or three (3) unexcused absences in a semester, 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 contact the Children=s Division (CD) of the Department of Social Services or the local prosecutor.

6. More than twelve (12) excused absences or three (3) unexcused 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.

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

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

### **Notice and Due Process**

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### **Intervention and Engagement Strategies**

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff will:

1. Post daily attendance in a prominent place by number, percentage and fraction so students and staff can monitor attendance levels. Individual student attendance information will not be publicly posted.
2. Provide recognition in the form of ribbons, book certificates, special recognition or other non-food rewards to students with improved attendance.
3. Assign truant students to academic support, detention or in-school suspension rather than out-of-school suspension.
4. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
5. Assign students to tutoring outside of the regular academic day.
6. Provide access to behavioral counseling, including information about community resources.

### **Evaluation**

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants.
3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

### **TARDIES**

A student will be considered tardy if he/she arrives after 8:00 a.m. Students tardy to class are required to report to the office



when they enter the building. Failure to do so will result in attendance records showing a day of absence. Parents or guardians will be expected to contact the school explaining the circumstances that result in excessive tardiness. **The consequences for tardies are as follows: 1<sup>st</sup> tardy: Warning; 2<sup>nd</sup> tardy: 30-minute detention by teacher; 3<sup>rd</sup> tardy: 1 day ISS Discipline for the fourth and subsequent tardies is outlined in the student discipline section of the handbook.**

### ENROLLMENT INFORMATION REQUIREMENTS

Kindergarten children must be five (5) years of age before August 1 to enter school. First grade children must be six (6) years of age before August 1 (RSMo. 160.053). Birth certificates and social security numbers will be requested and recorded on students' school records. Each student entering school in all grades is required by the State Health Department to have a complete record of immunizations. This is a state regulation that is monitored each school year.

### SCHOOL HOURS

The school day for instruction is from 8:00 a.m. until 3:42 p.m. Tuesday-Friday. Students arriving at school after 8:00 a.m. should report directly to the elementary office. Before school, students are required to wait outside the elementary building door during nice weather or, during inclement weather, wait in the elementary building foyer for the bell to ring at 7:35 a.m. Those students who wish to eat breakfast may place school bags in the hallway before proceeding to the cafeteria. **Students who eat breakfast must be in the cafeteria by 7:50 a.m. in order to be served breakfast.** Students must be finished with breakfast and back in the classroom by 8:00 a.m. At 3:40, students who ride the bus will board the buses while students who walk home must wait in the elementary building foyer to be dismissed to go home. Students will not be detained after school without notification of the parents and the principal. No students are to re-enter the building or grounds after they are dismissed. Students who are planning to ride a bus other than their normal bus must have a written note of permission signed by the parent or guardian.

### EARLY DISMISSAL OF STUDENTS

For the safety of each child, the parent, grandparent or guardian must come to the office in person and sign the check-out sheet. The office will call the classroom and have the student report to the office. **No student will be dismissed directly from the classroom.** A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be picked up. We discourage early dismissal since it disrupts the regular learning environment. We will not release any student to anyone other than parents or legal guardians without expressed written consent from parents.

### MOVING

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

### PARENT-TEACHER CONFERENCES

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

### GRADE CARDS/PROGRESS REPORTS

Grade cards are sent out each quarter with the exception of first and third quarters. For these quarters, the grade cards are handed out during the parent-teacher conferences. Progress notes will be sent out by the office at mid-quarter. Fifth grade will continue to participate in graded classroom activities through the end of the school year. Grades cards for students in the fifth grade classroom will be sent out after school has ended for the year.

### GRADING SCALE

A	94-100%	C	74-76%
A-	90-93%	C-	70-73%
B+	87-89%	D+	67-69%
B	84-86%	D	64-66%
B-	80-83%	D-	60-63%
C+	77-79%	F	59.5% and below

### RETENTION OF STUDENTS

The Everton School District is committed to the continuous development of students enrolled in the district, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Retentions are required for fourth grade students not reading at the third grade level in accordance with S.B. 319 and/or due to attendance requirements not being met. Parents will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school

administration.

## **POLICY AND PROCEDURES FOR SENATE BILL 319**

Senate Bill 319 calls for the early assessment of students' reading skills and requires school districts to intervene with students who are reading below grade level. The law requires:

1. Assessment of students in grades 3-6 to determine their reading level.
2. Individualized "Reading Improvement Plans" for students in grades 4-6 who are substantially below grade level in reading.
3. Mandatory retention in grade 4 will be applied for students who are still reading below third-grade level at the end of summer

Students will be assessed using the STAR reading test (individualized reading test), the Developmental Reading Assessment (DRA), and/or a BRI (basic reading inventory)

### **HOMEWORK POLICY**

Elementary students need time for independent practice of lessons taught during the day. Homework should be directly related to the instruction received during the classroom hours and should serve to increase students' understanding. Parents are encouraged to assist students where appropriate. Students are expected to be diligent in carrying out their homework.

### **INCOMPLETE ASSIGNMENTS**

Students who don't complete assigned work may be required to stay after school to complete the assignments. Parents will be given one day notification of the date the child will be staying after school so transportation can be arranged. Students who fail to stay after school will receive one day ISS (In-School-Suspension). We hope this program will help provide a successful educational experience for students. It is not punishment, rather it is a program designed to help promote success in school.

### **TUTORING**

At EVERTON R-III, we offer tutoring beginning in September and ending in April on various days immediately after school until 4:15 p.m. Permission slips are sent home for parent signature. Please make arrangements to pick your child up immediately after tutoring. Fourth grade students who read at a level of one year or more below their current grade level are required to attend tutoring. We invite parental involvement; but, we ask that parents not attend tutoring because of the distraction it causes to students.

