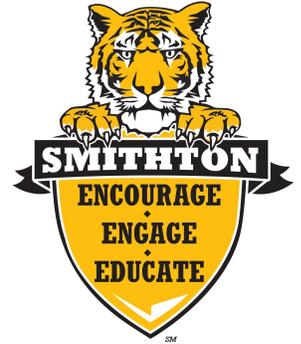


# Smithton Elementary K-4 Student Handbook 2018-19



## WELCOME

Welcome to the Smithton R-VI School District. We have an excellent reputation built on hard work and high expectations. We have an outstanding staff dedicated to educational excellence.

We invite you to visit our website <http://smithton.k12.mo.us> and like us on our Smithton Elementary Facebook page to view news and updates about our school and our programs.

This handbook contains information which will be helpful in guiding you through a successful school year. We strive to keep parents and students informed about all aspects of the school program. The following handbook does not contain all of the Board Policy. For a complete listing, you may visit our website under District – Board Policies.

If there is ever a question about our school policies or programs do not hesitate to call or visit our office.

Yours In Education,

*Dawn McNeeley*



Dawn McNeeley, Smithton PK-4 Elementary Principal

## DIRECTORY

Superintendent	Mr. David Bray	(660) 343-5316
Special Education Director	Mrs. Joanne Tyler	(660) 343-5316
Elementary Principal	Mrs. Dawn McNeeley	(660) 343-5317
Middle School Principal	Mr. Brandon Wallace	(660) 343-5318
High School Principal	Mr. Jonathan Petersen	(660) 343-5318



Website: <http://smithton.k12.mo.us>

**Smithton R-VI Mission Statement**

Smithton R-VI serves our community by providing a safe and caring environment where each student, through encouragement and engagement, becomes a responsible citizen and lifelong learner.

**STUDENT EDUCATIONAL RECORDS**

**FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

See Board Policy JO-1 and Procedure JO-1-AP (1)

Dear Parents and Guardians:

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

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

**DISCRIMINATION GRIEVANCE PROCEDURES**

See Board policy AC

The Smithton R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis

Encourage  Engage  Educate

of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Smithton R-VI School District is an equal opportunity employer.

### **GENERAL ENROLLMENT INFORMATION**

See Board Policy JEC and JECA-1

In order to attend Smithton R-VI Public Schools, a child's legal residence **MUST** be in the Smithton School District during the entire time of their school attendance. Students must be living with their parents or legal, court-appointed guardian. Students living outside the district's boundaries, who wish to attend Smithton Schools, must meet the tuition qualifications. For further information, contact the Superintendent's office at (660) 343-5316.

You may enroll your child at any time school is open, during regular school hours (7:55-2:51 p.m.) It is highly recommended that you call first to arrange a time. Children enrolling for Kindergarten **MUST BE 5 YEARS OLD BEFORE AUGUST 1**, prior to the school year starting in the fall. The new State of Missouri laws no longer permit early entry applications for children who will turn 5 years old on August 1 or after of that school year. We request that all parents/guardians enrolling their children in the Smithton R-VI School District bring the following information at enrollment:

1. Verification of Date of Birth
2. Immunization Records (A child is required by the state of Missouri to be immunized, unless parents submit a medical exemption card from a licensed physician or a religious exemption card. The school nurse will examine each child's immunization record to verify that all vaccinations have been given that are required by the State of Missouri for admittance to public schools. Students whose immunization records are not current with state regulations will **NOT BE ALLOWED** to start school until all shots are brought up-to-date. The state no longer allows a grace period. Shots are available through your own family doctor or the Pettis County Health Center in Sedalia at (660) 827-1130.
3. Child's Social Security Number
4. Any other legal documents issued by a court (such as: adoption, court-appointed guardianship, custody, restraining orders, foster care, etc.) that the school should know about.
5. Proof of residency in the Smithton R-VI School District. There is a map of the district's boundaries in the superintendent's office. If you have moved to the area and are not sure of your residency, please call that office at (660) 343-5316. Also, a receipt from your personal property tax would indicate which school district receives your tax money.

### **WITHDRAWAL FROM SCHOOL**

Regretfully, the time may come when you find it necessary to withdraw your child from Smithton School due to a move, etc. Please notify the office as soon as possible, so that school records may be brought up-to-date and transfer records prepared ahead of time for your new school. It is always helpful to provide us with your new forwarding address and new school name, should we need to contact you.

### **IN CASE OF EMERGENCY AT SCHOOL**

Encourage  Engage  Educate

Please make sure all questions are answered on the Student Information sheet provided on the first day of school or enrollment, and that the information is kept up-to-date regularly.

### **VISITOR SIGN IN**

All visitors (parents, relatives, school-related business, etc.) are required to sign-in/out at the Elementary Office and/or High School Office and receive a visitor's badge to wear while in the building. This ensures the safety of the students and staff.

### **ARRIVAL**

Elementary students not arriving by bus (walker or car rider) may enter the building through the elementary doors located by the Elementary Office. Students will be allowed inside the building at 7:30 am. K-4 students will report directly to the cafeteria for breakfast or to the multipurpose room.

