

# **EVERTON ELEMENTARY SCHOOL STUDENT HANDBOOK**

**2023-2024**



**“EARN YOUR STRIPES”**

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# **EVERTON R-III SCHOOL DISTRICT**

509 E. School St.  
Everton, MO 65646  
www.evertontigers.org

417-535-2221

Fax: 417-535-4105

Dear Students, Parents, and Guardians,

On behalf of the faculty, staff, and administration of the Everton R-III School District, welcome to the 2023-2024 school year! We are absolutely thrilled to embark on this exciting journey with each and every one of you.

As we open the pages of this year's handbook, we hope you see more than just word on paper; we hope you see the heart and soul of our school culture. A culture that fosters accountability and cherishes growth. We believe that every student who walks through our doors brings something unique to our community, and together, we can create an environment where everyone thrives.

This handbook is not just a manual; it's a roadmap to success. It encapsulates the principles that guide us - principles of respect, kindness, and dedication to learning. Within these pages, you will find a treasure trove of information, from school procedures and expectations to a variety of programs and opportunities.

We encourage parents and guardians to take in active role in their student's educational experience by familiarize themselves with with the contents of this handbook as there are several changes. This will aid our collaboration as partners in your student's academic success. Together, we can achieve greatness and make this year one to remember!

Thank you for your continued support, and we eagerly anticipate the wonderful moments that await us in the coming school year. Let's make it extraordinary!

Sincerely,

Mr. Will Darter  
***District Superintendent***



Mrs. Jennifer Miller  
***K-12 Principal***

## **MISSION STATEMENT**

Purposefully engaging students with quality educational experiences, while inspiring them to become life-long learners and thriving citizens.

## **VISION**

Dream. Believe. Achieve. Inspire.

## **BELIEFS**

We believe...

- Every student deserves a positive and safe learning environment.
- Every student will graduate with the dreams and skills to pursue any path that inspires them.
- Every student deserves opportunities to grow life-long leadership skills.
- Good character is essential to a successful and fulfilling life.
- Input of the community is valuable in the decision making process.
- Communication and cooperation are essential to reaching our school vision & goals.

## **SCHOOL SONG**

*(Written 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 river 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 CREED**

We are the Everton Tigers.  
We take PRIDE in who we are and who we are becoming.  
We have the power to make positive choices that shape our futures.  
Today, we dedicate ourselves to act with Respect, Responsibility, Integrity, and Empathy as we fearlessly try, learn, and grow.  
We are the Everton Tigers!

## **SCHOOL COLORS**

Black & Gold

## **SCHOOL MASCOT**

Tigers

## **SCHOOL CONTACT INFORMATION**

Address: 509 E. School St.

Everton, MO 65646

Phone: 417-535-2221

Fax: 417-535-4105

Website: [www.evertontigers.org](http://www.evertontigers.org)

School Hours: 8:00 a.m. - 3:42 p.m.

(Breakfast Service begins at 7:30 a.m.)

Like the "Everton R-III Schools" page on Facebook to stay up-to-date on school news.

## **SCHOOL CALENDAR ACCESS**

Use the following link to access the School Calendar online:

<http://www.tinyurl.com/evertonschoolcal>

Use the (+) button to add the Google Calendar to your own.

# 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Everton R-III School District	
509 East School Street Everton, Missouri 65646 417-535-2221 (Fax) 417-535-4105	
Aug 16	New Teacher In-Service
Aug 17 & 18	Professional Development Days
Aug 17	Open House
Aug 22	First Day of School
Sep 25	MTC PD Conference
Oct 20	End of First Quarter
Oct 30	Parent/Teacher Conference 1-7 PM
Nov 6	Teacher In-Service
Nov 20-21st	School in Session
Nov 22-24	Thanksgiving Break
Dec 4	Teacher In-Service
Dec. 18,19,20	School in Session
Dec 20	End of Second Quarter 1/2 Day
Dec 21 - Jan 1	Christmas Break
Jan 2	First Day of Second Semester
Jan 8	Teacher In-Service
Feb 5	Teacher In-Service
Mar 1	End of Third Quarter
Mar 4	Teacher In-Service
Mar 11-15	Spring Break
April 8	Teacher In-Service
May 11th	Graduation
May 20-23	School in Session
May 23	Last 1/2 Day of School
Aug 16, 17, 18, Sept 25, Oct 9, Nov 6, Dec 4, Jan 8, Feb 5, Mar 18, April 8	

**Mondays in Session**  
Nov 20; Dec 18; May 20



January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Daily Events**  
Doors Open at 7:30 AM  
Breakfast Served at 7:35 AM  
Classes Begin at 8:00 AM  
School Dismisses at 3:42 PM

First Quarter	36 Days
Second Quarter	32.5 Days
<b>First semester</b>	<b>68.5 Days</b>
Third Quarter	36 Days
Fourth Quarter	43.5 Days
<b>Second Semester</b>	<b>79.5 Days</b>
<b>Total: 147 Days x 7.284 Hours = 1070.748 hours</b>	
<b>2 (.5 Days) x 4.200 = 8.4 hours</b>	

**Make-Up Days**  
First 4 Days - No Make Up  
5 AMI days  
Jan 22, Feb 19, Mar 18, Apr 22  
Other days may be added as needed

Classes Not In Session  
District Breaks

Teacher In-Service (no school for students)  
Quarter Starts and End Dates/Parent Teacher Conferences/In-Session Days

## **EVERTON R-III SCHOOL PERSONNEL 2023-2024**

### **SCHOOL BOARD**

Mrs. Holly Fifer - President  
Mr. Lyndell Greer - Vice-President  
Mr. Kenneth Ball - Treasurer  
Mrs. Katelyn Schloesser - Secretary  
Mr. Bus Bryant - Member  
Mr. David Davis - Member  
Mrs. Kenna Morris - Member

### **ELEMENTARY FACULTY**

Mrs. Tiffany Storey - Kindergarten  
Mrs. Stephanie Cox - First Grade  
Mrs. Lacey Daniels - Second Grade  
Mrs. Katie Harris - Third Grade  
Mrs. Melody McGrady - Fourth Grade  
Mrs. Ellie Long - Fifth Grade  
Mrs. April McCarty - Sixth Grade  
Mr. Skylor Horton - Health/P.E.  
Mrs. Dana Dreier - Visual Arts  
Mrs. Terri Carr - Music  
Mrs. Jill Hunt - Title I Reading/Math  
Ms. Melody Drawbond - Librarian  
Mrs. Michelle Adams - School Counselor  
Mrs. Kim Gladden - Special Education  
Mrs. Carla Hayes - Special Ed. Aide  
Mrs. Darla Spalding - Pre-K Director  
Mrs. Regina Hurd - Parents As Teachers/Pre-K Aide  
Mrs. Jessica Vandyck - Paraprofessional/Pre-K Aide

### **ADMINISTRATION/SECRETARIAL STAFF**

Mr. Will Darter - Superintendent  
Mrs. Jennifer Miller - K-12 Principal  
Mrs. Kim Gladden - Athletic Director  
Mrs. Susan Vandegrift - Bookkeeper  
Mrs. Cheryl Parker - Administrative Secretary

### **SUPPORT STAFF**

Mrs. Suzanne Steeley - Head Cook  
Mr. Bobby Moore - Assistant Cook  
Mr. Steven Morris - Custodian/Maintenance  
Mrs. Sharon Ray - Custodian/Maintenance  
Mr. Will Darter - Transportation Director  
Mr. Lynn Kenney - Bus Driver  
Mrs. Cheryl Bryant - Instructional Coach



## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each individual should be given the opportunity to develop and achieve to the maximum extent possible. Accordingly, the educational programs and services at Everton R-III Schools are designed to meet the various needs of all students. Our programs and services do not discriminate against any individual on the basis of race, creed, color, sex, national origin, economic status, or disability.

## **DRUG/TOBACCO-FREE CAMPUS**

As part of Missouri's Safe Schools Act, the Everton R-III School District is a drug/tobacco-free campus at all times. Discipline measures will be taken against students and patrons who are found to possess or use drugs/tobacco products, including vapes or e-cigarettes, on campus during school hours or during activities that take place on campus.