### **EXTRACURRICULAR EVENTS**

Students will have the opportunity to participate in the spring Language Arts Fair, Spelling Bees and Musical events throughout the year. Students participating in any of the after school events will be expected to have made arrangements for transportation home after the event or practice has ended. **Students must be in attendance the entire school day, unless excused by the principal, to participate in or attend extracurricular activities.**

### **EVERTON PTSO**

The EVERTON R-III School District has a very active, involved parent-teacher-student organization. Meetings are regularly scheduled each month during the school year. We encourage you to actively participate in our school PTSO.

The PTSO purchases classroom specialty items annually for each teacher, provides Honor Roll incentives for students, has helped purchase our intercom system, purchased the sign in front of the school, and many other wonderful things! The function of PTSO is to work with the school administration to ensure our children receive the very best education possible. Likewise, the school administration is committed to keeping the PTSO informed of all school programs. This two-way communication is vital for success. All of us working together can and will make a difference!

### **PARTIES**

It has been the custom to have classroom parties for Halloween, Christmas, Valentine's Day, and Easter for our elementary students. PTSO sponsored homeroom mothers assist the classroom teachers in the preparation of each party. The exact dates and time of each party will be announced at school. Parties will begin at the scheduled time; room mothers may prepare for the party 15 minutes in advance. Parties for any other occasions must have advanced approval of the building principal, and should not be an excessive number during the school year.

Parents please do not bring in treats for birthdays, etc., without prior notice to the classroom teacher. We would also ask that you not send invitations with your child to be handed out at school.

### **STUDENT INSURANCE**

Student insurance is offered at the beginning of the school year. It is NOT through the school, but a service that is offered at a reasonable rate for those families who do not have insurance or want additional insurance for their child. Forms will be sent home with each student. The school does not carry any medical or accidental insurance on students—that is the responsibility of the parents.

### **BUS POLICY**

Disruptions will be reported in person to the principal by the bus driver at the completion of the bus route. After the principal discusses the disruption with the bus driver and the student, it is the principal's responsibly to discipline the student in accordance with handbook policies. A second violation of bus rules will result in suspension from bus privileges for a period of time to be determined by the administration. Severe infractions will result in automatic suspension of bus riding privileges.

**SCHOOL CANCELLATION**

When school is not in session due to weather conditions, students and parents will be notified via school reach, local television and radio reports.

**TELEPHONE**

The school phone is a business phone and is not to be used for making arrangements to go home with friends. We find that most plans can and should be made at home and not at school. Students are allowed to use the phone for emergencies only. We will be glad to deliver incoming messages to the student. If an emergency arises, the student must have permission from his/her classroom teacher before being allowed to use the school phone. The learning environment will not be disrupted by phone calls to teachers; however, the office will deliver messages to teachers to return calls at their earliest convenience.

Students are not to have cell phones on or in use during school hours. If a violation of this rule occurs the phone will be confiscated and held in the office until the end of the day; also, the student will be assigned an after school detention.

**TEXTBOOKS**

Textbooks must be properly used, cared for and returned. Students must turn in all textbooks when withdrawing from school. If a textbook is lost, damaged or destroyed, teachers shall not issue another book unless the student has paid for the lost, damaged or destroyed book. Each school year, students are issued various textbooks which are provided free through the school district. However in the event that a book is damaged, lost, or mistreated, parents are responsible for payment prorated on the damage done to the book. Each year the prices of books increase, with many books ranging from \$40 to \$60 each. Therefore, it is requested that you explain to your child the importance of taking care of the books. Help us ensure that our tax dollars are spent as wisely as possible.

**LIBRARY**

Students will be allowed to check out library books based on an acceptable procedure established by the librarian. The student will be responsible for lost, destroyed or abused books. Library books should be returned on or before the due date.

**GUIDANCE SERVICES**

Guidance services are available for every elementary student in school. Guidance activities take place in the classroom on a weekly basis. Services also include study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with the elementary guidance counselor. Individual and small group counseling services are available to the student with permission from the parent.

**FIELD TRIPS**

Field trips will be taken by many students during the school year. All field trips will adhere to School Board policy and require the approval of the principal and superintendent. During the school day, including field trips, children are the responsibility of the faculty and administration. No parent will be permitted to transport any child/children, other than his/her own. Students must have parental permission to participate in a field trip. While we understand the educational value of field trips, some grades may not have a field trip due to scheduling or transportation conflicts.

**MEET THE TEACHER NIGHT**

Meet the Teacher Night occurs prior to the first day of school. This allows parents and students to visit their classroom, meet the teacher and find out what the pupils will be doing in the classroom.

**CAFETERIA**

Students will be issued a lunch card that is scanned electronically when food or drink is purchased in the cafeteria. Money to be deposited in student's account should be given to the teacher or to the elementary secretary.

	Prices	Breakfast	Lunch	Milk
Students (K-5)	1.00	1.60	.40	
Students (6-12)	1.00	1.85	.40	.85
Adults	1.00	2.10	.40	.85
Reduced	.30	.40		

**PERSONAL PROPERTY**

No toys are allowed at school without teacher approval and supervision. Unless teacher directed no electronic devices such as MP3 Players, video games cameras, heeilies (with or without wheels), trading cards, and unnecessary sums of money should

not be brought to school. Pets are not allowed at school. There will be no trading or selling of personal property. Any items which cause classroom disruptions will be confiscated.

### **BICYCLES**

Students are be allowed to ride bicycles to school, however, students in kindergarten through grade two are discouraged from riding bicycles to school for safety reasons. The principal may advise a child not to ride his or her bicycle because of hazards around the school. A bicycle rider must obey the same rules as a motorist. All bicycles are to be parked in the rack in front of the building. Students are not to ride bikes on sidewalks or on the street in front of school after arrival to school.

