

Summersville Elementary

Student Handbook



Home of the Wildcats!

2019-2020

Dear Students and Parents,

The Summersville Elementary School Staff would like to welcome you to our school. The mission of the Summersville R-II School District is to direct each student's learning so that he/she can become a productive citizen in our changing world. The faculty, staff, administration and Board of Education are excited about a new school year and the opportunity to make this year a successful and positive school experience for our students.

This handbook is a tool that contains information you will need to know to be a successful student at Summersville Elementary. It provides basic information about our school policies, general guidelines, state laws, and other information. I ask that you take some time to familiarize yourself with the policies and practices of our school which are necessary to maintain a positive learning environment. The handbook has been revised for the 2019-2020 school year and contains some minor changes. Every student is required to **return page 8, 9, & 65** of this handbook to their classroom teacher during **the first week of school**. This update acknowledges that you have reviewed and understand the policies set forth in the handbook.

You will receive regular communication from the classroom teachers concerning what is going on at school, as well as special announcements from the office of upcoming events. Please maintain a high level of involvement in your child's school experience by visiting the school and talking with your child about what is happening. I encourage you to stay in contact with your child's teacher and become a member of the Parent Teacher Organization. I also encourage you to participate in family literacy/math activities scheduled throughout the year. When children know their parents are interested in and concerned about their education, their interest also increases.

I believe that the Summersville Elementary School is an outstanding school with an exceptional staff that will offer your child the best possible education. I am honored to serve as the principal of Summersville Elementary. It is truly a privilege to be a part of a community where parents, teachers, and students strive to build positive relationships that support academic and social growth. Please feel free to contact me at 417-932-4613 or come by and visit if you have any questions, comments, or concerns. I am looking forward to a great year in Summersville together!

Sincerely,
Dessie Bird
Elementary Principal



FACULTY AND STAFF

Superintendent:	Rick Stark
Elementary Principal:	Dessie Bird
Guidance Counselor:	Rhonda Smith
Preschool:	Brenda Allen
Kindergarten:	Stacie Spencer Heather Wuertley
First Grade:	Scottina Haase Chandra Odom
Second Grade:	Misti Cooper Jessi Kaut
Third Grade:	Brenda Atchison Stefanie Thomas
Fourth Grade:	Ashley Collins Alana Grogan
Fifth/Sixth:	Tanya Smith—Science, 5 th Grade Homeroom Debbie Prisco—ELA/Reading 5 th Grade Homeroom Ashleigh Barnett—Math, 6 th Grade Homeroom Julie Rutledge —Social Studies, 6 th Grade Homeroom
Library/Media:	Karen Terrill
Art:	Lisa Haynes
PE:	Ashley Beavers
Guidance/Health:	Rhonda Smith
Music:	Mike Charlton
Supplemental Comm. Arts Teacher:	Deborah Marcus
Title I Math:	Vicki Stoops
Curriculum Director:	Dessie Bird
Special Ed Teacher:	Sondra Howell
Director of Special Ed:	Denise Roenspie
Paraprofessionals:	Becky Havens, Jodie Wilbanks, Heather Cooper Sarah Jones
Speech Implementer:	Brenda Smith
PAT:	Lisa Howell
STAFF:	
Elementary Secretary:	Brittany Cochran
Cafeteria Staff:	Melissa Michel Tina Odom Dawn Shoults Marlene Terrill
School Nurse:	Brittany Cochran
Custodians:	Liz Bond, Dottie Stoops, Dennis Rabine

2019-2020 SCHOOL CALENDAR

JULY 2019

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

4-Independence Day

AUGUST 2019

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

12-ASIRT AM/New Teacher PM

13-14-Teacher Contract Days

13- Open House 5-7 PM

15- First Day of School

SEPTEMBER 2019

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

2-No School- Labor Day

9-Health Risk Assessment 7:30

13- Mid-Quarter

16-No School-Teacher Contract Day

OCTOBER 2019

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

11-End of 1st Quarter (40 Days)

14-Start of 2nd Quarter

17-P/T Conf. 12:30PM-6:30 PM
½ day of School

18-No School

NOVEMBER 2019

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

8- Mid-Quarter

15- No School- Fall Break

18-20- No School-Fall Break

27-29-No School- Thanksgiving

DECEMBER 2019

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

20-Early Release

20-End of 2nd Quarter(42Days)