## **SCHOOL HOURS**

The school doors open for breakfast at 7:30 a.m. The school day for instruction is from 8:00 a.m. until 3:42 p.m. Tuesday through Friday. At 3:40 p.m., 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 should not arrive on school grounds before 7:30 a.m.** If they are not eating breakfast, they do not need to arrive until 7:45 a.m.
- **Students who eat breakfast must be in the cafeteria by 7:40 a.m. in order to be served breakfast.**
- No students are not to re-enter the building or grounds after they are dismissed without express permission or purpose.

## **VISITORS TO THE SCHOOL**

Visitors are 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. We also want our students to be safe and interruptions to instructional time to be kept at a minimum. Mornings, in particular, are an extremely busy time for teachers. For these reasons, we ask that visitors follow these guidelines.

- ***Any individual visiting the school for any reason must report first to the office.***
- ***No adults should proceed with children into the hallway, classroom, or cafeteria without prior approval from the principal or a prior arrangement with the classroom teacher.***
- ***Please make arrangements to eat lunch with your child, or visit classrooms prior to the day that you plan to visit.***
- ***While in our school, please observe our school rules.***

## **ENROLLMENT/REGISTRATION INFORMATION**

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 or have successfully completed kindergarten in a public school (RSMo. 160.053).

All students enrolling in our school from another school system must furnish the following documents:

- Completed Registration/Enrollment Packet
- Immunization Records
- Academic Records (last report card/progress report, IEP, 504, etc.)
- Discipline Records
- Government-issued Picture ID from Registering Adult

- Student Birth Certificate
- Proof of Residency
- Verification of Guardianship/Custody (if applicable)

### **KINDERGARTEN SCREENING**

Kindergarten Screening is conducted during the Spring for those children who will enter kindergarten in the fall. At this time, children are pre-enrolled for the upcoming school year as well as screened to aid in detecting any physical, behavioral, or educational problems that might interfere with a child's success at school. The exact dates will be announced through the newspapers as well as the School's Facebook page and website.

### **NEW STUDENT REGISTRATION**

New students entering during the school year should contact the school office for enrollment information. We will need a records request from the school the student is transferring from as well as the documents listed in the bulleted list above. Students will not be allowed to attend classes without this information. Parents MUST provide a contact number for emergencies.

### **CUSTODY ISSUES**

All current custody documents must be on file in the student's cumulative file; however it is not the school's responsibility to interpret the judgment regarding custody of any student enrolled in our school. We will use the official court documents to help disseminate education information to parents. **It is the parent's responsibility to see that the school has the most recent set of custody documents.**

### **LATE ARRIVALS AND EARLY DEPARTURES**

All students who arrive late or leave school early must sign-in and/or sign-out at the elementary office. Parents may also call the office requesting that a student leave school, however, **students will not be allowed to call from the office to get permission to leave.**

Upon returning to school the student must obtain an admittance slip from the office for admittance to classes that were missed. Students will not be given approval to leave for lunch. No student may leave the school for any reason without prior approval from the office and parental permission. Failure to have approval will result in the student being in violation of the truancy policy (See "Discipline"). Students are considered absent if they miss 15 minutes or more in a class.

Only parents or an authorized adult can sign a student out in person to remove them from school early even if the release is due to illness. If the parent/guardian is requesting the child leave with another person, a note from the parent must be present to the school office at the beginning of the day.

### **SICK STUDENT POLICY**

Under no circumstances should a sick student be brought or come to school. Sick students will expose all students and staff members who they come in contact with and contribute to the spread of illness. Because this is disruptive to our learning environment, as well as other students and their families, your cooperation on this issue is extremely important. If you choose to keep your student home, please contact the school office at 417-535-2221.

In the event a student becomes ill at school and needs to be picked up, the parent(s) will be called and are expected to come pick the student up within one hour. If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick up the student. Students of driving age may sign out with parental consent.

Parental consent must be attained and verified by the office in order for the student to leave school property. In the event a student complains about not feeling well during the school day, the parent will be contacted.

### **SYMPTOMS REQUIRING REMOVAL OF STUDENT FROM SCHOOL:**

- Fever: Fever is defined as having a temperature of 100°F or higher. A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

### **SCHOOL DISMISSAL/CLOSINGS**

In case of a weather emergency or other situation which necessitates students being dismissed early from school, every attempt will be made to alert parents through the media. Parents should, however, have a procedure for their students to follow should this situation arise. When school is closed due to bad weather, school closing information can be heard on the following radio and television stations. Please do not call the school or message us on Facebook. Information about the School Messenger calling system will be sent home with the students early in the school year.

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| ● KYOO 1200 AM/99.1 FM – Bolivar     | ● KSPR channel 33 – Springfield |
| ● KTTS 1260 AM/94.7 FM – Springfield | ● KOLR channel 10 – Springfield |
| ● KWTO 560/98.7 FM – Springfield     | ● KYTV channel 3 – Springfield  |

### **ACADEMIC INFORMATION**

#### **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 students will be doing in the classroom.

#### **SHARED LEADERSHIP**

The Teachers and Staff at Everton Elementary School believe that in order for students to become successful leaders in life, they must be presented with authentic and meaningful opportunities to learn and practice the skills of successful adults. Students can expect to be asked to set goals (academic and personal) as well as help plan and participate in many leadership responsibilities this year. Students, along with teachers and staff, can expect to work on the school environment through service projects, beautification projects, and social projects. Students will take on leadership roles and responsibilities of their choosing that will help bring out their inner leadership qualities and strengths.

#### **HOMEWORK**

For most schoolwork, students will be given ample time to complete assignments in class. However, in the event that work is sent home, students will be required to turn in homework. Parents are asked to monitor homework completion on a daily basis and are responsible for monitoring their student's academic achievement by providing study time, attending Parent/Teacher conferences, and responding to teacher feedback/grade cards.

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 intended to be a punishment, rather it is a program designed to help promote success in school.

### **REPORT CARDS/PARENT-TEACHER CONFERENCES**

Progress reports will be sent to parents at mid-quarter of each quarter. Report cards will be given at the end of each quarter, unless the child owes fees or has missing library/textbooks, or other materials.

Parent/Teacher conferences will be held at the end of the first and third quarters (see school calendar for specific dates). Ongoing, positive parent/teacher communication is essential to promote a student's academic success.

### **TESTING/ASSESSMENT**

Students in grades 3-6 will participate in the statewide MAP testing in the Spring. Parents will be notified of exact testing dates. Results of all assessments will be made available to parents.

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 a 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).

### **TITLE I READING AND MATH**

The Title I program is now a part of a schoolwide plan instead of a targeted assistance. This gives the school more flexibility in utilizing resources to help assist struggling students. The school will be setting goals for overall improvement, and the assessment and strategies for said improvement will determine who and how students will be assisted. This is a supplement, not a supplant program, which means struggling students will be receiving extra reading/language and/or math help in times beyond those subjects are taught in the classroom.

### **RETENTION**

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.

## **MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP)**

The Missouri Course Access and Virtual School Program (MOCAP) is a K-12 virtual, tuition-based instructional program offered by the Missouri Department of Elementary and Secondary Education (DESE). Local school districts/charters are required to accept and not limit courses offered through MOCAP as units of credit toward meeting state and local graduation requirements, unless enrollment is deemed not the student's "best educational interest." MOCAP, like other online vendors, is a tuition-based program. Additional information including the course catalogue may be found on the MOCAP web page ([mocap.mo.gov](http://mocap.mo.gov)).

## **A+ TUTORING DISCLOSURE**

High School Juniors and Seniors who are working on fulfilling their tutoring hours for the A+ Schools Program will be placed in classrooms under the supervision of a classroom teacher to work one-on-one with students in academic subject areas.

A parent/guardian may request their child NOT be tutored by high school students by notifying the principal, classroom teacher, or school counselor by calling the school office at 417-535-2221.

## **SCHOOL COUNSELOR**

Ms. Adams is the K-12 School Counselor. Counseling services are available to all students. The counselor can help with personal problems, difficulties with classroom performance, and interpretation of test scores. Additionally, Ms. Adams instructs and informs students about decision-making, career choices, and social relationships.

## **TRAUMA-INFORMED SCHOOLS INITIATIVE**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

- "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
- "Trauma-informed school" - a school that:
  - realizes the widespread impact of trauma and understands potential paths for recovery
  - recognizes the signs and symptoms of trauma in students, teachers and staff
  - responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a "continuum" of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed. You can check out DESE's training on trauma-informed schools at <http://mimhtraining.com/introduction-to-trauma/>.