### **EMERGENCY DRILLS**

Fire, intruder, earthquake and tornado drills will be conducted at appropriate times during the school year. Students will be given proper instructions by their classroom teachers.

### **MEDICAL INFORMATION**

Any information concerning a student, including medical problems, vision/hearing, learning problems, discipline procedures or any other special concerns should be reported to the nurse/health clerk and to the school principal. This information is kept confidential. **No medication will be given to any student at school without parent/guardian's written permission.** The school will only be allowed to treat injuries as a first-aid measure. Home injuries/accidents must be treated at home. Minor first aid will be administered by the school nurse for accidents that occur on the school grounds. If a child has a temperature of 100° or is experiencing continued discomfort or pain, the family will be notified. It is extremely important for us to have every child's **emergency information** form on file in the office so we may contact the parent/guardian quickly if necessary. Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences. Children should be cautioned to never take medication belonging to another child and to never to give his/her medication to anyone but the teacher or nurse. Remember, medication can cause serious problems if given to the wrong person. **All medication must be turned in to the school nurse or health aide at the beginning of the school day. Anytime ANY medication is sent to the school with a student the parent must also call the school nurse or health aide to inform and confirm the medication. Any medication brought to the school which is not turned in appropriately and is not confirmed by a parent will be confiscated and will not be given until appropriate confirmation of it's use is obtained.** In the event a student should become ill while at school, he/she will be referred to our school nurse or health aide. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. EVERTON R-III School district has the following polices:

1. Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. Directions and requirements for compliance will be included with the notification.
2. The parents of the district will be informed of any communicable diseases and needed precautions. There are certain guidelines regarding communicable diseases—if you have any questions, please contact the nurse's office for guidelines for exclusion from school for common communicable diseases such as pink eye, chicken pox, measles, mumps, lice, impetigo, TB, scabies, Hepatitis A, etc. Parents are required to notify the school nurse or health aide of any communicable disease which their child is currently experiencing prior to attending school.

### **ADMINISTERING MEDICINES TO STUDENTS**

- A. With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the Superintendent to establish procedures for the administration of medication for any student provided the following requirements are met. The administration of medications, including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse or a licensed practical nurse (the health aide under the direction of a Registered Nurse may administer OTC medications which are approved by the parent and given according to the package directions.) At Everton R-III, we are fortunate to have a registered professional nurse who oversees the administration of medications. **Parents of students diagnosed with Asthma, Diabetes, or any other potentially life threatening conditions are required to provide the school with accurate up to date medical emergency contact numbers at all times!**

#### **I. Prescription Medication:**

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication(s) is to be given and the doctor's name and signature. The prescription label will be considered an

equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.

- B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage such as refrigeration. Medication supplies should not exceed a 30-day supply. Most pharmacies can provide a duplicate bottle and label.

**II. Over-the-Counter Medication:**

- A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications.

**III. Emergency Medication**

- A. Emergency medication and physician's orders for such medication shall be kept in a secure place but easily accessible to qualified, designated personnel.

**IV. Asthma management and medication:**

**Parents of students diagnosed with Asthma are required to:**

- A. Notify the school nurse of this condition within the first week of school attendance.**
- B. Complete an Asthma assessment form and return it to the school nurse within one week.**
- C. Meet with and assist the school nurse as needed to complete an Asthma Action Form and any other required documentation necessary to assure adequate Asthma Management for the student.**
- D. Sign and return permission forms and acquire any required physician documentation for students who need to carry their inhalers with them during school hours.**
- E. The school will not be responsible for loss, damage, or misuse of any Asthma inhalers kept or carried by any student.**

**Missouri School Immunization Requirements**

All students must present documentation of month, day, and year of each immunization before they attend school.

All immunizations must be up-to-date before students are permitted to attend classes.

The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.

For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).

To remain in school, students "in progress" must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.

Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.

Grades	Immunizations	
<b>K-4</b>	4+ DTaP/DTP/DT/Td1 3+ polio2 2 MMR (measles, mumps, rubella)	3+ hepatitis B 1 varicella (chickenpox) or proof of disease3
<b>5-6</b>	4+ DTaP/DTP/DT/Td1 3+ polio2	2 MMR (measles, mumps, rubella) 3+ hepatitis B
<b>7-10</b>	4 DTaP/DTP/DT/Td1, 4 3+ polio2	2 measles, 1 mumps, 1 rubella, 3+ hepatitis B5
<b>11-12</b>	3+ DTaP/DTP/DT/Td4 3+ polio2	2 measles, 1 mumps, 1 rubella, 3+ hepatitis B5

**STUDENT ATTITUDES**

Students are expected to obey instructions from any school employee who is in the performance of his/her duty. Students are expected to address all adults with respect and show respect for the rights and feelings of other students.

## SCHOOL RULES

The following rules are consistent throughout the elementary school along with the hallway, cafeteria and the playground. Teachers encourage students to follow the school-wide rules through positive reinforcement and consistent consequences. Each teacher has his/her own set of classroom discipline plans; however, these general rules are to be followed by all students:

### CLASSROOM RULES

Be in your assigned seat when the bell rings.  
Keep hands, feet and objects to yourself.  
Follow the teacher's directions.

Have paper, pencils and books ready every day.  
Talk respectfully

### HALLWAY/RESTROOM RULES

Follow directions of staff.

Walk, hands to self

Quiet voices

### CAFETERIA RULES

Follow directions of staff

Quiet voices

Walk

Clean up your space after eating.

### PLAYGROUND RULES

Follow directions of the staff.

Play respectfully

Play in assigned areas only.

### POSITIVE CONSEQUENCES

Intercom Announcement. Special Privileges. Positive Phone Call to parents. Rewards such as stickers, pop, etc.