20-End of 1st Sem. (82 Days)

23-31- No School- Christmas Break

1-3- No School- Christmas Break

6-School Resumes (3rd Qrt)

20-No School- MLK, Jr. Day

JANUARY 2020

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

4-Mid-Quarter

14-No School- Teacher
Contract Day

17-No School- President's Day

FEBRUARY 2020

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

6-End of 3rd Quarter (42 days)

9-Start of 4th Quarter

16-20-No School-Spring Break

MARCH 2020

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

8-Mid-Quarter

10-No School- Good Friday

13-No School-Easter

APRIL 2020

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

3-Senior Graduation (2 PM)

12-End of 4th Quarter (38 days)
Early release

12-End of 2nd Semester(82days)

13-Teacher Contract Day

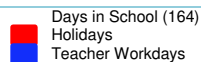
25-Memorial Day

MAY 2020

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

JUNE 2020

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



Possible Makeup Days: Jan. 20, Feb. 17, March 16, March 17, March 18, May 13-15, May 18-22

Teacher Contract: 164 days classroom and 6 Work Days for a total of 170 days. 3 Early Release Days (10/17, 12/20, & 5/12)

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SCHOOL SUPPLY LIST

Pre-School

1 8 ct pack chubby markers
1 pk Expo Dry Erase Markers
1 pkg coffee filters
2-2 pocket folder w/o brads
1 spiral wide-ruled notebook
1 2-pack Glue Sticks
1 Standard size back pack
1 pk Playdough
1 can Lysol Spray
3 pk Clorox Wipes
Extra Change of Clothes
Girls: gallon size Ziploc bags
Boys: quart size Ziploc bags

Kindergarten

4 packs Crayola Crayons (24 count)
1 pair Fiskar pointed scissors
1 lg pink eraser
4 2-pack of Elmer's Glue Sticks
2 packages of #2 pencils
Nap mat (thin red/blue mat, blue/green mats do not fit in desk.)
Backpack without wheels
Boys - 1 Clorox disinfecting wipes
Boys - Lg box Ziploc quart-sized bags
Girls - Lg box Ziploc gallon-sized bags
Girls - 3 pack Kleenex Tissues
Small pencil box

First Grade

2-24 pk Crayola Crayons
1 pair Fiskar Pointed Scissors
6 Elmer's glue sticks
1 24 pack #2 pencils
2- large pink erasers
4 Black Expo markers (fine point)
1 highlighter
3 boxes Kleenex tissues
Backpack (2 straps)
1 plastic pencil box (about 5"x8")
1-70 pg wide ruled yellow notebook
1-70 pg wide ruled black notebook
2-100 count 3X5 white index cards
1 container Clorox wipes

Second Grade

1 pair Fiskars Pointed Scissors
1 plastic folder
1 crayon box
1 YELLOW 70 page wide-ruled notebook
1 RED 70 page wide-ruled notebook
1 box Kleenex tissues
Backpack (w/o wheels)
4 glue sticks
2 pkg #2 pencils
1-24 pk Crayola Crayons
1 pk Crayola colored pencils
1 black Sharpie marker
1 container Clorox wipes

Third Grade

24 pack Crayola Crayons
1 pack Crayola Markers
2 packs #2 pencils
1 Bottle Elmer's Glue (no gel)
2 Large Pink Erasers
1 box Kleenex tissues
1 black sharpie
1 yellow highlighter
4 glue sticks
2-4 pk big Expo markers
3 70-sheet spiral notebooks
1 pk Crayola colored pencils
1 container Clorox wipes
Backpack (without wheels)



Fourth Grade

2 packs #2 pencils
1 pk Crayola Crayons
1-2 pack Black Expo marker
1 black Sharpie marker
2 Large Pink Erasers
1 Pencil Box
1 box Kleenex tissues
1 pack colored pencils
1 pair scissors
2 glue sticks
1 container Clorox wipes
1 pkg loose leaf paper
1 70-sheet spiral notebooks
Backpack