## **LIBRARY SERVICES**

Students may check out books from the library for recreational reading or for use in the classroom. All books must be returned before the end of the school year. Students may be required to pay for lost or damaged books.

## **SAFE INTERNET BEHAVIOR**

The District utilizes classroom lessons from the Common Sense Media Digital Literacy and Citizenship curriculum. The goal of this curriculum is to encourage students to harness the power of the Internet and digital technology for learning, and to become safe, responsible, and savvy digital citizens. Listed below are some ways in which Parents/Guardians can partner with the school to ensure student engage in safe internet practices:

- ***Discuss safe and responsible online behavior.*** Talk about who it's okay to chat with and what it's okay to talk about. Children shouldn't answer questions online that make them feel uncomfortable. They also shouldn't talk about adult topics with strangers.
- ***Make sure your child feels safe telling a trusted adult.*** If something creepy or inappropriate happens online, kids need to know they won't get in trouble if they tell an adult they trust.
- ***Remind your kids not to give strangers private information.*** Kids should never give out their name, address, school, phone number, email, pictures, or anything else that could identify who they are.
- ***Block, ignore, or leave.*** Most kids know to brush off unwanted contact. Encourage this behavior.
- ***Help your child master the fine art of password creation.*** Teach them:
  - Not to use passwords that are easy to guess, such as their nickname or their pet's name. People can guess these kinds of passwords.
  - Not to use any private identity information in their password. Identity thieves can use this information to pretend to be them.
  - Not to use a word in the dictionary as a password. Hackers use programs that will try every word in the dictionary to guess passwords.

## **SEXUAL HEALTH INSTRUCTION (see board policy IGAEB)**

The board of education recognizes that parents/guardians should be the primary source of sexuality education for their children. The board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

- **The district will offer and provide instruction to students in grades 6-12 in human sexuality, sexually transmitted diseases, and sexual abuse as required by law.**
- All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.
- Parents/Guardians have the right to remove their student from any part of the district's instruction on these topics upon written request.
- The district will make all materials used in the district's sexual health curriculum and sexual abuse instruction available for inspection by parents prior to the use of such materials in actual instruction. Parents may take advantage of this by making an appointment with the school office.

## **WITHDRAWAL FROM SCHOOL**

Parents of a student who withdraws from school for any reason should notify the principal and pick up a check-out form to be filled out by the student's teachers and returned to the principal's office before the student leaves. All school-owned materials must be returned to the office. All library fines and other outstanding fees or bills must be paid before a student's records will be forwarded to the school where that student enrolls. Educational records will be transferred to another school upon request from the parents or school in which the student is enrolling only if the student's records are unencumbered by fines. Students who leave school without graduating or enrolling in another school will be in violation of the compulsory attendance laws of the State of Missouri. In such a case, school personnel will report the violation to the literacy hotline.

## **PARTIES, SPECIAL ACTIVITIES, ASSEMBLIES, AND EXTRACURRICULARS**

Throughout the school year, the District hosts a variety of schoolwide and community events. Please acquaint yourself with the following points so as to take advantage of all opportunities for involvement.

- Awards assemblies will be held each quarter. Students will receive a variety of academic, attendance, and behavior awards. Parents and family members are welcome to attend.
- 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.
- Parties will begin at the scheduled time; room mothers may prepare for the party 15 minutes in advance.
- Food for parties must be commercially prepared and not homemade.
- Parents, please do not bring in treats for birthdays, etc. without prior notice to the classroom teacher.
- **We also ask that you not send invitations with your child to be handed out at school.**
- Students may 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.**

## **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, shortage of funds, or transportation conflicts.
- Field trips are a privilege, not a right. Students who exhibit frequent behavior problems or have more than 2 discipline referrals which involve detention or ISS will be ineligible to attend the trip.
- Students must ALSO maintain at least a **90% attendance rate** to attend any class or school field trips.
- Parents may meet students at field trip sight but may not ride the bus.
- ***Younger siblings are not to attend class field trips so as not to distract from the value for the school student.***

## **STUDENT INSURANCE**

The Missouri Department of Social Services offers student insurance at a reasonable rate for those families who do not have insurance or want additional insurance for their child through the MO HealthNet for Kids Program. Visit their website at <https://dss.mo.gov/mhd/> for more information. The school does not carry any medical or accidental insurance on students—that is the responsibility of the parents.

## **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 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 the purposes of this procedure.
- *Tardy* - A student is tardy if the student arrives after the expected class time 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 with the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

In all cases of an absence from school, it is the responsibility of the parent or guardian to call the elementary office (417-535-2221) or appear in person to verify the child's absence. If there is no contact made by 9:30 a.m., a school official will attempt to contact the parent/guardian of any student that is unaccounted for and verify the absence. If the absence cannot be verified, the student will be considered truant (see "Definitions").

Absences for school-sponsored activities will not be counted as absences when the student is under the direct supervision of a school staff member (field trips, athletic events, academic competitions, extracurricular organizations, etc.). If a student or parent/guardian knows of an absence, he/she should discuss it with the principal and teacher so necessary arrangements may be made in advance. 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 outside of the regular school day.

### **ATTENDANCE STANDARDS**

The following absences will be excused. Documentation must be provided as indicated and turned in to the elementary office on the day of the student's return. Documentation will not be accepted retroactively.

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 of 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 from administration.
9. **All other absences and any absence for which documentation is not provided are unexcused.**

### **CONSEQUENCES FOR EXCESSIVE ABSENCES**

Attendance in early grades is crucial to later academic development. For this reason, school officials will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and a parent/guardian has not contacted the school (by 9:30 a.m.), a school official will attempt to verify the absence. Once verified, the office will notify the classroom teacher.
2. **When a student has accumulated five (5) excused absences or three (3) unexcused absences in one semester**, an attendance letter will be sent home. Attendance letters will be sent home following each subsequent absence.
3. **When a student has accumulated eight (8) excused absences or six (6) unexcused absences in one semester**, the principal will set up a conference with the parent and teachers to discuss the student's attendance and current level of academic performance.
4. **When a student has accumulated ten (10) excused absences or eight (8) unexcused absences in one 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, a referral will be made to the Division of Family Services and/or Juvenile Authority.
5. **When a student has accumulated twelve (12) excused absences or ten unexcused (10) absences in one semester**, school officials may consider retention or require summer school attendance as a condition of promotion.
6. Students must maintain at least a **90% attendance rate** to attend any class or school field trips.

**Absences for district-sponsored or district-approved activities will not be counted as absences.** Students are expected to make up assignments from missed classes within the time period established by their teacher(s). 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 or may forfeit their eligibility for participation in future activities.

### **DUE PROCESS**

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 indicate or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taking to consider whether the reason for the absence justifies an exception to attendance rules.

### **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. Multiple tardies will result in student discipline according to the handbook (see "Prohibited Conduct").

## **BUS TRANSPORTATION RULES AND REGULATIONS**

Good student discipline is essential for the safe operation of our school buses. Expected bus behavior is set at the same standard as school behavior. Students must obey bus driver requests without question in the interest of their safety as well as that of their fellow bus riders. Specific bus policies are listed below:

1. Drivers are in charge of the pupils and the bus. Students must obey the driver promptly at all times.
2. Students should obey and respect the orders of bus monitors or chaperones on duty.
3. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Students should never stand in roadways while waiting for the bus.
5. Students must walk at least 10 feet in front of the bus when crossing the road. Wait for the driver to signal.
6. Unnecessary conversation with the bus driver is strongly discouraged so as to prevent any unwarranted distractions.
7. Classroom conduct is to be observed by students while riding on the bus, except for ordinary conversation.
8. The use of any tobacco (including smokeless or e-cigarettes) products on the bus is not permitted.
9. Students should not at any time extend any part of their body out of the bus windows.
10. Students should not throw trash or other rubbish on the bus floor or out of the bus window.
11. Students must not try to get on or off the bus, or move about within the bus while it is in motion.
12. Students must observe the directions of the bus driver when departing from the bus.
13. Any damage to the bus should be reported at once to the driver. Students responsible for damage will be required to pay for repairs or replacement.
14. Students must only ride the bus to which they have been assigned. Permission to ride another bus must be obtained from the office before students will be permitted to do so.
15. Busses will run the same route on a daily basis. Parents are responsible for any other transportation arrangements.
16. Drivers do have the authority to have a student suspended from the bus or assign seats for disciplinary reasons.
17. Students are not to eat or drink on the bus unless permitted by the bus driver.
18. Students must not place any objects in the bus aisle. All articles are to be kept in the lap or at the feet of a student.