### TEACHER CONSEQUENCES FOR DISRUPTIVE STUDENT BEHAVIOR

1. Private conference with student to discuss problem and expected classroom behavior; teacher punishment.
2. Teacher contact with parent by phone (or mail should parents not have a phone) to discuss the problem and the need for parent intervention; teacher punishment.
3. School counseling session, parent contact of action; teacher punishment.
4. Detention, parent contact of action.
5. Referral to the principal.

**GUIDELINES**  
**FOR**  
**STUDENT BEHAVIOR**

**Everton R-III SCHOOL DISTRICT**  
**211 School St**  
**Everton, MO 65646**

School is a place where students come to get an education. We feel they should be offered the opportunity to learn in a school that is safe and orderly. The students, parents, and school must share in the responsibility for creating the best possible school environment.

The information on the grids on the following pages illustrates the discipline actions which will be taken for each infraction. Minimum and maximum disciplinary actions are listed for first and subsequent problem areas.

A student's discipline record may be considered when discipline action is taken. Student's discipline records that reflect three (3) different disciplinary actions; the Everton R-III School Board directs the administration to move to subsequent offense actions. If a student's negative behavior is directly related to an identified handicap, officials will take such conditions into account (refer to Board of Education policy for further information).

In the case of several violations of rules, the disciplinary action taken may extend beyond these guidelines.

**INTRODUCTION**

The Board of Education, administration, and faculty of the Everton R-III Schools have the responsibility to ensure an environment conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate conduct and lack of consistent and effective disciplinary response.

Organizations, businesses and industries cannot operate successfully without procedures, goals, expectations and satisfied

workers; neither can schools. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of the school district to have a discipline code which reflects the community's standards and expectations for student behavior.

The discipline code which follows is intended as a guide for administrators and teachers in dealing with inappropriate student behavior. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities, or during intermission or recess periods.

**Ref. RSMo. 160.261, 162.680, 167.020, 167.161, 167.171, 170.260, 195.214, 195.248, 304.076, 574.085, 575.090.**

This student disciplinary code was developed in accordance with the requirements of House Bills 1301 and 1298 of the 88<sup>th</sup> General Assembly. Section 160.261, which pertains to the code is quoted below:

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection.
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized personnel in public schools responsible for the care, supervision and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with established policy of discipline developed by each board under this section.

**THE ADMINISTRATIVE STAFF SHALL BE ALLOWED TO EXERCISE THEIR OWN JUDGMENT IN THE ADMINISTRATION OF DISCIPLINARY OPTIONS SET FORTH UNDER THIS STUDENT DISCIPLINE CODE POLICY.**

FILE: JG Critical

### **STUDENT DISCIPLINE**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations, and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE, and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.



## STUDENT DISCIPLINE

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, or an aggravated circumstance of any offense or an 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 school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### Reporting to Law Enforcement

It is the policy of the Everton R-III School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

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. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

### **Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

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 public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
  2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school that suspended the student.
  3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
  4. 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 this prohibition he or she may be suspended or expelled on accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. 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.

1. **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
2. **Assault**
  - a. 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.
  - b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.  
  
First Offense: Expulsion.      A. Assault/Student      B. Assault/Staff
3. **Automobile/Vehicle Misuse**—Uncourteous or unsafe driving on or around school 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 school property.  
  
First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
4. **Bullying** (see Board policy JFCF)--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.  
  
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.
5. **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.

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

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

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

7. **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 and that is rude, vulgar, defiant, in violation of district policy or 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.

a. Defiance of Authority/Insubordination - refusal to follow the reasonable request of school personnel or willful disobedience toward any staff member.

b. Offensive/Obscene Language to Staff

c. Obscene Materials - Lewd or obscene literature, writing, objects, or materials.

d. Disorderly/Disruptive Conduct - Language, behavior, or dress(SEE DRESS CODE) which is disruptive to the orderly educational procedure of school.

e. Disruptive/Harmful Device - The use or threat of use, possession or sale of devices, items, etc., (i.e. firecrackers, water balloons, rocks, water guns, pea-shooters, etc.)

f. Reckless Endangerment - Reckless conduct which creates substantial risk of physical injury.(i.e. wrestling, scuffling, tripping, horse-play, etc.)

g. Littering - The littering of school premises (toilet papering, etc.)

h. Failure to do Work - Chronic failure to work on assignment/assignments during class/home.

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

a. 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.

b. 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 of the Controlled Substances Act.

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

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

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

First Offense: 1-10 days out-of-school suspension or expulsion.

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

9. **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.

10. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on

suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

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

11. **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, disturbing, disrupting or causing the evacuation or closure of school 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.

12. **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.

13. **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 school-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.

14. **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, 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.

15. **Sexual Harassment** (see Board policy AC and regulation AC-R)

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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.

- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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.

16. **Technology Misconduct** (see Board policy EHB and regulation EHB-R)

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

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

17. **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.

18. **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.

19. **Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school 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.

- b. Use of any tobacco products on school grounds, school transportation or at any school 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.

20. **Truancy** (see Board policy JEDA)--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

21. **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.

22. **Vandalism** (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, 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.

23. **Weapons** (see Board policy JFCJ)

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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.

- b. 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.