Fifth & Sixth Grade

Pencils
Large pink eraser
Zippered Trapper Keeper
Zippered 3 ring pencil pouch (if the Trapper Keeper doesn't have one)
1 box Kleenex tissues
1 container Clorox wipes
1- 24 ct Crayola colored pencils
2 pk Black Expo Markers (low odor)
2 Composition Notebooks (not spiral notebooks)
1 bottle Elmer's glue
5 plastic pocket dividers
1 yellow highlighter

****Several items have been donated by area businesses, churches, and individuals. Please contact the classroom teacher or the elementary office for an updated list of needed items.**

FORWARD

This handbook was prepared with the express purpose of giving students, teachers, and parents a better understanding of all facts of the Summersville school system.

The policy making body of the Summersville R-II School District is the Board of Education, whose members are elected by the people. Procedures outlined in this handbook are consistent with policies adopted by the Board of Education.

This handbook is not intended to be just a list of rules and regulations but rather a guide to effective educational planning. This is necessary in order to create a positive learning atmosphere for all students attending Summersville Elementary School.

The goal of education is to develop each student into a productive citizen now and throughout life. Students have many different options upon graduation. Some may choose to attend a college or university or technical school. Some may choose to immediately enter into the work force. It is our job as parents, teachers, and administrators to prepare our students for each option.

Each student is urged to get involved and participate in extra-curricular activities and thus find things in our school, which can help him/her to develop responsibility and positive peer relationships.

We suggest that each student discuss the rules and regulations in the handbook with his or her parent or guardian. The student is directly responsible for all content in this handbook and the student and parent must sign below indicating they understand the rules and regulations contained. We sincerely hope that this will be a very enjoyable and worthwhile year for all students and their parents.

I have read and agree to abide by the rules and regulations set forth in the Summersville R-II Student Handbook.

(Please Print)

Student's Name: _____ Grade Level: _____

Teacher's Name: _____ Date: _____

Parent/Guardian's Signature: _____

TITLE I SCHOOL/FAMILY COMPACT

PLEASE RETURN THIS PAGE DURING THE FIRST WEEK OF SCHOOL! THANK YOU!

AS A SCHOOL WE WILL:

Provide high quality instruction in a positive environment, maintain open lines of communication with families and students, offer opportunities for parents to observe and assist in the school setting, set firm and fair safety, discipline and drug enforcement policies, provide a variety of age-appropriate reading materials for students, and encourage students to talk with families about school.

AS A FAMILY WE WILL:

See that our student attends school regularly and on time with homework completed, communicate regularly with his/her teachers, support the school in developing positive behaviors such as showing respect for teachers and school policies, encourage him/her to read at home, monitor his/her TV-viewing, and talk with him/her about school activities every day.

AS A STUDENT I WILL:

Believe that I can learn, take pride in my school, obey school and bus rules, show respect for myself, property and others, spend time reading at home, and talk with my family about what I am learning and doing in school.

I have read and understand the handbook for the 2019-2020 School Year.

_____	_____	_____
Teacher	Parent(s)	Student

PERMISSION FORM FOR TRIPS IN THE SUMMERSVILLE AREA

In connection with the educational programs of Summersville Elementary School, we are asking for your written consent to take your child on trips in the Summersville area during the school year. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to be included in such excursions. Occasionally the trip requires transportation. Transportation will be provided by Summersville School.

This blanket authorization covers only the trips in the Summersville area. For any trip to other towns, we shall ask your special permission and will plan far enough in advance for children and parents to take care of budgeting expenses if any financial obligation is involved.

Name of Child _____
First Middle Last

Contact Number _____

DIRECTORY INFORMATION

Student names and photos are considered directory information and will be used on school web sites and media releases. Please notify the Elementary office if your child's name or photo should not be used.

I give my permission for my child to go on school or classroom trips in the Summersville area during the 2019-2020 school year and his/her name/picture may be used on the district web sites and media releases.

Parent/Guardian Signature: _____ Date: _____

DISTRICT MISSION & VISION

District Mission Statement:

The mission of the Summersville R-II School District is to direct each student's learning so that he or she can become a productive citizen in our changing world.

Elementary Vision Statement:

Summersville Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere. Our goal is to work in a partnership with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential. Opportunities are available for enrichment, intervention, and remediation as necessary. We set high expectations for all students. Our entire school community shares the belief that all children can and will learn.