Any bus disruptions will be reported in person to the principal by the bus driver at the completion of the route. After the discussion, the principal will be responsible for student discipline according to the handbook (see "Prohibited Conduct").

## **OFFICE 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 are 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 who need to call home should use the school phone, not a personal device.***

Students are not to have cell phones on or in use during school hours. It is 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.

### **CAFETERIA**

Students may purchase breakfast and lunch each day. Free and reduced priced meals are available according to eligibility. All students will receive applications for free and reduced meals the first week of school. Applications may also be picked up in the office.

1. Parents are encouraged to pay for meals weekly, monthly, or quarterly to avoid negative balances.
2. A student may not accumulate more than ten unpaid meal charges.
3. Students may not charge a la carte items.
4. A student with money in hand will not be denied a meal even if the student has past due charges.
5. A student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal.
6. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.
7. **Per MSBA policy adopted by the Everton School District, students' lunch charges may not exceed \$20 for more than 90 days or the account will be turned over to a collection agency.**
8. All money should be placed in an envelope with the student's name, grade, teacher's name (if applicable), and amount enclosed and turned into the elementary office.

### **CAFETERIA PRICES**

	<u>Breakfast</u>	<u>Lunch</u>	<u>Milk</u>
Students (K-6)	1.30	1.95	.50
Students (7-12)	1.30	2.20	.50
Adults	1.30	3.05	.50

### **BICYCLES**

Students are allowed to ride bicycles to school, however, students in kindergarten through second grade 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. The district is not responsible for any damage to personal property while on school grounds.

### **EMERGENCY DRILLS**

Fire, intruder, earthquake and tornado drills will be conducted at regular intervals throughout the school year. Procedures are posted within each classroom. Students will be given specific 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 best to keep your child at home if they have 100° temperature. A fever indicates that the body is fighting off infection, which means your child is vulnerable and likely contagious. Wait at least 24 hours after the fever has come down and stabilized without medication prior to sending your child back to school. 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 its 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. The Everton R-III School District has the following policies:

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. Guidelines will be sent home in accordance of occurrence and must be adhered to prior to student returning to school. 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.
3. Students requiring prescription medication during school hours must have on file a parent authorization as well as a doctors authorization form in order for nurse/health clerk to distribute medication to student. Prescription medications must be in original bottle.
4. If a parent/guardian requests care for epilepsy or seizure disorder for their student, the school nurse/health clerk will create an individualized health plan (IHP) and an individualized emergency health plan (IEHP) for the student. Parents/Guardians must provide the school with written authorization for implementation of the plan annually. The school nurse will update the plans before the beginning of each school year and as necessary if there is a change in the health status of the student. Both the IHP and the IEHP will include, but not be limited to, the following:
  - Notice about the student's condition for all employees who interact with the student.
  - Written orders from the student's physician or advanced practice nurse describing the required care.
  - The student's symptoms and recommended care.
  - Whether the student may fully participate in exercise and sports, any contraindications to exercise and any required accommodations.
  - Accommodations for school-related activities, such as school trips, after-school activities and class parties.

- Information for school employees about how to recognize indicators of and provide care for epilepsy and seizure disorder; epilepsy or seizure disorder first aid; when to call for assistance; and parent/guardian and emergency contact information.
- Medical treatment issues that may affect the student's educational process.
- The student's understanding of and ability to manage the epilepsy or seizure disorder.
- How to maintain communication with the student, parents/guardians, the student's healthcare team and the school nurse or the person designated to work with the student in the absence of the school nurse.

### **ADMINISTERING MEDICINES TO STUDENTS**

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.) **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.
- D. The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

#### **II. OVER-THE-COUNTER MEDICATION**

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

#### **III. EMERGENCY MEDICATION/MEDICAL EMERGENCIES**

- A. Emergency medication and physician's orders for such medication shall be kept in a secure place but easily accessible to qualified, designated personnel.
- B. School personnel who are trained to administer CPR, AEDs, Pre-Filled Epinephrine Auto Syringes (brand name *EpiPen*), and Naloxone (brand name *Narcan*) will do so during medical emergencies in accordance with written protocols.

C. Parents may opt by informing the school in writing that their student cannot receive Naloxone or an Epinephrine Auto Syringe.

**IV. ASTHMA MANAGEMENT/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. 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.
- C. Sign and return permission forms and acquire any required physician documentation for students who need to carry their inhalers with them during school hours.
- D. 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

**HEAD LICE POLICY AND PROCEDURE**

Head lice, like most other communicable diseases and conditions, is of particular concern for the school setting because of the close proximity of the children to each other and the contagious nature of this parasite. This policy and procedure has been developed in an effort to take an effective approach to the issue of head lice while focusing on the health and well-being of the student body as a whole.

Students will be screened for head lice at the beginning of the year, after Christmas break and randomly as they come to the nurse's office for other reasons to minimize the amount of time they are out of the classroom.

Students will also be screened for head lice as needed throughout the school year if there are concerns from teachers, parents, or themselves. If live bugs or nits (eggs) are found, students will be sent home until treated. ***Upon return to the school, students will be re-screened to confirm no live bugs or nits (eggs) are present. Parents must accompany them in case live bugs or nits (eggs) are still present and the student must return home.***

### **PLAYGROUND RULES**

The following rules make the use of the playground facilities safer and more enjoyable for all:

1. Bats are not to be used on the playground.
2. Jump ropes are to be used only for the purpose of jumping.
3. Students are not to stand on slides, swings, or climbing bars or use equipment for any purpose other than its intended use. Horseplay on any of the equipment is not safe and will not be permitted.
4. Students must remain seated on slides and go down feet first.
5. Students may not move playground equipment.
6. Rocks and sticks are to be left on the ground and not be thrown or kicked.
7. Fighting, shoving, wrestling, and/or hitting are not permitted.
8. Tackle football is prohibited.
9. All problems, accidents, or incidents should be reported to the teacher(s) on duty.
10. Students are to **walk** to and from recess.
11. Students must have permission from the playground teacher before going back into the building.
12. Students should never be outside the playground fence during recess. If a ball goes over the fence, a teacher will retrieve it.
13. Playground teachers are responsible for seeing that student play is safe. Students who do not follow the teacher's directives may be disciplined by the removal of playground privileges for an appropriate amount of time.

### **OUTDOOR PLAY**

The students will go outside every day unless rain or inclement weather conditions prevents their doing so. Students will remain inside if the outdoor temperature or wind chill is below 32 degrees. **Please do not request that your child stay inside.** Consider your child's comfort and possible daily weather changes when you dress your student and send proper outer garments to wear or bring daily. Please have outerwear marked for identification purposes.

### **DRESS CODE**

It is generally accepted that cleanliness, good grooming and appropriate dress will contribute to good attitudes and conditions enabling students to do their best work. This will reduce distraction, promote good health, and provide a productive learning atmosphere. Extremes in dress and personal appearance tend to cause distraction or pose health concerns, which cannot be tolerated at school. Any students who violate the guidelines listed below will be asked to seek appropriate attire immediately which may include a call home for a change of clothes.

**Repeated offenses may result in additional disciplinary action.** The Principal will have the final authority in all areas. The following guidelines apply:

- Students go outside for recess and should wear clothing appropriate for the weather and play conditions. **Students wearing flip-flops will not be allowed to play on the playground during recess.**
- Clothing with obscene, vulgar, racially inflammatory, profane slogans/pictures, and/or demonstrating a negative attitude toward school/school work shall not appear on clothing worn at school.
- All students must wear footwear designed for public use (no house slippers).

- Halter tops, tube tops, tops that allow bare midriffs, backless tops, fish-net or mesh style tops, strapless tops, or single strap tops shall not be worn.
- Underwear shall not be worn as outerwear.
- Sleeveless shirts must have fitted machine-hemmed armholes.
- Items of clothing, buttons, or pins may not have liquor, drugs, or tobacco insignias. Advertising or writings will be allowed if they are not profane, rude, suggestive, or otherwise inappropriate in nature.
- Hats, sunglasses, caps, and bandanas are considered may not be worn during instructional time or inside the building, except on designated hat days. Hoods are not to be worn over the head in the building.
- Heavy chains, wallet chains, or studded/spiked collars/bracelets shall not be worn at any time on school property.
- Any type of extremism of dress, or dresses that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, clothing that is too revealing or baggy, etc.) will be dealt with on an individual basis.
- **SHORTS** - as a guideline, we suggest that the wearing of shorts for K-6 students be limited to the months of August, September, April, and May. This suggestion is based upon health and safety factors.