At 7:50 a.m. the bell rings to dismiss students to their classrooms. Classes begin promptly at 7:55 a.m. Tardies are recorded between 7:55-8:15 a.m. Students arriving during this time frame must obtain a tardy slip from the office before going to class.

### **DAILY ATTENDANCE**

See Board Policy JED and Procedure JED-AP (1)

Good attendance habits are beneficial to both the student and the school district. The Smithton Board of Education and the school administration believe that the responsibility for students attending school lies jointly with the student, the parents, and the school. The following attendance policy is designed to maximize student attendance while allowing for the necessary absences from school throughout the year.

1. Parents are requested to telephone the school at 343-5317 ext. 221 before 9:00 a.m. when their child will be absent from school.
2. Students are allowed to make up all work missed during an absence unless the absence is a result of an out-of-school suspension. It is the student's responsibility to obtain and complete missed assignments.
3. Field trips or any activity sponsored by the school are not considered absences from school. Students are responsible for informing teachers of their absences and obtaining assignments the day before the scheduled event.

### **ATTENDANCE POLICY**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and

**Encourage  Engage  Educate**

student interventions in early grades. For these reason principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will notify the teacher. The teacher will contact the parent by phone or in person.
2. When a student has accumulated five excused absences or one unexcused absence in any semester, the principal or designee will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated eight excused absences or two unexcused absences in a semester, the principal will schedule a conference with the parents at a time convenient for the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated ten excused absences or three unexcused absences in a semester, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated 12 excused absences or three unexcused absences in a semester, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.
6. More than 12 excused absences or three unexcused absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

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

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means. (An excused absence requires a note from a doctor/dentist or verification from the parent if the absence is due to a reason other than a health related issue; i.e. funeral)

### **TARDY POLICY**

Students should be in the classroom by 7:55 AM. Students who are not will be considered tardy and the parent should sign them in at the office. Consistent tardiness disrupts the classroom and creates distress

**Encourage**  **Engage**  **Educate**

for the student. Additionally, tardies will count against the attendance awards throughout the year. If there is a frequent pattern of unexcused tardies, we will contact parents by phone for a conference or to meet in person to discuss possible solutions for decreasing tardies.

### **LEAVING SCHOOL EARLY OR ARRIVING LATE**

If you need to pick your child up early during the school day, or come in later that day, please go to the Elementary Office and sign them in/out. It is also helpful if you are able to send a note to the teacher ahead of time, so they are aware and have any necessary assignments ready. If someone other than yourself is to pick up your child, you must send a note to let the teacher know who to expect.

### **PARENT AND FAMILY INVOLVEMENT**

See Board Policy IGBC

We recognize the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. We are committed to providing activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development. Implementing strategies to involve parents/families in the educational process, including: keeping parents/families informed of opportunities for involvement and encouraging participation in various programs; providing access to educational resources for parents/families to use together with their children; and keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

We will enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs, provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies, perform regular evaluations of parent/family involvement at each school and at the district level, provide access, upon request, to any instructional material used as part of the educational curriculum, and, if practical, provide information in a language understandable to parents.

### **TRANSPORTATION**

See Board Policy EEA

The Board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the Board of Education.

**Encourage**  **Engage**  **Educate**

Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school. The Board of Education may also provide transportation to resident students who live less than three and one-half miles from school.

Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law.

### **AFTER SCHOOL DISMISSAL**

#### **Car Parent Pick-Up Procedures:**

Cars will line up in a **single-file line** on **COOMBS STREET** (beside the playground/practice field) headed WEST. The first car in line should stop at the gate as that is where the students will be loaded. We will begin dismissing car riders at approximately 2:45 PM.

**\*\*\* For the safety of our students, during school days, from 7:00 AM to 8:00 AM and 2:00 PM to 3:30 PM, Coombs Street is one way between Locust and Myrtle headed westbound.**

Please stay in your car, our staff will assist your child into your vehicle. Please do not go around the car in front of you, unless prompted by school staff. Please wait until that car has loaded their child(ren), then proceed West. When exiting the pickup area, please be respectful of the other parents and cautious of children at all times.

**Please plan ahead for your child's Parent Pick-up dismissal. PLEASE make sure you contact the Elementary Office at 343-5317 with any transportation changes by 2:15 p.m.**

#### **Walkers**

For the safety and security of our walkers, they will be dismissed **after** the car riders. They will leave either out the High School doors or out the Elementary doors. If a high school sibling walks with their brother/sister, they will need to meet them at the appropriate exit door to walk with them.

#### **Special Circumstances**

If you need to pick up your child earlier than 2:30 p.m. for an appointment (orthodontist, dentist, doctor) you will need to park north of the Elementary Office Entrance, enter the office and sign your child out (so that you are not stuck in the car pick-up line). If you would inform your child's teacher of the appointment in advance, we can have your child ready for you in the office for a more timely and convenient pick up.

#### **FOOD SERVICE – MEAL CHARGES**

See Board Policy EF-AP (1)

**Encourage  Engage  Educate**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

1. **A student may not accumulate more than ten unpaid meal charges.**
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

### **Alternative Meals**

If the district's meal service line is designed to collect payment prior to students receiving food, 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. 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.