**Elementary Discipline Grid**  
**3-5th Grade Policy**  
**K-2 Suggested/ Teacher's discretion**

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>SIXTH</b>	<b>SEVENTH</b>
<b>Arson</b>	A. Suspension (1-90 days) B. Expulsion	Expulsion					
<b>Assault/ Student</b>	2 days ISS parent conf.	Suspension (3-5 days) parent conf.	Suspension (5-10 days) parent conf.	Suspension by superintendent 11-90 days parent conf.	Refer to school board, possible expulsion for remainder/year		
<b>Assault Staff: juvenile authorities will be contacted from 2nd offense on.</b>	2 days ISS parent conf.	Suspension (5 days) Parent conf.	Suspension (6-10 days) parent conf.	Suspension by superintendent (11-90 days) parent conf.	Refer to school board/possible expulsion for remainder of the year.		
<b>Bullying</b>	Student conf. w/teacher referral note to parents 1- ASD	Student conf. w/ teacher & counselor/ referral note to parents 2-ASDs	Refer to Prin. 1 day ISS	2 days ISS/ parent conf.	Suspension 3 days OSS parent conf.		
<b>Bus Conduct</b>	Warning	Removed from bus for 3 days	Removed from bus for 5 days	Removed from bus for remainder of the year			
<b>Dishonesty</b>	Student conf. w/ teacher/ referral note home to parents 1-ASD	Student conf. w/ teacher & counselor/ referral note home to parents 2-ASDs	A. 1 day ISS	A. 2 days ISS parent conf.	Suspension ( 3 days) parent conf.	Suspension (5 days) parent conf.	
<b>Defiance of Authority/ Insubordination</b>	Teacher conf. w/ student referral note home to parents 1-ASD	Student conf. w/ teacher & counselor / note home to parents 2- ASDs	A. 1 day ISS Parent conf.	A. 2 days ISS	Suspension (3days) Conf. w/parents	Suspension (10 days) Conf. w/ parents.	Expulsion
<b>Disorderly or Disruptive conduct</b>	student conf. w/ teacher/ referral note to parents 1-ASD	student conf. w/ teacher & counselor/ referral note to parents 2-ASDs	A. 1 day ISS	A. 2 days ISS parent conf.	Suspension (3 days) Parent conf.	Suspension (10 days) Parent Conf.	Expulsion
<b>Obscene Materials</b>	Student conf. w/ teacher/ referral note to parents	Student conf. w/ teacher & counselor/ referral note to parents	1 day ISS	2 days ISS parent conf.	Suspension (3 days) parent conf.	Suspension (10 days) parent conf.	
<b>Offensive/ Obscene Language to Staff</b>	1 day ISS	2 days ISS parent conf.	Suspension (3 days) parent conf.	Suspension (3-10 days) parent conf.	Suspension (11-90 days) parent conf.	Refer to school board for possible expulsion	
<b>Disruptive/Harmful Devices</b>	Student conf. w/teacher/ referral note to parents	Student conf. w/teacher & counselor/ referral note to parents	2-ASDs	1 day ISS parent conf.	2 days ISS parent conf.	4 days ISS parent conf.	Expulsion

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>SIXTH</b>	<b>SEVENTH</b>
<b>Reckless Endangerment</b>	Student conf. w/ teacher/ referral note to parents	Student conf. w/ teacher & counselor/ referral note to parents 1-ASD	2-ASDs	1 day ISS	2 days ISS parent conf.	Suspension (3 days) parent conf.	
<b>Littering</b>	Clean up mess created.	A. Clean up mess B. 1 day ISS	A. Clean up mess B. 2 days ISS parent conf.	Clean up mess Suspension (3 days) parent conf.	Clean up mess/ Suspension ( 6 days)/ parent conf.		
<b>Alcohol/ Drugs</b>	suspension (10 days) Inform juvenile authorities. Age & accountability considered	suspension (11-90 days) by Superintendent inform juvenile authorities/ parent conf.	refer matter to school board. possible expulsion for remainder of the year.				
<b>Alcohol/Drugs (selling of, buying of controlled substance)</b>	90 day suspension by superintendent/ inform juvenile authorities	refer matter to school board. expulsion for remainder of the year possible.					
<b>False Alarm</b>	Suspension (10 days)	Suspension (11-90 days)	Expulsion				
<b>Gambling/ Extortion</b>	Student conf. w/ teacher/ note to parents	Student conf. w/ teacher & counselor/ note to parents 2-ASDs	1 day ISS	2 days ISS parent conf.	Suspension (3 days) parent conf.	Suspension (5 days) parent conf.	
<b>Harassment</b>	Warnings or loss of recess (3 recesses)	Loss of 6 recesses	1 day ISS parent conf.	2 days ISS parent conf.	3 days OSS parent conf.	Expulsion	
<b>Fighting Severe go to step 3</b>	Student conf. w/teacher/ referral note to parents 1-ASD	Student conf. w/teacher & counselor/ referral note to parents 2-ASDs	1 day ISS	2 days ISS parent conf.	3 days OSS parent conf.	5 days OSS parent conf.	Expulsion
<b>Hazing</b>	Warning or loss of 3 recesses	Loss of 6 recesses	2 days ISS parent conf.	3 days OSS parent conf.			
<b>Public Display of Affection</b>	Student conf. w/ teacher/ note to parents	Student conf. w/ teacher & counselor/ note to parents 2-ASDs	1 day ISS	2 days ISS parent conf.	3 days OSS parent conf.	5 days OSS parent conf.	
<b>Sexual Harassment physical</b>	Warning or ASD	1-180 days ISS	1-180 days OSS				