### **STUDENT CODE OF CONDUCT**

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.

5. **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.**

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.

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 (FILE: JG Critical). 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.

**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.<sup>1</sup> 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.

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<sup>1</sup> When updating this section of the policy, consider whether JGF also needs updated.

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.

### **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.

### **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)**

Positive Behavioral Intervention and Supports are used at the elementary level to promote a safe learning environment for students, teachers, and staff. Students are taught school-wide behavior routines and expectations. Students are shown examples of expectations, and actively

practice said expectations. If a student does not demonstrate these expectations, the teacher will intervene and reteach the expectation. If this does not correct the problem, and the infraction is considered to be significant, the student may be referred to the office for administrative action according to the district's discipline policy. Parents may be notified in writing, by phone, or in a conference. This approach is used to facilitate positive relations and teach appropriate behaviors.

We, the administration and staff of the Everton R-III School District (Grades K-6), recognize that effective teaching and learning takes place in a safe climate of respect and responsibility. Creating this climate of both academic and behavioral success is a process that involves the community, staff, and students of Everton in developing and gaining consensus on student expectations and the procedures to uphold those expectations.

What we believe about student behavior and discipline is foundational to our success, unifies us, and guides our actions—the decisions we make, the practices we choose, and our interactions with others.

### **OUR BELIEFS**

- Our students may not have had equal opportunity to learn respectful and responsible behavior. We must not assume students know the behaviors and social skills that will lead to their success.
- Discipline is a teaching responsibility. Teaching students to be socially and behaviorally competent is as much a part of our responsibilities as is the teaching of academics.
- Mutual respect is central to all we do at Everton R-III. Effective discipline requires respect for students at all times.
- Student discipline is a collaborative effort. All staff must work together as a team, encouraging each other to strive for a consensus on procedures and consistent implementation.
- Student discipline is a shared responsibility. Helping students to be respectful and responsible requires the combined effort of all staff. We all “own” each and every one of the students at Everton R-III, and are jointly committed to their success.
- Respectful and responsible student behavior occurs when staff hold the same high expectations and maintain consistently low tolerances for inappropriate behavior.
- Modeling is a powerful teaching tool. The adults at Everton R-III must always model the behaviors of respect and responsibility expected of students.
- Our efforts to help students become socially competent require consistent ongoing teaching, encouragement, and correction. Discipline is the slow, bit-by-bit process of helping students to be self-disciplined.
- Student discipline is most impacted by the climate of our building. Discipline is not an event, it is the way we live and treat each other on a daily basis.
- We also understand that we must all work in harmony to achieve the climate we seek. The involvement of each and every staff member is essential; full engagement is both a right and a responsibility.

**Everton R-III Tiger "PRIDE" Matrix**

Expectations	All Settings	Hallway	Cafeteria	Bathroom	Recess	Assemblies
<b>P</b> Positive Attitude	<ul style="list-style-type: none"> <li>Friendly Greeting</li> <li>Use Kind Words</li> <li>Keep Trying</li> </ul>	<ul style="list-style-type: none"> <li>Smiles</li> <li>Finger Waves</li> </ul>	<ul style="list-style-type: none"> <li>Say "Excuse Me"</li> <li>Show Gratitude</li> </ul>	<ul style="list-style-type: none"> <li>Use Polite Words as Necessary</li> </ul>	<ul style="list-style-type: none"> <li>Invite People on Buddy Bench to Play</li> <li>Show Good Sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Clap Appropriately</li> <li>Cheer for Others</li> </ul>
<b>R</b> Respect/ Responsibility	<ul style="list-style-type: none"> <li>Keep Hands, Feet, &amp; Objects to Yourself</li> <li>Walk</li> <li>Follow Directions Quickly</li> </ul>	<ul style="list-style-type: none"> <li>Walk 3 Tiles Out on the Right</li> <li>Hands Behind Back, in Pockets, or Clasped in Front</li> </ul>	<ul style="list-style-type: none"> <li>Both Hands on Tray</li> <li>Eat Only Your Food</li> <li>Remain Seated</li> </ul>	<ul style="list-style-type: none"> <li>Hush, Flush, &amp; Wash</li> <li>Use Supplies Appropriately</li> <li>Clean Up After Yourself</li> </ul>	<ul style="list-style-type: none"> <li>Take Turns on Shared Equipment</li> <li>Follow Playground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Bottom on Seat</li> <li>Feet on Floor</li> <li>Walk Down Aisle &amp; Stairs</li> <li>Raise Hand to Speak</li> </ul>
<b>I</b> Integrity	<ul style="list-style-type: none"> <li>Keep All Areas Clean</li> <li>Apologize if You Make Mistakes</li> <li>Take Care of School Property</li> </ul>	<ul style="list-style-type: none"> <li>Hands Off the Wall</li> <li>Hold Supplies Like You Love Them</li> </ul>	<ul style="list-style-type: none"> <li>Follow Lunch Procedures</li> <li>Pick Up Trash &amp; Throw Away Even if it's Not Yours</li> </ul>	<ul style="list-style-type: none"> <li>Use for Intended Purpose</li> <li>Leave it Better Than You Found it</li> </ul>	<ul style="list-style-type: none"> <li>Use Equipment Correctly</li> </ul>	<ul style="list-style-type: none"> <li>Keep Eyes and Ears on Speaker</li> </ul>
<b>D</b> Dedication	<ul style="list-style-type: none"> <li>Be Willing to Try Something New</li> <li>Work Towards Goals You Set</li> <li>Focus on Task</li> </ul>	<ul style="list-style-type: none"> <li>Be Courteous</li> <li>Eyes Forward</li> <li>Get to Your Destination on Time</li> </ul>	<ul style="list-style-type: none"> <li>Eat Before Visiting</li> <li>Keep Table and Floor Clean</li> </ul>	<ul style="list-style-type: none"> <li>Report Supply Shortages to Adults</li> <li>Report Damage to Adults</li> </ul>	<ul style="list-style-type: none"> <li>Line Up Quickly and Quietly</li> </ul>	<ul style="list-style-type: none"> <li>Say the Pledge of Allegiance with Pride</li> <li>Stand Right Hand Over Heart</li> </ul>
<b>E</b> Empathy	<ul style="list-style-type: none"> <li>Offer Help to Others/Accept Help From Others</li> <li>Seek to Understand</li> <li>Respect Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Stay in Your Square While in Line</li> </ul>	<ul style="list-style-type: none"> <li>Use Table Manners</li> <li>Help Others Open Packages</li> </ul>	<ul style="list-style-type: none"> <li>Take Turns</li> <li>Allow Others Privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use Peace Path to Resolve Conflict</li> <li>Listen to Other's Ideas</li> </ul>	<ul style="list-style-type: none"> <li>Congratulate Others for Their Success</li> </ul>
Voice Level		0	1	0		0