### **Interventions**

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### **Working with Parents/Guardians**

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.

Encourage  Engage  Educate

2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

**Debt Collection - *Delinquent Debt***

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

***MEALS MUST BE PAID FOR IN ADVANCE***

The breakfast and lunch program meet the National School Lunch Act Standards. Menus are published each week in the Sunday edition of the Sedalia Democrat newspaper and posted in the classrooms. Students are discouraged from bringing soda pop for lunch in their sack lunches.

**The cost is as follows:**

<b>Elementary Breakfast (includes milk)</b>	<b>=</b>	<b>\$1.40 per day (30 cents if you qualify for reduced)</b>
<b>Elementary Lunch (includes milk)</b>	<b>=</b>	<b>\$1.95 per day (40 cents if you qualify for reduced)</b>
<b>Milk (for sack lunches)</b>	<b>=</b>	<b>35 cents per day</b>
<b>Adult's Breakfast</b>	<b>=</b>	<b>\$1.65      Adult's Lunch = \$2.50</b>

***You may pay daily, weekly, monthly or more in advance.***

When sending breakfast, lunch or milk money, please place the money in an envelope and clearly mark it as follows:

1. Your child's name and grade/teacher
2. \$\$ amount that goes toward breakfast (if your child eats school breakfast)
3. \$\$ amount that goes toward lunch
4. \$\$ amount that goes toward milk for sack lunch
5. \$\$ amount that goes toward afternoon milk for grades K-2

We have free and reduced meal applications available in the office by request. The applications only apply toward breakfasts and lunches - not snack or extra milk. Those items are still required to be paid for in advance, regardless of your Free/Reduced status. If you have an outstanding debt owing on your child's meal account, and later qualify for Free/Reduced, the Free/Reduced status does not reduce the amount you owe. It only becomes effective on the date your application is approved.

**Encourage  Engage  Educate**

**Parents are also encouraged to eat lunch with their child any time after the first two weeks of school.** A note to the child's classroom teacher will enable the cafeteria to prepare adequately. It is requested that parents not bring food from local fast food restaurants for their children to eat. Parents are encouraged to purchase a school lunch while eating with their children.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held at the end of the first quarter. Conferences held during first quarter are a time for teachers to meet with the parents and discuss their child's progress. The conferences are by appointment, scheduled by the teacher, and last no longer than 15 minutes. Of course, you can make arrangements with the teacher throughout the school year to discuss your child's progress should you have concerns.

### **PARTIES**

There are three classroom parties each year: Fall, Winter, and Spring. Treats must be approved by the teacher in advance and be individually packaged and store purchased. We would like to encourage healthy snacks and treats for these parties.

School staff cannot provide student address and/or phone number information for home birthday party invitation purposes. In addition, invitations for home birthday parties may not be distributed at school unless issued to every student in the class.

### **SCHOOL ORGANIZATIONS/VOLUNTEERS**

#### **\*SMITHTON P.T.O**

Smithton Parent-Teacher Organization is an excellent way for you to support and enhance your child's education. Any adult family member of any student currently enrolled in Smithton School or any staff member can be a member. Meetings are held the second Thursday of each month. For more information look for PTO on Facebook as Smithton PTO or on the school website or contact them at [smithtonpto@smithton.k12.mo.us](mailto:smithtonpto@smithton.k12.mo.us).

#### **\*PRACTICAL PARENTING PARTNERSHIPS (P.P.P.)**

A primary prevention program offered to parents, educators and students. The program is designed to support adults in their roles as educators and nurturers of school-age children. Its goal is to help all children become responsible and confident individuals who can function to the best of their abilities in their personal lives, in their educational experiences and within a complex society. The program also offers opportunities for networks between families, schools and community. The PPP coordinator will announce activities throughout the school year.

#### **ROOM PARENTS & APPLE PARENTS**

We have opportunities for you to volunteer to serve as a Room or Apple Parent. Forms are sent home at the beginning of each school year. Room parents help with organizing classroom parties and events, and Apple Parents volunteer their time helping the teacher in various areas (make photocopies, help in the classroom). This is a flexible position; you are able to come in at a day and time that is convenient for

**Encourage  Engage  Educate**

both you and the teacher. When you work in a classroom, you will come to know the students very well. Remember that any information pertaining to a child must be kept confidential.

All persons volunteering in the Smithton R-VI School District must undergo a Background Check. Please see the staff in the Superintendent's office for more information.

### **HONOR ROLL**

The scholastic honor roll is announced at the end of each quarter to recognize academic achievement for students in grades 2-4.

**Superior Honor Roll** – A student must have a Grade Point Average of 3.75 or higher.

**Distinguished Honor Roll** – A student must have a Grade Point Average between 3.50 and 3.74. **Honor Roll** – A student must have a Grade Point Average between 3.25 and 3.49.

Honor Rolls will be published four times a year – 1st Quarter, 2nd Quarter, 3rd Quarter, and 4th Quarter.