We are committed to the following goals:

- To teach all students not only how to read, but also to enjoy reading.
- To make sure all students gain an understanding of mathematical concepts and the role math plays in all areas of life.
- To appreciate history and the unique role it plays in informing today's decisions.
- To develop an interest in and an understanding of science.
- To write fluently for a variety of purposes.
- To use technology as a tool to enhance all areas of the curriculum.
- To develop learners whose curiosity about the world around them leads them to a fulfilling life.
- To set high expectations that encourages mutual respect and responsible behavior.

EDUCATIONAL PHILOSOPHY

Education is a lifelong process during which each student develops at an individual rate in physical, mental, social, emotional, and academic areas.

RELEASE OF STUDENT INFORMATION

The Summersville R-II School District maintains student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner.

Most information about Summersville Elementary students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is "directory information". Directory information is defined as the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent educational agency or institution attended by the student and other similar information.

Our school may be requested to provide directory information of our students to military recruiters, colleges, and other educational agencies. Should a parent or guardian of a student wish to restrict or prohibit the distribution of any part or all of this information, they must submit notification in writing to the school principal within 15 days of the receipt of this student handbook. The written notification will become part of the student's record.

POSITIVE BEHAVIOR SUPPORTS

Summersville Elementary will continue to implement Positive Behavior Supports. PBS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. We have adopted four universal behavior expectations. These expectations will be displayed throughout the building and will be mentioned daily so that all children are keenly aware of what they are. They are, "We are the Wildcats, hear us ROAR! Responsible, Outstanding Learners, Always Safe, and Respectful!"



School Wide Expectations & Settings Matrix



	<u>Responsible</u>	<u>Outstanding Learners</u>	<u>Always Safe</u>	<u>Respectful</u>
	<ul style="list-style-type: none"> *Go quietly to and from my destination without disturbing others *Wave silently 	<ul style="list-style-type: none"> *Enjoy displays with eyes only 	<ul style="list-style-type: none"> *SHINE! *Face forward *Stay gap free 	<ul style="list-style-type: none"> *Voice level at 0 *Walk quietly *Respond appropriately to adults
Classroom	<ul style="list-style-type: none"> *Be prepared to work *Do work & stay on task *Turn work in on time *Follow directions quickly 	<ul style="list-style-type: none"> *Do your best work *Ask for help when needed 	<ul style="list-style-type: none"> *SHINE! *Keep area clean *Always keep chair legs on the floor 	<ul style="list-style-type: none"> *Use appropriate voice level *Take turns and share *Actively listen
Cafeteria	<ul style="list-style-type: none"> *Follow adult directions *Get what I need the first time *Clean up area when finished *Stack tray neatly 	<ul style="list-style-type: none"> *Use manners 	<ul style="list-style-type: none"> *Use table manners *Stay seated while eating 	<ul style="list-style-type: none"> *Voice level at 1 *Use polite words
Restroom	<ul style="list-style-type: none"> *Use facilities appropriately *Use only 2 paper towels *Clean up *Turn water off *Report problems 	<ul style="list-style-type: none"> *Return to classroom or class line quickly 	<ul style="list-style-type: none"> *Flush the toilets *Keep the water in the sink *Keep area clean 	<ul style="list-style-type: none"> *Voice level at 1 *One person in a stall at a time *Hands, feet, body, and all objects to myself *Take turns at the sink
Playground	<ul style="list-style-type: none"> *Follow activity rules *Follow directions quickly *Make sure the door is closed 	<ul style="list-style-type: none"> *Line up quickly and quietly *Learn new activities 	<ul style="list-style-type: none"> *Follow playground rules *Keep hands, feet, body & equipment to myself 	<ul style="list-style-type: none"> *Take turns and share *Keep my body and equipment to myself *Use respectful words
Bus	<ul style="list-style-type: none"> *Talk only to those sitting in the same seat 	<ul style="list-style-type: none"> *Use good manners 	<ul style="list-style-type: none"> *Sit, face forward in assigned seat *Stay in your seat until the bus comes to a complete stop *Backpack & supplies stays with me *Keep hands and feet to self 	<ul style="list-style-type: none"> *Voice level at 1 *Respond appropriately *Follow all adult directions the first time

GENERAL INFORMATION & PROCEDURES:

ART

Art instruction is provided for K-6 students, once a week for 50 minutes. Basic knowledge and skills are taught in accordance with local and state objectives. Children are encouraged to develop an appreciation for art in everyday living. A paint shirt from home is recommended for wear during the painting unit.