**Everton R-III Tiger "PRIDE" Matrix (Continued)**

Expectations	All Settings	Library	Gym	Technology	Bus	
<b>P</b> Positive Attitude	<ul style="list-style-type: none"> <li>Friendly Greeting</li> <li>Use Kind Words</li> <li>Keep Trying</li> </ul>	<ul style="list-style-type: none"> <li>Use Appropriate Language</li> </ul>	<ul style="list-style-type: none"> <li>Use Appropriate Language</li> <li>Be Kind to One Another</li> </ul>	<ul style="list-style-type: none"> <li>Intentional Communication</li> <li>Leave a Positive Digital Footprint</li> </ul>	<ul style="list-style-type: none"> <li>Use Appropriate Language</li> <li>Be Kind to One Another</li> </ul>	
<b>R</b> Respect/ Responsibility	<ul style="list-style-type: none"> <li>Keep Hands, Feet, &amp; Objects to Yourself</li> <li>Walk</li> <li>Follow Directions Quickly</li> </ul>	<ul style="list-style-type: none"> <li>Treat Books &amp; Center Items With Care</li> <li>Listen &amp; Follow Directions</li> <li>Choose Books Wisely</li> </ul>	<ul style="list-style-type: none"> <li>Sit in Your Designated Area</li> <li>Maintain Voice Level</li> </ul>	<ul style="list-style-type: none"> <li>Keep Device in Good Condition</li> <li>Plug in Chromebooks &amp; Laptops</li> <li>Carry Devices With Two Hands</li> </ul>	<ul style="list-style-type: none"> <li>Listen to Bus Driver</li> <li>Keep Hands, Feet, &amp; Property to Yourself</li> <li>Maintain Voice Level</li> </ul>	
<b>I</b> Integrity	<ul style="list-style-type: none"> <li>Keep All Areas Clean</li> <li>Apologize if You Make Mistakes</li> <li>Take Care of School Property</li> </ul>	<ul style="list-style-type: none"> <li>Be Honest (With Tact)</li> </ul>	<ul style="list-style-type: none"> <li>Clean Up After Yourself</li> <li>Take Responsibility For Your Own Actions</li> </ul>	<ul style="list-style-type: none"> <li>Stay on Task</li> <li>Ask Permission</li> <li>Follow Policies</li> <li>Accept Responsibility for Damage</li> </ul>	<ul style="list-style-type: none"> <li>Wait to Eat or Drink Until Off of the Bus</li> <li>Leave it Better Than You Found it</li> </ul>	
<b>D</b> Dedication	<ul style="list-style-type: none"> <li>Be Willing to Try Something New</li> <li>Work Towards Goals You Set</li> <li>Focus on Task</li> </ul>	<ul style="list-style-type: none"> <li>Bring Books Back on Time</li> </ul>	<ul style="list-style-type: none"> <li>Use Your Time Wisely</li> <li>Be Prepared for Your Day</li> </ul>	<ul style="list-style-type: none"> <li>Learn New Software</li> <li>Use Your Best Effort on All Assigned Tasks</li> </ul>	<ul style="list-style-type: none"> <li>Stay Seated While Bus is Moving</li> <li>Report Problems to Adults</li> </ul>	
<b>E</b> Empathy	<ul style="list-style-type: none"> <li>Offer Help to Others/Accept Help From Others</li> <li>Seek to Understand</li> <li>Respect Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Be Considerate of Others - Use Library Voice</li> </ul>	<ul style="list-style-type: none"> <li>Treat Others as You Would Like to be Treated</li> <li>Make an Effort to Include Others</li> </ul>	<ul style="list-style-type: none"> <li>Actively Uplift Others When You Communicate Using Technology</li> </ul>	<ul style="list-style-type: none"> <li>Respect the Ownership of Others</li> <li>Respect Personal Space</li> </ul>	
Voice Level		1-2	2		2	



## **PROHIBITED CONDUCT**

(K-2nd Suggested/Teacher or Principal Discretion)

OFFENSE	1ST	2ND	3RD	4TH
<b>ACADEMIC DISHONESTY</b>	No credit for the work, grade reduction, or replacement assignment	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.		
<b>ALCOHOL/ DRUGS (A)</b>	ISS or 1-180 days OSS	3-180 days OSS, or expulsion		
<b>ALCOHOL/ DRUGS (B)</b>	ISS or 1-180 days OSS	11-180 days OSS, or expulsion		
<b>ALCOHOL/ DRUGS (C)</b>	ISS or 1-180 days OSS	11-180 days OSS, or expulsion		
<b>ARSON</b>	Detention, 1-10 days ISS, 1-180 days OSS, or expulsion, and restitution (if appropriate)	3-180 days OSS, or expulsion, and restitution (if appropriate)		
<b>ASSAULT (A)</b>	Principal/Student conference, 1-10 days ISS or OSS, and possible contact of law enforcement	3-180 days OSS and contact of law enforcement		
<b>ASSAULT (B)</b>	10-180 days OSS and contact of law enforcement	Expulsion		
<b>AUTOMOBILE/ VEHICLE MISUSE</b>	Suspension or revocation of parking privileges, detention, or 1-3 days ISS	Revocation of parking privileges, detention, or 3-10 days ISS or OSS		
<b>BULLYING/ CYBERBULLYING</b>	1-10 days ISS	1-10 days ISS or OSS and possible contact of law enforcement	10-180 days OSS or expulsion and possible contact of law enforcement	
<b>BUS MISCONDUCT (PLUS OFFENSE PUNISHMENT)</b>	Principal/Student conference	Assigned Bus Seat for 30 days	3-day Bus Suspension	May result in loss of bus privileges or permanent suspension from the transportation system
<b>CELL PHONES/SMART WATCHES</b>	Confiscation and returned to student at the end of the day	Confiscation, detention, and returned to parent	Confiscation, 1 day ISS, and returned to parent	Confiscation, 2-10 days ISS, returned to parent, and must turn in device to office at start of each school day
<b>DEFIANCE/ DISRESPECT/ INSUBORDINATION</b>	Principal/Student conference or detention	Principal/Student conference, detention, or 1-3 days ISS	1-5 days ISS	1-10 days ISS or OSS
<b>DISHONESTY</b>	Principal/Student conference or detention, and nullification of forged document (if applicable)	Detention or 1-3 days ISS, and nullification of forged document (if applicable)	3-5 days ISS or OSS and nullification of forged document (if applicable)	1-180 days OSS
<b>DISORDERLY/ DISRUPTIVE CONDUCT</b>	Principal/Student conference, detention, 1-3 days ISS or OSS	Detention or 3-5 days ISS or OSS	Detention or 1-10 days ISS or OSS	1-180 days OSS
<b>EXPLICIT, VULGAR, OR VIOLENT MATERIAL</b>	Confiscation and Principal/Student conference, detention, or ISS	Confiscation and detention, ISS, or 1-10 days OSS	Confiscation and detention, ISS, 1-180 days OSS or expulsion	

<b>FAILURE TO ATTEND DETENTION</b>	Principal/Student conference and an additional detention	1 day ISS for each detention missed		
<b>FAILURE TO CARE FOR/RETURN DISTRICT PROPERTY</b>	Principal/Student conference, detention, or ISS and restitution (if appropriate)	Detention or ISS and restitution (if appropriate)		
<b>FALSE ALARMS</b>	Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion and restitution (if appropriate)	ISS, 1-180 days OSS, or expulsion and restitution (if appropriate)		
<b>FIGHTING (SEVERE - GO TO STEP 3)</b>	Principal/Student conference, detention, 1-5 days ISS or OSS, and contact of law enforcement	3-10 days OSS, possible removal from extracurricular activities, and contact of law enforcement	Removal from extracurricular activities and ISS, 1-180 days OSS, or expulsion	
<b>GAMBLING/ EXTORTION</b>	Principal/Student conference, loss of privileges, detention, or ISS	Principal/Student conference, loss of privileges, detention, ISS, 1-10 days OSS	11-180 days OSS or expulsion	
<b>HARASSMENT (A)</b>	Principal/Student conference, detention, or ISS.	ISS or 3-10 days OSS	11-180 days OSS or expulsion	
<b>HARASSMENT (B)</b>	ISS or 3-10 days OSS	11-180 days OSS or expulsion		
<b>HARASSMENT (C)</b>	10-180 days OSS or expulsion			
<b>HAZING</b>	ISS or 3-10 days OSS	10-180 days OSS or expulsion		
<b>INAPPROPRIATE PHYSICAL CONTACT</b>	Principal/Student conference, detention, or 1-3 days ISS	Detention or 1-3 days ISS or OSS and possible loss of extracurricular eligibility	1-5 days ISS or OSS and removal from extracurricular activities	
<b>INCENDIARY DEVICES OR FIREWORKS</b>	Confiscation and Principal/Student conference, detention, or ISS	Confiscation and Principal/Student conference, detention, ISS or 1-10 days OSS		
<b>NUISANCE ITEMS</b>	Confiscation and Principal/Student conference, or detention	Confiscation and Principal/Student conference, detention, or 1-3 days ISS	Confiscation and detention, or 3-5 days ISS	Confiscation and detention, 3-5 days ISS, or 1-10 days OSS
<b>OFFENSIVE/ OBSCENE LANGUAGE TO STAFF</b>	3-5 days ISS or OSS, possible notification of law enforcement	5-10 days ISS or OSS, and possible notification of law enforcement	11-180 days OSS and possible notification of law enforcement	
<b>PROFANITY</b>	Principal/Student conference or detention	Principal/Student conference, detention, or 1 day ISS	1-3 days ISS	1-3 days OSS
<b>PUBLIC DISPLAY OF AFFECTION</b>	Principal/Student conference, detention, or 1-3 days ISS	Principal/Student conference, detention, or 3-5 days ISS	Principal/Student conference, detention, 1-10 days ISS, or OSS	
<b>SEXUAL ACTIVITY</b>	Principal/Student conference, detention, ISS, or 1-180 days OSS	Detention, ISS, 1-180 days OSS, or expulsion		