<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>SIXTH</b>
<b>Sexual Harassment verbal</b>	Warning or ASD	2-ASDs	1 days ISS parent conf.	3 days ISS Parent Conference	1 day OSS Parent conf.	3 days OSS Parent conf.
<b>Theft: Juvenile authorities will be contacted from 2nd offense on.</b>	A. 2 days ISS restitution and parent conf.	3 days OSS restitution and parent conf.	6 days OSS restitution and parent conf.	10 days OSS restitution and parent conf.	Suspension by superintendent (11-90 days) restitution and parent conf.	Refer to school board for possible expulsion/ parent conf.
<b>Theft over \$50</b>	1 day of OSS	10 days of OSS	Expulsion restitution			
<b>Threatening to Student</b>	2 days ISS	4 days ISS	5-10 days OSS parent conf.	Suspension by superintendent (11-90 days) parent conf.	Refer to school board for possible expulsion for remainder/year	
<b>Threatening to Staff</b>	Student conf. w/ teacher/ referral note to parents	2 days ISS parent conf.	Suspension (5-10 days) parent conf.	Suspension by superintendent (11-90 days) parent conf.	Refer to school board for possible expulsion for remainder/year	
<b>Possession or use of Tobacco</b>	1 day ISS	2 day ISS parent conf.	Suspension (3 days) parent conf.	Suspension (5days) parent conf.	Suspension 10 days parent conf.	Suspension by Superint. 11- 90days
<b>Tardies (Unexcused per quarter)</b>	4 Tardies = Adminis. Conf./ parent letter	Tardies over 4 will result in an ASD detention per tardy.				
<b>Truancy</b>	Conf. with Prin. Student/Parents Inform Juvenile Authorities	1 day ISS inform juvenile authorities	2 days ISS Inform juvenile authorities Parent Conf.	3 days OSS inform juvenile authorities/conf. w/parents	5 days OSS inform juvenile authorities/ conf. w/parents	
<b>Unauthorized Entry</b>	Warning or loss of 3 recesses	Loss of 6 recesses	2 days ISS parent conf.	3 days OSS parent conf.		
<b>Vandalism</b>	1 day ISS and restitution	2 days ISS and restitution parent conf.	3 days OSS with restitution and parent conf. inform juvenile authorities	10 days OSS with restitution and parent conf./ inform juvenile authorities.	Suspension by Superintendent (11-90 days) parent conf.	Refer to school board for possible expulsion/ parent conf.
<b>Vandalism over \$50</b>	1-180 days ISS Restitution	1-180 days OSS Restitution				
<b>Weapons</b>	Suspension (1-10 days)	Suspension (11-90 days)	Expulsion			

### **CHRONIC DISCIPLINE REFERRALS**

Any student referred to the Principal's Office who has already received ISS or OSS on three separate occasions during the school year will also receive an additional punishment:

4 <sup>th</sup> offense	3 days OSS
5 <sup>th</sup> offense	5 days OSS
6 <sup>th</sup> offense	7 days OSS
7 <sup>th</sup> + offense	10 days OSS

### **DRESS AND GROOMING**

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

Some general stipulations include:

1. Students are to dress conservatively.
2. Clothing which is disruptive to the educational process or which is lewd, obscene or suggestive is prohibited.
3. Abbreviated clothing, including halter tops and short shorts or any item baring the midriff, are not to be worn. Spaghetti strap tops and shirts with large armholes which expose the chest, muscle shirts and/or low necklines are not acceptable attire for students. Pants must be worn at or above the hips.
4. Hair color must be of a natural color. Hats may not be worn in the building.
5. Clothing bearing symbols of tobacco or alcohol will not be allowed.
6. Pajama bottoms are not to be worn except on those special occasions as permitted by classroom teachers.
7. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards. Students must realize that sloppy dress tends toward sloppy work and an indifferent attitude.

### **SCHOOL PROPERTY**

Student marking on or damaging school property or equipment will be responsible for paying for and/or cleaning/repairing the damage done.

### **WEAPONS**

Weapons of any kind, including pocket knives, will be confiscated by the principal and/or teacher. Notice will be given to parents to claim the item. A second offense of this nature will result in disciplinary action.

### **FIREARMS AND OTHER WEAPONS** Everton R-III School Board Policy FILE: ECA Critical

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials and those designated by the School Board and the Superintendent. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R.

### **SAFE SCHOOLS ACT SUMMARY**

The following information summarizes the main parts of the safe schools act that apply to students. It is important that every student and parent become familiar with the law because it drastically changes the way in which schools handle student behavior, proof of residency, and reporting procedures.

- **SCHOOL DISCIPLINE POLICIES:** Schools are required to establish written discipline policies. Everton's discipline policy has been revised in accordance with the mandates from the Safe Schools Act and has been approved by the Board of Education.
- **REPORTING REQUIREMENTS:** District administrators are required to report certain violent acts, certain behavior that would be felonious if the student were an adult, weapon possessions, and drug possessions to appropriate law enforcement agencies. The most common of these acts is third degree assault. By definition, a person commits assault for the third degree if that person:
  - \* Attempts to cause or recklessly causes physical injury to another person; or,
  - \* With gross negligence, causes physical injury to another person by means of a deadly weapon; or,

- \* Purposely places another person in apprehension of immediate physical injury; or,
  - \* Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body, of another person; or,
  - \* Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.
- **STUDENT SUSPENSION FOR WEAPONS:** The Safe Schools Act provides for a minimum one-year suspension or expulsion for a student who brings a weapon to school. Everton R-III District has defined a weapon as:
    - \* Firearm: as defined in 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994).
    - \* Knife: Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
    - \* Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.
  - **DISCIPLINE RECORDS:** Districts are required to compile and maintain discipline records on all students. These records must be made available to certain district personnel and be sent to any district a student subsequently attends.
  - **RESIDENCY ISSUES:** Prior to registration of a pupil, parents or legal guardians must establish proof of residency, or must request a waiver of the proof of residency. Submitting false information relating to residency is defined as a Class A misdemeanor.
  - **STATEMENT OF DISCIPLINARY HISTORY:** The Everton R-III School District requires a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol, or drugs, or willfully inflicted injury on another. Persons making a false statement are guilty of a Class B misdemeanor.

### **SELLING IN THE SCHOOL OR ON SCHOOL PROPERTY**

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

### **SOLICITATIONS**

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

### **PATRON/STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or 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:

- 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. The principal may require a written grievance before a parent conference is considered.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a written 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.
- 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.