ACCELERATED READING PROGRAM

This program encourages our students to read books they select at the appropriate grade level. The children are expected to reach 100% of their individual goal with at least 80% accuracy in a set number of weeks. Those children who attain their goal are rewarded.

ASSESSMENT

As a condition of receiving federal funds, Missouri is required to establish statewide assessments that meet specific criteria. One of the requirements is that the assessments must be provided to all students in the grades assessed. 20 U.S.C. 6311(b)(3)(C)(ix)(I); 34 C.F.R. §200.6. There is no provision in federal law for parents to opt their students out of these assessments and there are actual strict standards on even providing modified assessments to severely disabled students.

The Missouri School Improvement Program also requires the district to annually assess students. There is no opportunity in state law for parents to opt their students out of these assessments. In fact, a school district's accreditation is jeopardized if the district does not have a sufficient number of students take the test at the district, building, grade and sub-group level. 5 C.S.R. 20-100.105, Appendix A, MSIP-5 Performance Standards and Indicators.

While many parents believe that they have the legal authority to opt their child out of every component of public education that they do not agree with, this is simply not true. Parents may choose to enroll their student in a public, private, or parochial school or may home-school their students. However, once enrolled in the public school the student is subject to the education rules established by the state and local school district.

ATHLETIC CONTESTS/SOCIAL ACTIVITIES

Playing sports or attending social activities is considered a privilege in the school setting. Elementary students are required to obtain a physical given by a doctor. All physicals must be given to the coach before being allowed to practice or compete for a school team. Students who are absent from school on the day of a social activity, athletic contest, or any school sponsored activity will not be permitted to participate in that activity. An absence on Friday would preclude students from taking part in a weekend school sponsored activity. Student athletes who are absent the day after an athletic contest will be ineligible to participate in the next game. Exceptions may be granted by the Principal and/or Superintendent for extenuating circumstances, i.e. doctor appt, funeral, etc. **Any student who is over his/her days of attendance in a semester is ineligible to participate in extra-curricular activities.**

Students over their days/hours during the semester will be ineligible for the following events:

- 1) Sports attendance

2) Sports participation

When students accrue or owe \$100 or more to the school, they will lose participation in all field trips, athletic teams and club activities until fully paid; additionally, they will not be allowed to attend any ballgames or school events until fully paid.

Any student with at least one failing grade in any course will not be allowed to participate during extracurricular activities. Students must still participate in practice until all grades are at or above 60%. A coach of his/her respective activity may set the percentage higher than 60% at the elementary level. Student athletes representing Summersville are expected to conduct themselves and dress appropriately when representing Summersville at sporting events. Any student with frequent discipline referrals could be ineligible for participating in athletic contests and/or social activities.

Behavior at School Ball Games/Activities

Students in K-6 or younger shall not attend school activities without a parent/guardian, or adult relative present to supervise their behavior. Misbehavior (horse-play, failure to stay seated in the appropriate bleachers/seats, and otherwise actions that annoy other spectators) will be subject to the Student Discipline Code. This may also include being removed from the game/activity or prohibited from attending any future games.

STUDENT INSURANCE – Board Policy – JHA

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

ATTENDANCE-BOARD POLICY – JED

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Summersville R-II School District.

Absenteeism hampers educational achievement and is detrimental to academic success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. It is difficult to teach someone who is not present. Thus, there is a close relationship between poor attendance and class failure. Also, employers hesitate to hire a student with poor attendance records. The following policy has been designed and adopted to provide a framework for ensuring responsible attendance by all students and to encourage students to stay in school by providing opportunity for recovery of lost credit.