<b>TARDIES</b>	Written Warning	Detention	Detention and Each Subsequent Tardy is an Unexcused Absence	Saturday School
<b>TECHNOLOGY MISCONDUCT (A)</b>	Principal/Student conference, loss of user privileges, detention, or 1-3 days ISS, and restitution (if applicable)	Loss of user privileges, 3-5 days ISS or OSS, and restitution (if applicable)	Loss of user privileges, or 5-10 days OSS, and restitution (if applicable)	Loss of user privileges, 10-180 days OSS, or expulsion, and restitution (if applicable)
<b>TECHNOLOGY MISCONDUCT (B)</b>	Confiscation, Principal/Student conference, detention, or 1-3 days ISS.	Confiscation, Principal/Student conference, detention, 1-5 days ISS or OSS	Confiscation, ISS, or 5-10 days OSS	Confiscation, 10-180 days OSS, or expulsion
<b>TECHNOLOGY MISCONDUCT (C)</b>	Principal/Student conference, detention, or 1-3 days ISS, and restitution (if applicable)	Loss of user privileges, 3-5 days ISS or OSS, and restitution (if applicable)	Loss of user privileges, or 5-10 days OSS, and restitution (if applicable)	Loss of user privileges, 10-180 days OSS, or expulsion, and restitution (if applicable)
<b>TECHNOLOGY MISCONDUCT (D)</b>	Principal/Student conference, detention, or 1-3 days ISS, and confiscation	Principal/Student conference, detention, 3-5 days ISS or OSS, and confiscation	5-10 days OSS and confiscation	10-180 days OSS and confiscation
<b>THEFT</b>	Return of or restitution for property and Principal/Student conference, detention, ISS, or 1-180 days OSS	Return of or restitution for property and 1-180 days OSS	Return of or restitution for property and 1-180 days OSS, or expulsion	
<b>THREATS OR VERBAL ASSAULT</b>	Principal/Student conference, detention, ISS, 1-3 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion	
<b>TOBACCO/ VAPING</b>	Confiscation, 3 days ISS, and education program	Confiscation, 5 days ISS, and law enforcement notified	Confiscation, 3-90 days OSS, and law enforcement notified	
<b>TRUANCY</b>	Principal/Student conference, detention, or 1-3 days ISS and possible notification of law enforcement	Detention or 3-10 days ISS, and removal from extracurricular activities and notification of law enforcement		
<b>UNAUTHORIZED ENTRY</b>	Principal/Student conference, detention, ISS, or 1-180 days OSS.	1-180 days OSS or expulsion		
<b>VANDALISM</b>	Restitution and Principal/Student conference, detention, ISS, 1-180 OSS, or expulsion.	Restitution and ISS, 1-180 OSS, or expulsion.		
<b>WEAPONS (A)</b>	ISS, 1-180 days OSS, or expulsion	1-180 days OSS or expulsion		
<b>WEAPONS (B)</b>	One calendar year OSS or expulsion, unless modified by the board upon recommendation by the superintendent	Expulsion		
<b>WEAPONS (C)</b>	ISS, 1-180 days OSS, or expulsion	1-180 days OSS or expulsion		

## **PROHIBITED CONDUCT DEFINED**

The following are descriptions of prohibited conduct listed in the previous "Prohibited Conduct" table.

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

### **ALCOHOL/DRUGS** -

- A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- B. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
- C. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**ARSON** - Starting or attempting to start a fire or causing or attempting to cause an explosion.

### **ASSAULT** -

- A. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
- B. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

**AUTOMOBILE/VEHICLE MISUSE** - Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

**BULLYING/CYBERBULLYING** - (see Board policy JFCF) Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.



**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.

**CELL PHONES/SMART WATCHES** - Students are not allowed to have cell phones or other electronic devices on or in use during school hours (8:00 a.m. - 3:42 p.m.) with the exception of High School lunch (12:09 p.m.- 12:34 p.m.). Electronic devices in use or displayed during school hours will be confiscated and turned in to the office (repeated offenses will lead to disciplinary action). This means the student is not allowed to use (make calls, text, use mobile apps, Bluetooth, calculator, camera, or mp3 player, etc.) the electronic device during school hours. This includes, but is not limited to, smart watches if they present a significant distraction to the learning environment. Teachers or the principal may make exceptions to this rule where they deem it may be helpful to students in their classroom and does not disrupt the learning of others. If a parent/guardian needs to contact a student, they will need to contact the office at 417-535-2221.

**DEFIANCE/DISRESPECT/INSUBORDINATION** - Defiance and disrespect include, but are not limited to, overt conduct which exhibits a lack of proper respect for school personnel. Overt conduct includes, but is not limited to, incivility, irreverence, impudence, discourteousness, or profanity directed at any person in authority. Insubordination includes, but is not limited to, a refusal to comply with a reasonable request or direction of school personnel or other in authority as well as a chronic failure to work on assignment/assignments during class time or return homework. Such conduct is punishable during school time, at a district-sponsored activity, or any district-related context on or off district property.

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

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

**EXPLICIT, VULGAR, OR VIOLENT MATERIAL** - (see board policies AC and ACA) Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law. This policy includes, but not limited to, sexting.

**FAILURE TO ATTEND DETENTION** - If a student fails to attend an assigned detention without the express permission of the school principal.

**FAILURE TO CARE FOR/RETURN DISTRICT PROPERTY** - Loss of, failure to return, or damage to district property including, but not limited to, textbooks, library books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

**GAMBLING/EXTORTION** - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Extortion includes, but is not limited to, threatening or intimidating any person for the purpose of obtaining money or anything of value.

**HARASSMENT** - (including Sexual Harassment; see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

- A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
- B. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
- C. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

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

**INAPPROPRIATE PHYSICAL CONTACT** - Also known as "horseplay," this includes, but is not limited to, pushing, shoving, poking, tripping, or wrestling that is not intended to be violent in nature but is still inappropriate or disruptive to the learning environment.

**INCENDIARY DEVICES OR FIREWORKS** - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**NUISANCE ITEMS** - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

**OFFENSIVE/OBSCENE LANGUAGE TO STAFF** - (see also "Defiance/Disrespect/Insubordination")

The direct and overt use of rude, vulgar, profane, defiant, or impudent written or verbal language toward a member of school personnel. Can include, but is not limited to, profanity, comments about personal appearance/life, or professional capacity.

**PROFANITY** - The use of obscene, base, indecent, or profane language that is considered "social offensive."

**PUBLIC DISPLAY OF AFFECTION** - Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**SEXUAL ACTIVITY** - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

**TARDIES** - (see also "Truancy") A student will be considered tardy if he/she arrives after 8:00 a.m. or after the tardy bell in the JH/HS. 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.

**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; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.
- B. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
- C. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.
- D. Use of audio or visual recording equipment in violation of board policy KKB.

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

**THREATS OR VERBAL ASSAULT** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**TOBACCO/VAPING** - Possession OR use of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

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

**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.

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

## **WEAPONS** - (see Board policy JFCJ)

- A. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.
- 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).
- C. Possession or use of ammunition or a component of a weapon.

## **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:

- Fourth Offense: 3 days OSS
- Fifth Offense: 5 days OSS
- Sixth Offense: 7 days OSS
- 7th Offense or more: 10 days OSS

## **CORPORAL PUNISHMENT**

No person employed by or volunteering on behalf of the district shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

## **RULES FOR AFTER-SCHOOL DETENTION**

After-school detention will be held on Tuesdays and Thursdays from 3:45-4:30. Students will report for detention to Mrs. Hunt's room. Any student who has been assigned detention is expected to serve it on the date assigned unless other arrangements have been approved by the Principal. Missing an assigned detention date will result in the discipline outlined under "Prohibited Conduct."

- The student must report to Mrs. Hunt's room by 3:45 pm.
- The student will be reading or studying the entire time.
- No snacks are allowed during detention.
- Phones must be turned off and given to the teacher supervising detention. Students will receive them back at the end of detention.
- There will be no sleeping, reclining, or putting head on the desk.
- The student will bring all textbooks and a reading book (not magazines or newspapers) to detention.
- The student will have no communication with any other students while serving detention (including those also in detention).