### **GRADE SCALE**

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67

Some classes and/or objectives may use:

E	for Excellence	P	for Pass
S	for Satisfactory	N	for Needs Improving
U	for Unsatisfactory	N/A	for No Grade
X	indicates Selection		

When a student has In School Suspension (ISS), work completed that day and turned in to the teacher will receive full credit. When a student has Out of School Suspension (OSS), they are expected to complete the work done that day, but will receive a "0" as a grade for the work.

### **GIFTED PROGRAM**

See Board Policy IGBB and IGBB-AP(1)

The Board of Education, recognizing the need for programs addressing the special needs of gifted and talented students, shall endeavor to provide the level of monetary support it deems proper to enhance programs for those students so identified. Students qualified for gifted and talented will receive 150 minutes per week of enrichment. Students may also attend the Extempore Gifted Competition in the spring.

### **PROMOTION AND RETENTION OF STUDENTS**

Encourage  Engage  Educate

See Board Policy IKE

The Smithton R-VI School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards. Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

### **AT RISK STUDENTS**

See Board Policy IGBD and IGBD-AP(1)

The Board of Education recognizes that academic failure by students can be directly associated with personal, social, emotional or behavioral problems beyond the traditional jurisdiction of the regular classroom. Therefore, the Board is committed to working in conjunction with a committee of faculty members, administrators and community members to implement a program which will serve to increase self-esteem, pride and academic excellence in potential at-risk students. With the understanding that there is no single solution to the at-risk problem, the district's program will be implemented through a series of activities within the classroom, small group counseling, individual counseling, and awareness and prevention efforts.

The district's at-risk program will assist students by:

- Providing services and support through identification, resources, referral and intervention to students who exhibit a wide range of problems.
- Fostering an atmosphere of acceptance for students and staff to work toward resolution of student problems.
- Initiating and maintaining a cooperative alliance in which the school, community, families and students work together.
- Providing comprehensive ongoing intervention, evaluation and services to meet the needs of the at risk students.

### **DISMISSAL OF SCHOOL (INCLEMENT WEATHER)**

When it becomes necessary to dismiss school before the regular dismissal time, radio stations KSIS (1050 AM), KDRO (1490 AM), KMMO (1300 AM) and KIXX (105.7 FM) in Sedalia will be asked to broadcast the school intentions along with specific times for dismissal. In the event the decision to cancel school is made the night before, KOMU Channel 8 will also be notified so that this information may be telecast.

**Encourage  Engage  Educate**

Smithton R-VI School District has chosen School Messenger as another communication tool with parents/guardians. Messages will be sent via phone, email and/or text regarding school closures or dismissals, and including other important information that parents/guardians should be aware of.

### **FIRE AND TORNADO PROCEDURES**

The fire alarm is an **intermittent cricket** sound. The tornado alarm is a **continuous alternating** sound. Once the warning has been issued, the occupants of the building will report to pre-assigned areas. Faculty and school employees have detailed information dealing with procedures to follow in emergencies.

### **TELEPHONE CALLS**

Teachers are not available to come to the phone during normal class hours; therefore the office will have the teacher return your call. The office will take your message and pass it on to the teacher to have them contact you at a more convenient time. Messages for students should be received by the office by 2:15 and will be taken to the student at the end of the school day. Students will not be allowed to make telephone calls during the school day unless the principal deems it a true emergency, i.e. the student does not know where to go after school and the office has not been notified from the parent.

### **LOST AND FOUND**

We have a Lost and Found in the Elementary office. If items are not claimed after a reasonable amount of time (determined by the office), they will be donated to a charity organization or disposed of. It is important to put your child's name on their coats/jackets. Students will not be allowed to borrow a coat from lost and found for recess if they forget their coat at home.

### **COUNSELOR**

A full-time elementary guidance counselor is employed to work with our children. The counselor works closely with teachers to help children make the best possible adjustment to school. This is done in various ways. Counselors see children individually, who are referred by teachers, administrators, parents or by self-referral from the child. Small groups meet with the counselor, with parental consent, to discuss specific areas of concern. Group guidance activities take place during weekly sessions when the counselor meets with entire classes to address areas in the guidance curriculum or in areas of need. The counselor helps with new student enrollment and provides testing and evaluations.

### **LIBRARY**

A central library is located in the school. Children and teachers are informed of materials and are trained in selecting and using these library resources in the quest for knowledge. Students are responsible for the books they check-out, and must replace lost books.

### **LIBRARY AND MEDIA CENTER RULES**

All students have the opportunity to use the library and media services. The library provides access to both print and non-print materials and is equipped with computers that are connected to the local area

Encourage  Engage  Educate

network and also to the Internet. An automated catalog and circulation system provides students with access to the library collection.

Students are encouraged to read on a daily basis and check out library books and materials regularly. Books may be checked out for a two-week period, with opportunities for renewal if there are no holds placed on those items. Every reasonable effort should be made to return items on or before the due date, and in the same condition. Failure to do so will restrict library privileges. A replacement fee will be charged for damaged or lost materials, and grade cards may be held until books are found or replaced.