Regular attendance is required of all students. Students may not be excused to leave school for any reason unless specific arrangements are made by the student's parents, or unless sent by the principal. For a student to be permitted to leave school a parent must call or make arrangements with the principal to pick up the student. When a child comes to school late or leaves early, it causes an interruption in the instructional process, and the entire class is affected. We ask your cooperation in making sure these interruptions do not occur. **ALL STUDENTS WHO ARRIVE LATE OR LEAVE EARLY MUST BE SIGNED IN/OUT BY A PARENT OR GUARDIAN AT THE MAIN OFFICE.**

Students who miss an excessive amount of days will be turned over to juvenile authorities. This could result in parents being held responsible for educational neglect of their child. Parents who fail to make their child come to school can be given a fine or sentenced to jail time by the prosecuting attorney.

PROCEDURE FOR ABSENCES:

1. Parents must call the school or send a signed note of explanation with the student upon his/her return to school each time the student is absent.
2. If a child has gone to the doctor, the doctor's note should be sent to school.
3. After a child has four absences a letter will be sent home. A phone conference or conference with the parent and administration will be requested.
4. If there have been excessive absences (5 per semester) a child may be retained. School administrators may refer the case to the Division of Family Services via a Hot Line for educational neglect for failing to attend school on a regular basis.
5. Absences may be reviewed because of extenuating circumstances such as medical reasons. Parents should contact the principal to set up an appeal review. The attendance committee will consist of: principal, counselor, child's classroom teacher and one other classroom teacher.

Documentation/Verification of Absences

1. *Unexcused Absence:* No documentation provided
2. *Excused Absence:* Requires documentation by a student's parent/guardian through a phone call or by a note. Excused absence documentation must be provided within two school days of the student's absence.
3. *Verified/Excused by a Third Party:* Requires documentation that includes physician's statement, college registration papers, funeral notices, etc. Parents/guardians cannot be considered as third party. Third party documentation must be provided within one week of the student's absence.

Make-Up Work

1. *Unexcused Absence:* Make-up work will not be allowed for any classes missed.
2. *Excused Absence:* Make-up work will be allowed for any classes missed. The student is responsible for contacting the teacher for their make-up assignments. Students are allowed one day for each day missed to make-up their work. While making-up work, students will be expected to turn in all current assignments. Lab activities and other classroom activities missed may be completed in an alternative manner at the discretion of the teacher. Students who know of absences in advance (school-sponsored activities), are encouraged to arrange make-up assignments before leaving. Make-up work will not be allowed in the case of truancy, out-of-school suspension, or excessive absences.
3. *Verified/Excused by a Third Party:* Make-up work will be allowed for any classes missed. The same rules apply to that of an excused absence.

EXCESSIVE ABSENCES

Excessive absences will be determined on a semester basis and on a daily basis. Students with an accumulation of absences that total more than **five** days are in violation of the attendance policy and are considered excessive.

1. *Unexcused Absence:* After the accumulation of absences that total more than five days, an unexcused absence is considered an excessive absence and the student will receive no credit for each class on days missed.
2. *Excused Absence:* After the accumulation of absences that total more than five days, an excused absence is considered an excessive absence and the student may re-claim days by attending Saturday School/Summer School for make-up work. If not, then the student will receive no credit for each class on days missed.
3. *Excused by a Third Party:* After the accumulation of absences that total more than five days, an excused absence with third party documentation is considered an excessive absence and the student may re-claim days by attending Saturday School/Summer School for make-up work. If not, then the student will receive no credit for each class on days missed.

All school absences whether excused (verified by Third Party) or unexcused are counted as an absence toward the Attendance Policy.

Parents and students can check attendance online on Lumen.

If a student accumulates 5 absences for any given class in a semester, the student will have an opportunity to appeal those absences to the attendance committee. Students who miss more than 5 days and do not appeal will lose credit in each class they have violated the attendance policy in.

Appealing Process

If a student misses more than 5 days due to major illness, accident, death in the family or if all of a student's absences can be verified by a physician or if there are rare, extenuating circumstances, that student could file an appeal along with his/her parent or guardian to an attendance committee to be excused from those days missed. The committee will consider all the facts of each case in deciding whether to grant or deny the relief required. Relevant factors may include, but not limited to, the following:

1. The reasons for the accrued or anticipated absences
2. The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal.

3. Whether all eligible class work has been satisfactory completed.
4. The number of times the student has requested reinstatement of credit. The parent or guardian of the student may submit an appeal to the attendance policy committee requesting reinstatement of credit. The student and parent will be informed if an appeal must be filed. The appeal should provide the following information in the student's hand writing.
 1. Date of the appeal.
 2. A complete explanation of the reason(s) why the appeal should be granted
 3. Any appropriate documentation.
 4. Signature of the parent or guardian with the date.
 5. Turned in to the principal.