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

In-school suspension occurs during the regular school day. A student assigned ISS attends school like normal but will be temporarily isolated from one or more classes while under the supervision of an ISS teacher or school administrator. Students in ISS may not attend any student activities held during the day.

- The student will report to ISS at 8:00 a.m.
- The student will be reading or studying the entire time.
- Lunch can both be brought from home or purchased from the cafeteria and must be eaten in the ISS room. No snacks are allowed during ISS.
- Phones must be turned off and checked in at the office. Students may retrieve them at the end of the day.
- There will be no sleeping, reclining, or putting head on the desk.
- The student will bring all textbooks and a reading book (not magazines or newspapers) to ISS.

- The student will have no communication with any other students while serving ISS (including those also in ISS).
- The student must complete all daily assignments as a condition for release from ISS. Infractions of the above rules will result in lengthening ISS or other disciplinary measures, including out-of-school suspension.

### **SATURDAY SCHOOL**

The requiring of a student to attend a Saturday detention, outside of normal school hours, as a disciplinary action or because of some misbehavior on the part of the student. ***Saturday School may be assigned to a student instead of multiple days of ISS or at the discretion of administration.***

### **SATURDAY SCHOOL GUIDELINES AND RULES**

- Students may be assigned to Saturday School for a number of reasons outlined in the discipline policy in the student handbook (usually as an alternative to ISS). Students may also be assigned to Saturday School for academic reasons.
- Saturday Schools will be scheduled as needed. Run time to be determined.
- All Students who are assigned a Saturday School, whether for attendance or discipline, are required to attend the next scheduled Saturday School.
- Students arriving late will not be admitted.
- Students must bring enough schoolwork and/or reading material to occupy the entire period.
- Students will not be able to access materials from their lockers; they must bring their supplies with them to Saturday School.
- Students will be allowed a restroom break.
- If a parent/guardian wishes to relate special or extenuating circumstances regarding the assigned date, ***he/she must notify the administrator before 1:00 p.m. on the Friday preceding the Saturday School date.***
  - Valid excuse list: illness, family emergency, out-of-town vacations, funeral
- The following behaviors will not be permitted at Saturday School:
  - Eating, drinking, sleeping, or talking
  - Using radios, cell phones, handheld games, or other electronic devices
  - Moving from the assigned table
  - Wearing headgear
  - Behaving disruptively or disrespectfully
  - Leaving early

### **CONSEQUENCES FOR RULES VIOLATION OR THE SKIPPING OF SATURDAY SCHOOL**

- **First Violation** - The next immediate Saturday school will be assigned, plus one day of ISS. (Students will be required to leave whenever in violation of rules.)
- **Second Violation** - The next immediate Saturday school will be assigned, plus one additional Saturday school.
- **Third Violation** - The next immediate Saturday school will be assigned, plus a three-day suspension or long-term suspension, which may result in loss of credit.

### **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/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.
5. If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

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.

### **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.

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

No article or service may be sold by or to pupils in the elementary school except those approved by the principal. Students should not solicit others during the school day. No pupil, teacher or other school employee, while on school premises, shall be solicited by agents of business, commercial or financial institutions.

## **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." There is no room for discretionary judgment. The District will also allow access to any student by Family Services when that organization is investigating a suspected child abuse case.

Educational neglect also falls under mandated reporting. Educational neglect differs 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. Homeschooling does not constitute educational neglect.

## **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.

### **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**

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. Superintendent
4. 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.

## **ESSA COMPLAINT PROCEDURES**

(Revised 12/2015<sup>2</sup>)

### **1. What is a complaint under ESSA?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.<sup>3</sup>

### **2. Who May File a Complaint**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints may be filed with the LEA (school) or with the Department (Missouri Department of Elementary & Secondary Education).

### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

### **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

### **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

- a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- b. The facts on which the statement is based and the specific requirement allegedly violated.

### **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

- a. **Record.** A written record of the investigation will be kept.
- b. **Notification of the LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- c. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA 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 member of the general public.

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<sup>2</sup> In compliance with ESSA Title VIII Part C. Sec. 9304 (a)(3)(C)

<sup>3</sup> Programs include Title I.A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

- e. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
  - f. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- 8. How are complaints related to equitable services to private school children handled?**
- If the complaint is an LEA not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint)
- 9. How will appeals to the Department be investigated?**
- The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
- 10. What happens if a complaint is not resolved at the state level (the Department)?**
- The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**Procedure Dissemination**

Local Education Agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**ESSA TEACHER CERTIFICATION NOTIFICATION**

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 [ESSA 1112 (e) (1) (A) (B) (ii)], 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.

## **APPENDIX A: EVERTON R-III DISTRICT DYSLEXIA PLAN**

The purpose of this document is to outline the actions of the Everton R-III School District as it relates to identifying, screening, and serving students at-risk for dyslexia. This is in accordance with the Missouri Department of Elementary and Secondary Education (DESE) dyslexia guidance document and screening organizer.

### **Screening**

The following assessment tools will be utilized as evidence of student performance related to the skills listed below. These skills are listed in the DESE dyslexia guidance document and screening organizer for each grade level. Screening will identify students who are at risk of reading failure, be used to identify need for intervention, and set goals for achievement.

The following actions will be taken in accordance with state department guidance:

- First through third graders will be screened within the first thirty days of the year as well as mid- and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.
- Kindergarten will be screened by January 27, 2023. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.
- Screening will include K-3 students transferring from a school within the state (not previously screened) and those students transferring from another state.
- A student in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.
- Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities, and sensory impairment (vision/hearing).
- English Learners may potentially have characteristics of dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia-related risk factors.

Screening will be administered by a screening team consisting of: Kim Gladden, Jill Hunt, Melody Drawbond, and Cheryl Bryant. Training for individuals will be outlined in district professional development opportunities.

After screening, the screening team will analyze the data and will work with teachers and administration to create interventions for students identified by the screening. However, identifying student deficits through screening does not serve as a diagnosis for dyslexia.

**APPENDIX B: EVERTON R-III SCHOOL DISTRICT INTERNET USER AGREEMENT/PARENT PERMISSION (2023-2024)**

**Student Agreement:**

As a user of the Everton School computer network, I hereby agree to comply with the policies and rules as stated in the Internet User Agreement and the District Internet Rules and communicate over the network in an honest, reliable fashion, while honoring all relevant rules.

**Parent Permission:**

As a parent or legal guardian of the student indicated above, I grant permission for my child to access networked computer services such as Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - settings and conveying standards for this student to follow when selecting, sharing, and exploring information and media.

To “Approve” or “Disapprove” of this agreement, check the appropriate box on the Handbook Review form on pg. 46.

**APPENDIX C: EVERTON R-III SCHOOL DISTRICT DIRECTORY RELEASE INFORMATION (2023-2024)**

This is to inform parents, guardians, and students of directory information released by Everton R-III School District. “Directory Information” is information needed or used for public information. This information may include the following: name, photo, athletic information (such as weight, height), honors and awards received, and participation in officially recognized activities.

This information may be used in publications and formats for yearbook, website, and any newspaper/journalism forums about the Everton R-III School District, and brochures such as athletic rosters, special event brochures and fliers, award assemblies, and posted information from these events.

To allow your student’s information (in relation to activities, awards, honors, and general directory information) to be published by Everton R-III School District, please check the appropriate box on the Handbook Review form on pg. 46.

To opt out of the directory release, please check the appropriate box on the Handbook Review form on pg. 46.

**SIGNATURE PAGE**

Dear 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 the school office at 535-2221.

Please sign the following statement and return this form to the office by September 2, 2022. Students must have this form signed by a parent or guardian and returned to school in order to be eligible to participate in extracurricular activities.

Thank You,

Mr. Will Darter  
***District Superintendent***

Mrs. Jennifer Miller  
***K-12 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:

Internet Use Student Agreement (SEE APPENDIX B):

- I Approve.
- I Disapprove.

Internet Use Parent Agreement (SEE APPENDIX B):

- I Approve.
- I Disapprove.

Directory Release Information (SEE APPENDIX C):

- I Approve.
- I Disapprove.

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***Student Name (PRINTED)***

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***Student Signature***

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***Parent/Guardian Signature***