The library is a learning space and an extension of the classroom. Students should come to the library armed with curiosity and common sense. They are expected to use time wisely and act responsibly. It is a space shared by the entire school, and every effort should be made to keep the space and materials organized and in good condition.

### **VOCAL MUSIC**

Music instruction classes are provided for Kindergarten through 4<sup>th</sup> Grades. There are two Elementary Music concerts during the year, in winter and in the spring. The performances are free and open to the public.

### **PHYSICAL EDUCATION**

P. E. is provided for all Kindergarten through 4<sup>th</sup> grade classes. If your child is to have restricted P.E. activity (due to an illness, injury, etc.) a note by you and/or doctor must be provided to the P.E. teacher. Please make sure your child wears clean gym shoes on P.E. days. Inappropriate shoes may prevent your child from participating and affect their grade as deemed by the teacher.

### **RECESS**

Students go outside for recess on a daily basis, except for inclement weather or during extreme temperatures (Below 38 degree or above 95 degrees). Teachers provide supervision on the playground, and all students are expected to follow instructions and rules of the teacher on duty.

Please make sure your child is dressed appropriately for the weather conditions of the day. In chilly weather, students with shorts on or without a jacket, mittens, etc. may not be allowed to participate in recess. Also, failure to complete homework or other assignments may result in loss of recess privileges for the day.

If you do not want your child to participate in outside recess (due to illness, injury, etc.) please send a note each day that you want them to stay inside. We will accept a note from your doctor requesting a longer period of time.

### **RIDING A DIFFERENT BUS**

Encourage  Engage  Educate

If your child needs to ride a different bus, other than what they usually ride, you must send a note giving your permission, and stating the following:

- (1) Which bus they will be riding
- (2) Destination - with whom, if any, they are going home with.

The note must be shown to the teacher AND to the office for verification, and then the student will need to give the note to the bus driver when they get on the bus. Students will be sent home as usual if parents have not sent a note or called the office.

### **EXTRA CURRICULAR TRANSPORTATION**

Students will use school-sponsored transportation to/from any extra-curricular activity when transportation is provided. The school administrator and teacher can determine if additional help is needed on the bus during a field trip and allow adults to ride the bus. A student may ride home with his/her parent or guardian if the parent/guardian personally signs the student out with the teacher/sponsor. The teacher/sponsor will provide a dated class roster for sign out.

### **HEALTH/NURSE INFORMATION**

See Board Policy EEA

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

### **MEDICATION ADMINISTRATION**

See Board Policy JHCD

The Smithton R-VI School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

**Encourage**  **Engage**  **Educate**

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

### **Over the Counter Medication**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

**Encourage**  **Engage**  **Educate**

SUGGESTED GUIDELINE FOR COMMUNICABLE DISEASES ABSENCES

Chicken Pox	6 days after appearance of skin eruptions, or longer if scabs are NOT dried.
Common Cold	If fever is greater than 100 F, or if excessive cough is present.
Diarrhea/Vomiting	<b>Until 24 hours after the last occurrence of diarrhea or vomiting.</b>
Pink Eye (Conjunctivitis)	Red/Inflamed eye with drainage or crusted eyelids – Should NOT attend school during the acute stage. Antibiotic eye drops from a physician may be required.
“Fifth Disease”	Exclude for fever only.
Impetigo	Until lesions are healed or documented under physician’s treatment.
Measles	During cold symptoms and 5 days after appearance of rash.
Mumps	Nine days following onset of swelling.
Head Lice	Nits (eggs) and live lice must be removed with proper and effective treatment.
Ringworm	Exclusion not necessary, however medical treatment must be initiated (typically antifungal cream).
German Measles (Rubella)	5 days after appearance of rash.
Scabies	Need doctor’s note stating student is under medical treatment.
Strep Throat/Scarlet Fever	Must be on antibiotics for 24 hours.
ALL RASHES	Must be excluded until seen by a physician and may return to school with a note from the physician stating diagnosis stating they are not contagious.

Encourage  Engage  Educate

Fever or Influenza-like Illnesses	<b>Any fever over 100 F must remain at home until 24 hours fever-free.</b> For Influenza-like illnesses it is recommended to make sure the child feels like resuming daily activities before returning to school even without a fever.
-----------------------------------	--

**It is very important to keep ill children at home in order to maintain a healthy school.**

Please use the following chart as a guideline for keeping children home from school and taking them to the doctor if necessary.

**ILLNESS DURING SCHOOL HOURS**

The school nurse is required to send student home with fevers over 100 F or for any of the above mentioned illnesses. If your child is sent home from school ill, it is important for them to be picked up PROMPTLY and to follow policy on not returning to school until symptom-free for 24 hours or until the proper medical treatment has been initiated.