### **PUBLIC COMPLAINTS**

All persons are assured that they may utilize this procedure without reprisal. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent or the Board. The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning the school district should be directed to the principal.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. Complaints of this nature can be directed to the appropriate section of the Department of Elementary and Secondary Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.

### **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA.)

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local or Department personnel.

### **THE ELEMENTARY SCHOOL CURRICULUM**

The elementary program seeks to provide an opportunity for each student to attain their maximum learning potential. Emphasis is placed on the Reading, Writing, and Arithmetic as these form the basis of a sound educational foundation and provide skills which will serve the student in future learning pursuits. Our instructional program is an ever-changing one to meet students' needs and to implement improved teaching-learning strategies.

Students receive instruction in the following areas during their elementary years:

#### **LANGUAGE ARTS**

This area includes instruction in writing, spelling, listening and speaking skills. The objective is to develop essential written and oral communication skills. The emphasis begins in kindergarten with learning to follow oral directions, detect likenesses and differences, recall the sequence of events in a story and classify objects into appropriate groups. By the completion of elementary school, each student should be able to write in complete sentences with proper grammatical construction and correct spelling and punctuation. They should be able to apply these skills in writing correspondence such as business letters and reports.

#### **READING**

We feel reading is of the utmost importance to each student's present and future success, and our reading program reflects our concern that each child read effectively. Our developmental reading program begins with reading readiness skills such as auditory and visual discrimination activities and allows the student to progress at his/her own rate in a systematic fashion. The program is designed to individualize instruction based on the student's needs and reading levels. The objective is to develop the student's oral and silent reading skills to the point that the student is an efficient reader. Our reading program utilizes Accelerated Reader and the STAR reading test. We also use the Houghton-Mifflin Reading Series.. Every child also has the opportunity to obtain a Reading Circle Certificate each year. To receive the certificate, each child must meet state criteria. See your child's teacher for his/her grade level requirements. There are a few concepts about reading with which you should be familiar to better understand your child's program:

- Children learn to read at different rates.

- Children in any particular class, regardless of the organizational pattern used, will show different strengths and weaknesses in reading.
- Children must be taught on or near the levels at which they read if progress in reading is to occur.
- Many factors interpret your child's reading grade; both the grade and level on which he/she is reading must be looked at together.

### **MATHEMATICS**

Stress is placed on developing the skills of addition, subtraction, multiplication, and division that are needed to successfully solve the mathematical problems encountered in everyday living. The objective is to develop the ability to apply these skills in situations requiring math computations. By completion of grade six, students should be able to multiply a number by a two digit factor, solve division problems with one digit divisors, read and write decimals, add, subtract, multiply, and divide fractions, interpret simple graphs, and figure area and perimeter.

### **SOCIAL STUDIES**

During the course of his/her studies, the student will learn about the world he/she lives in, beginning with his/her own community and progressing to a study of the state, nation and continents. The objective is to develop the student's understanding of the United States and its form of government while familiarizing him/her with the many other ways of life in our world. Students are also exposed to different career areas and specific occupational choices.

### **SCIENCE**

The student learns about basic scientific concepts. The objective is to develop his/her understanding of matter, time, space and their inter-relationships with the environment in which we live.

### **PHYSICAL EDUCATION**

Students receive a regular program of physical exercise and activities intended to develop their growing bodies and provide for good physical exercise and activities intended to develop their growing bodies and provide for good physical conditioning.

The basic objectives of the program are to:

- Develop and maintain maximum physical efficiency.
- Develop useful physical skills.
- Act in socially useful ways.
- Promote wholesome physical recreation.

A student who is ill or has a disability which necessitates a "limited" physical education program must have a doctor's statement to the effect.

### **ART**

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

### **MUSIC**

The music program is designed to teach students basic musical skills and to expose them to different types of music, thus enhancing their appreciation of different forms of music. All students will participate in Christmas and Fine Arts Night performances.

### **LIBRARY**

Each elementary student will have the opportunity to use the library at least once a week during a regularly scheduled library time. Students are permitted and encouraged to check out books, reference materials, etc. Students are expected to pay for lost or damaged books. Students will learn research skills and use of the Dewey Decimal System.

### **COUNSELING**

Students will have the opportunity to participate in a bi-weekly classroom guidance activity which will be centered around objectives such as abstinence from drug/alcohol/tobacco use, conflict resolution, family relations, friends, study skills, careers, getting along with others, etc. In addition, students may go to the counselor for individual problems.

## **TITLE I READING**

Students are pulled out of the regular classroom during a non-instructional time to receive individualized help on reading skills.

## **AT-RISK PROGRAM**

Students who are at-risk of not being successful in school are identified through pre-existing criteria. A plan is developed to help the student with identified problem areas.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Everton R-III District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Karl Janson, P.O. Box 107, Everton, MO 65646, (417)535-2221.

Superintendent Janson coordinates this institution's efforts to comply with the regulations implementing both Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing P.L. 83-112, P.L. 94-142, Title VI, Title IX, or Section 504.

## **PUBLIC NOTICE**

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 as having a disability and in need of special education even though they are advancing from grade to grade. The Everton R-III 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, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Everton R-III School District assures that it will provide the 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 Everton R-III 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 Everton R-III 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, 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 the Superintendent's office during regular school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Everton R-III Schools.

This notice will be provided in native languages as appropriate.

## **PUBLIC NOTICE ON STUDENT RECORDS**

In compliance with P.L. 90-247, the EVERTON R-III School wishes to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized tests, inventories, attendance, and medical immunization records of each student enrolled. Parents may request to review the records that are kept on their children by inquiring at the principal's office.

Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the

student's records will be forwarded to the appropriate institution after appropriate signatures have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: name, address, grade level, telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, if members of athletic teams. If a parent does not wish such information to be released, signed written notice to that effect should be provided to both the sponsor of the depicted activity as well as the school principal before September 1 of each school year.

Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent recording containing the student's name, address, phone number, grades, attendance record, test scores, classes attended, grade level completed, and year completed will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students will be provided an opportunity for the correction or deletion of such data. In such a case, a request for a hearing to challenge the content of their child's school record for clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Educational Rights and Privacy Act Office (FERPA), Department of HEW, 330 Independence Ave. S.W. Washington, D.C. 20201.

Board policies in regard to the release of student records may be viewed at the office of the Superintendent of Schools, Everton, Missouri.

### **NCLB COMPLAINT PROCEDURES**

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

#### **Who May File a Complaint**

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

#### **Definition of a Complaint**

There are both formal and informal complaint procedures.

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

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

#### **Alternatives for Filing Complaints**

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

#### **Informal and Formal Complaints Received by the Local Education Agency**

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

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections 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 program operations 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.

### **Formal Complaints Initially 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, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals**

#### **Appeal to the SEA**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board.

Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints Against SEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints Against LEAs Received from the United States Department of Education**

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



## Procedure Dissemination

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

## NCLB TEACHER CERTIFICATION NOTIFICATION

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 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 consecutive weeks by, a teacher who is not highly qualified.

## MAKING MANDATED REPORTS TO DIVISION OF FAMILY SERVICES

The Everton R-III School District believes that protecting children is crucial to our mission as a school. In the event that school personnel feel that there is "reasonable cause of suspect" for child abuse or neglect we will report the suspicion to the Division of Family Services. Since we are mandated by the state we use the philosophy of "when in doubt report."

### Child Abuse/Neglect Reports By Mandated Reporters REPORTING REQUIREMENT (210.115.1 RSMo)

"When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other childcare worker, juvenile officer, probation or parole officer, jail or detention center personnel, **teacher, principal or other school official**, minister as provided by section 352.400, RSMo, peace officer or law enforcement official, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183. As used in this section, the term "abuse" is not limited to abuse inflicted by a person responsible for the care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person."

**Reasonable cause to suspect** means a standard of reasonable suspicion, rather than conclusive proof. When a person is required to report in an official capacity as a staff member of a school facility, the person in charge shall be notified. That person in charge becomes responsible for immediately making or causing a report to be made. This is not meant to relieve anyone of their responsibility from making a report. A report may also be made to any law enforcement agency or juvenile office, although this does not take the place of making a report to CD. Section 210.109.3, RSMo, states mandated reporters may not make child abuse/neglect (ca/n) reports anonymously provided the reporter is informed that reporter information will be held as confidential.

**Abuse** is defined as: "...Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse."

**Neglect** is defined as; "...Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-

being.”

***Those responsible for the care, custody, and control of the child*** are defined as:

“...Those included but not limited to the parents or guardian of a child, other members of the child’s household, or those exercising supervision over a child for any part of a 24 hour day. Shall also include any adult, who, based on the relationship to the parents of the child, members of the child’s household or the family, has access to the child.”

(Section 210.110 RSMo)

**IMMUNITY/PENALTIES (Section 210.135 RSMo)**

The law provides immunity from civil or criminal liability to those who are required to make reports with CD, any law enforcement agency, or the juvenile office in the completion of an investigation/family assessment. Immunity is provided regardless of the outcome of the investigation/family assessment; however, it does not apply if a person intentionally files a false report. Failure to report is a Class A misdemeanor for a person who is required under the law to report. Filing a false report is also a Class A misdemeanor.

**EDUCATIONAL NEGLECT**

Educational neglect must be differentiated from truancy (a status offense). When a child is continuously absent from school through intent or neglect of the parent or caretaker, there is educational neglect. When the child is absent through his/her own intent, this is truancy and not reportable as child abuse/neglect. Home schooling does not constitute educational neglect. When a parent or caretaker is providing a child an education in their own home the report should be referred to the Superintendent of Schools of the appropriate school district.

**INDICATORS/CHARACTERISTICS OF EDUCATIONAL NEGLECT:**

The indicators of child abuse/neglect vary. No child or caretaker will exhibit all of the physical or behavioral indicators listed, and some of the indicators are contradictory. The behavior of an abused or neglected child and other family members may be sporadic and unpredictable. Indicators should be used only as a general guide.

- A child being held responsible for the care of other children during the school day while the parent works;
- A parent who is unable to get the child fed and dressed on time to attend school;
- Failure of the parent to obtain and/or cooperated with special or remedial instruction for the child when recommended and provided by the school and the child is not succeeding in current class placement.

**PARENTAL/FAMILIAL CHARACTERISTICS:**

- Highly stressful family situations;
- Single parent family with several children in the household;
- Insufficient financial and other resources for child care.

**OTHER FACTORS TO CONSIDER:**

- Parent has been advised by school personnel of child's excessive absenteeism/special educational needs;
- Parent is providing home schooling;
- Parent's religious practices prevent child's attendance in public school setting.

**Parent/Guardian:**

The Everton R-III School District Board of Education has established this student handbook containing the discipline policy in order that students and parents alike can be well informed as to the contents of the discipline policy as well as the procedures of Everton Elementary School.

Please read this handbook carefully. Since it does contain the discipline policy and procedures of the elementary school, make sure your child understands what is written. If you have any questions about any part of this handbook, please call me at 535-7102.

Please sign the following statement and return this form to the office by August 20, 2013. Students must have this form signed by a parent or guardian and returned to school in order to be eligible to participate in extra-curricular activities.

Thank You,

*Dr. Karl Janson*  
Superintendent/ 9-12 Principal

*Mrs. Heather Harden*  
K-8 Principal

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I have read and understand what is expected of my child according to the Everton R-III School District handbook.

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Student's Name

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Parent/Guardian Signature