*Please be sure the office has the most **UP-TO-DATE CONTACT INFORMATION!***

**MISSOURI SCHOOL VIOLENCE HOTLINE**

The Missouri School Violence Hotline is a statewide service, which began operation on October 1, 2001. Funds are made available for this project through the Missouri Department of Public Safety and the Missouri Juvenile Justice Advisory Group from funding provided by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

The Missouri School Violence Hotline is a toll-free number at **1-866-748-7047**. The School Violence Hotline receives reports on a variety of school violence concerns, such as threats, bullying, assaults, property destruction, theft, sexual misconduct, and weapons being brought on to school property. The School Violence Hotline takes calls from the general public, including students, school personnel, and concerned parents. Callers can report their concerns anonymously. The School Violence Hotline is operated Monday through Friday from 7am to 6pm, excluding state holidays. There is a recording for after hours.

**STUDENT CONDUCT**

**see Board policy JG and JG-R1**

The student shall:

1. Conduct themselves at all times following classroom rules and showing respect for others.
2. Attend school regularly. Giving their best efforts in all they do.
3. Show good sportsmanlike conduct at all activities, both at school and away.

***Always remember, you represent Smithton School!***

**Encourage  Engage  Educate**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

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

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

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

### **Documentation in Student's Discipline Record**

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

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

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by Board policy JGF as a serious violation of school

**Encourage**  **Engage**  **Educate**

discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

### **STUDENT DISCIPLINE**

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

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

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

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

### **Assault**

**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. Assault is a crime and may be punishable by the state.

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

Encourage  Engage  Educate

**B.** Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious injury to another person, or an other act that constitutes assault in the first or second degree.

- First Offense: 10-180 days out-of-school suspension or expulsion.
- Subsequent Offense: Expulsion.

**Bullying and 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 his or her 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.

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

**Bus Misconduct** - 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.

- First Offense: Warning and Parent contact, removal from bus 1-2 weeks
- Subsequent Offense: Will be at the discretion of the administrator

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

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

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

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

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

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

Encourage  Engage  Educate

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

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

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

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) -**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

**Dress Code (see Board policy JFCA and JFCA-AP(1))**

**School dress should not be a disruption to the educational process.** This dress code also applies towards physical education classes. Repeated dress code violations will be subject to disciplinary action. School dress should not be a disruption to the educational process. Repeated dress code violations will be subject to disciplinary action.

- First Offense: Correct the problem, Warning, detention.
- Subsequent Offense: Correct the problem, detention, and in-school-suspension.

1. Students should dress comfortably and with regard to the weather. During the cold months, please make sure your child has a hat, gloves, boots (when necessary), and a warm coat that they can fasten themselves without adult help. It is recommended that the child's name be written inside their coats/jackets.
2. All students must wear shoes (sneakers, boots, etc.) and they are to be stable and protective. Tennis shoes must be tied or velcroed at all times. Shoes without a back are not to be worn on a day that the student has P.E. Please be mindful of your child's specials schedule as inappropriate shoes may prevent your child from participating and may affect their grade for that day.
3. Class activities which present a concern for student safety may require the student to adjust their hair or clothing during the class period in the interest of maintaining safety standards.
4. Clean clothing and hygiene are expected.

**Encourage  Engage  Educate**

The following are EXAMPLES of, but not limited to, dress items that are not appropriate:

1. Clothing displaying alcohol, tobacco, other drugs, or suggestive statements.
2. Clothing with inappropriate skin exposure: tops with straps of less than 1", halter tops, racer back/ T-back shirts, tops with large arm openings, mesh tops, see through blouses, tube tops, short tops (which expose the mid-section), skirts, dresses or shorts above the mid-thigh.
3. Trench Coats/Oversized Coats
4. Hats or sunglasses should not be worn during the school day, unless designated as a Hat Day or Spirit Day.
5. Clothing with holes or tears above the knee.

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

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

**Failure to Care for or Return District Property**- Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

- First Offense: Restitution, Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Restitution. Detention or in-school suspension.

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

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

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

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

Encourage  Engage  Educate

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

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

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

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

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

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

**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. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances, graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

**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. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing, or pushing or fighting based on protected characteristics.

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

**Hazing (see Board Policy 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 can occur even when all students involved are willing participants.

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

**Encourage  Engage  Educate**

**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 staff, possessing or using fireworks.

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

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

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

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

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

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

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

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

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

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

**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.

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

Encourage  Engage  Educate

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

**B.** Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, 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. The student's refusal to turn in the device will be considered disrespectful conduct.

- First Offense: Confiscation, principal/student conference, detention, or in-school suspension. (student may pick up the cell phone/electronic device at the end of the day)
- Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. (parents/guardians may pick-up cell phone/electronic device at end of school day or they may make other arrangements with the principal)

**C.** Violations, other than those listed in (A) or (B) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

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

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

**Tobacco**

**A.** Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

**B. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.**

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

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

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

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

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

**Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.**

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

**Weapons (see Board policy JFCJ)**

**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 § 571.010, RSMo.**

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

**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).**

**Encourage  Engage  Educate**

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

**C. Possession or use of ammunition or a component of a weapon.**

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

**K-6 Schoolwide Title Services**

Smithton R-VI School District has developed a parent involvement plan with parents, teachers, and staff through a variety of formats including, but not limited to, parent surveys, family events, conferences, and meetings. This plan establishes the expectations for parent involvement with Smithton R-VI School District, a Title I Schoolwide school.

Annually, a Title I information event is held. At this meeting, the director and staff inform parents of the school's participation in Schoolwide Title I. Information regarding parent rights, safeguard procedures, complaint procedures, and parent involvement opportunities are discussed.

The elementary and middle school buildings offer a number of opportunities for parents and families to be involved. These include Parent/Teacher conferences, family events within the school year that focus on math and literacy, PTO meetings, and other school events (music programs, art show, and family nights).

Smithton R-VI School District will provide parents timely information about programs and services through the weekly school newsletter, school website, phone communication, email, SIS, and Facebook. The school provides full opportunities for the participation of parents with limited English proficiency, disabilities, and migrant families. The district will provide a description and explanation of the curriculum and academic assessments used to measure progress including the expected proficiency levels. This is communicated through parent meetings, parent/teacher conferences, notes sent home, weekly/monthly/quarterly newsletters from the classroom and school, and SIS parent link.

All students in Kindergarten through sixth grade are eligible to receive academic support utilizing Title I teachers and services in the Smithton R-VI School District. The school-parent compact outlines how parents, teachers, and students share in the responsibility for improving student achievement. The compact further explains how the school's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's standards. The school-parent compact describes the ways in which each parent will be responsible for supporting student learning and participating in decisions relating to the education of their child/children. The school-parent compact addresses the importance of communication between the teachers, students, and parents on an ongoing basis through conferences, newsletters, and progress reports to parents.

Smithton R-VI Schools gives parents reasonable access to staff, along with opportunities to volunteer, participate, and observe in their child's classroom.

The written Parent Involvement Plan will be distributed to all parents in Kindergarten through 6<sup>th</sup> grade in an understandable format and in a language parents can understand. It has been placed on the school website making it available to the local community. This plan will be periodically updated to meet the changing needs of parents and

**Encourage  Engage  Educate**

the school. If the plan is not satisfactory to parents, comments may be submitted in writing to the school, the comments will be reviewed, and staff and the elementary schools will actively work to resolve these concerns.

The Parent Involvement Plan is an effort to cover the range of responsibilities and services the Smithton R-VI School District provides to the parents of its students and to the community.

**Schoolwide Title Contact Information:**

Brandon Wallace, Federal Programs Director  
660-343-5316  
wallaceb@smithton.k12.mo.us

Tamara Lemons, Reading Instructor 3<sup>rd</sup>-6<sup>th</sup> Grades  
660-343-5317  
lemonst@smithton.k12.mo.us

Angela Dehaven, Reading Instructor K-2<sup>nd</sup> Grades  
660-343-5317  
dehavena@smithton.k12.mo.us

Glenita Montgomery, Math Instructor K-6<sup>th</sup> Grades  
660-343-5317  
montgomeryg@smithton.k12.mo.us

**PUBLIC ANNOUNCEMENT**  
**SURROGATE PARENT PROGRAM**

Pursuant to the requirements of State Law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who required special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary & Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person- the person responsible for the district's special education program.

**AWARENESS AND CENSUS**

THE SMITHTON R-VI SCHOOL DISTRICT does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The school district also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

*Mrs. Joanne Tyler*, Special Education Coordinator and Section 504 Coordinator  
505 S. Myrtle St, Smithton, MO 65350 (660) 343-5316  
7:30 a.m. to 3:30 p.m. Monday - Friday

**Encourage  Engage  Educate**

**Missouri Department of Elementary & Secondary Education**

No Child Left Behind Act of 2001 (NCLB)

**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>[1]</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

<p><b>Missouri Department of Elementary and Secondary Education</b>  <b>Complaint Procedures for NCLB Programs</b>  <b>Table of Contents</b></p>	
<p><b>General Information</b></p> <p>1. What is a complaint under NCLB?                  2. Who may file a complaint?                  3. How can a complaint be filed?</p>	
<p><b>Complaints filed with LEA</b></p> <p>4. How will a complaint filed with the LEA be investigated?                  5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p><b>Complaints filed with the Department</b></p> <p>6. How can a complaint be filed with the Department?                  7. How will a complaint filed with the Department be investigated?                  8. How are complaints related to equitable services to private school children handled differently?</p>
<p><b>Appeals</b></p> <p>9. How will appeals to the Department be investigated?                  10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

**1. What is a complaint under NCLB?**

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 NCLB.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

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

Complaints can be filed with the LEA or with the Department.

**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:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and

2. 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:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **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 members of the general public.
5. **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).
6. **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 differently?**

If the complaint is an LEA is 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 it 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 U. S. Department of Education.

**APPEAL PROCEDURE**

**Equal Education Opportunity**

**Nondiscrimination and Student Rights**

**Decisions Relating to Identification, Evaluation, Programming or Placement (FAPE)**

This procedure should be used if the parent(s), legal guardian or eligible student intends to challenge actions the District proposes or refuses under 504/Title II regarding the identification, evaluation, programming (provision of

FAPE) or placement of a student with a disability. The District also has the right to initiate a 504/Title II due process hearing regarding these same matters.

1. If a parent, legal guardian or eligible student intends to challenge the action proposed or refused by the District, the parent/guardian or eligible student must file a written Request for 504/Title II Due Process Hearing within ninety (90) calendar days from the date of the District's written notice of the proposed or refused action. A copy of this form is attached to these Procedural Safeguards. The Request for 504/Title II Due Process Hearing should be filed with:

Joanne Tyler, Section 504 Coordinator  
505 S Myrtle Avenue  
Smithton, MO 65350  
Telephone (660) 343-5316

Brandon Wallace, Title IV  
505 S. Myrtle Avenue  
Smithton, MO 65350  
Telephone (660) 343-5316

If the District intends to initiate a Section 504/Title II due process hearing, the District's Section 504/Title II Coordinator must complete the Request for a 504/Title II Due Process Hearing within the same number of calendar days as specified above.

2. The Request for a 504/Title II Due Process Hearing must state the specific circumstances, including all relevant facts, giving rise to the request for due process; the specific issues to be decided at the impartial due process hearing; and the relief being requested. The District will acknowledge, in writing, all parent/guardian requests for a due process hearing within five (5) business days of receipt. If the District initiates the due process hearing, the District will inform the parent or guardian within five (5) days of the District's decision to so initiate.

3. The District will, within fifteen (15) business days of the District's or parent/guardian's receipt of the Request for a 504/Title II Due Process Hearing, appoint and retain a single impartial hearing officer to hear and decide the due process request. The hearing officer must have knowledge or training in Section 504/Title II and may not be an employee of the District. The hearing officer may not have a personal or professional interest that would conflict with his/her objectivity in the hearing. The District is not required to consult with the parent/guardian or eligible student with respect to the hearing officer appointment.

4. Although nothing prohibits or discourages the District from having an informal resolution process (including but not limited to filing a grievance or submitting to mediation) prior to the hearing, such informal steps cannot be required prior to the hearing and cannot operate in such a manner as to unduly delay the hearing.

5. The parties to the hearing have the following rights:

- a. The right to inspect all relevant records, including personally identifiable records of the student. The range of records reviewable is the same as under the Family Educational Rights Privacy Act (FERPA);
- b. The right to participate in the hearing;
- c. The right to be represented and advised by an attorney;
- d. The right to present evidence and confront, cross-examine and compel the attendance of witnesses;
- e. The right to obtain a record of the hearing but at the cost of the party; and
- f. The right to obtain written findings of fact, conclusions of law, and decision.

6. Section 504/Title II due process hearings will be closed. The parents or guardian may elect to have the student present at the hearing.

7. The hearing officer must hold the hearing within thirty (30) days of his/her appointment as hearing officer. This timeline may be extended upon the request of the party or parties and by agreement and order of the hearing officer.

8. Each hearing must be conducted at a time and place which is reasonably convenient to the District and the parents or guardian. The District's facilities will be presumed to be a reasonably convenient location but the parents or guardian may challenge this presumption with the hearing officer.

9. The party that requested the due process hearing may not raise issues at the due process hearing that were not addressed in the Request for a 504/Title II Due Process Hearing unless the other party agrees.

10. The hearing officer shall render a final, written decision no later than fifteen (15) days following the completion of the hearing. A decision may be rendered after fifteen (15) days, if either party requests an extension of this timeframe, and for good cause shown. The decision of the hearing is final and binding, subject to the procedures outlined below.

11. The Smithton R-VI School District is responsible for costs directly attributable to the provision of administration hearings described in these procedures, including compensation of the hearing officer, and other related expenses. The District is not responsible for the cost of hearing transcripts requested by the parent. The District is not responsible for the costs of legal counsel or other representative of the parent/guardian or eligible student or for the costs of producing or reproducing the evidence presented by the parent/guardian or eligible student.

12. Any timelines specified herein may be extended by agreement of the District and parent/guardian or eligible student or by order of the hearing officer.

13. Any party aggrieved by the decision of the impartial hearing officer may appeal that decision to any court of competent jurisdiction. 00139425.2

### **NOTICE OF NONDISCRIMINATION**

The Smithton R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following individual has been designated to coordinate the District's efforts to comply with Section 504, Title II, the Age Act, and Title IX:

***Joanne Tyler, Title IX and Section 504 Coordinator***

505 S Myrtle Ave, Smithton, MO 65350

(660) 343-5316

Individuals who wish to file a complaint with OCR may contact OCR at U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Fax: (816) 268-0599; TTY: (877) 521-2172; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **NOTICE OF NONDISCRIMINATION**

The Smithton R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following individual has been designated to coordinate the District's efforts to comply with Section 504, Title II, the Age Act, and Title IX:

Joanne Tyler, Title IX and Section 504 Coordinator

505 S Myrtle Ave, Smithton, MO 65350

(660) 343-5318

Individuals who wish to file a complaint with OCR may contact OCR at U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Fax: (816) 268-0599; TTY: (877) 521-2172; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

**Encourage**  **Engage**  **Educate**

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

---

[1] Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

Revised 7/15<sup>2</sup> In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

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

**Encourage**  **Engage**  **Educate**