The appeal committee will meet once a semester to review appeals. Within one week of the appeal committee's final decision, the parents will be notified.

Suspension

A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against the total five (5) permitted in the policy. If a student refuses to take ISS, he/she will be given OSS. Upon return from OSS he/she will serve punishment of ISS.

Saturday School

Students with excessive absences or discipline referrals may be assigned Saturday School.

Saturday School will be from 8:00 to 12:00 on selected Saturdays. Any student late for Saturday School will be required to make up all minutes on a 2 for 1 basis. Students will do regular class work assigned by their classroom teachers.

Students missing more than five days must account for all days missed. All days not accounted for (verified/third party documentation) must be made up or the student will be required to attend summer school.

Summer School

Students with excessive absences at the end of the academic school year will be required to recover the days on an hour-for-hour basis during the summer break if that opportunity is granted by the attendance committee. The student information system tabulates student attendance by the minute. The student's attendance will be rounded to the nearest hour [1-7 hours over = 1 day; 8-14 hours over = 2 days; 15-21 hours over = 3 days; etc.]. A student who accumulates more than 140 hours (20 days) of excessive absences in a class will be considered ineligible for summer school. Students who owe 3 days or less and have a 90% or better in the class are exempt from summer school. Students who owe 2 days or less and have an 80% or better in the class are exempt from summer school. Students who owe 1 day or less and have a 70% or better in the class are exempt from summer school.

AUTHORITY

Every student will come under the authority of all teachers during the school day including while on the school campus or when the student is attending school functions. Parent supervision is requested at all after school functions.

BILLS

When students accrue or owe \$100 or more to the school, they will lose participation in all athletic teams and club activities until fully paid; additionally, they will not be allowed to attend any

ballgames or school events until fully paid. A list of students owing \$100 or more will be disseminated at the end of each quarter. Once a student owes \$100 or more, all bill balances must be at \$0 before they can participate in any program.

The overdue bill process also applies to meal charges. In addition to the restrictions above, any student with a negative account are not allowed to charge their account for extras or ala carte items after eating the reimbursed meal. Unpaid meal charges may be carried over at the end of the school year; therefore, collection efforts will continue into the new school year.

BREAKFAST/LUNCH

The school cafeteria is operated for the convenience of the students and teachers. Each day a well-balanced meal is planned by the supervisor of the lunch program. A nutritious school breakfast and lunch is available each day. If you want your child to eat breakfast, please have him/her at school by 7:35 so he/she will have time to eat before the school day begins.

2019-2020 Student Prices:

Regular Breakfast: \$1.25

Reduced breakfast: 30¢

Regular lunch: \$2.00

Reduced lunch 40¢

Single Milk 35¢

Sodas & high energy drinks are not allowed in the cafeteria.

UNPAID MEAL CHARGES: LOCAL MEAL CHARGING POLICY

All children attending schools participating in the National School Lunch Program and School Breakfast Program may receive reimbursable school meals. 7 CFR 245.5 states parents or guardians of children in attendance at schools participating in the school meal programs must be informed of the availability of reimbursable school meals and must be provided information about applying for free or reduced price meals. Summersville Elementary shall publicly announce the income eligibility guidelines for free and reduced price meals on or before the opening of school annually and inform families about the availability of the School Breakfast Program and the Summer Food Service Program.

BUS EXPECTATIONS

Students are required to maintain classroom behavior on the buses. Chronic discipline problems or violators of safety rules will be denied bus transportation privileges.

Bus Discipline Procedures

1. If a behavior problem occurs the bus driver will make contact with the parent to address the situation.
2. The bus driver will refer reoccurring discipline problems to the building principal through use of Bus Violation Reports.
3. The bus driver may recommend suspension of riding privileges; however, only the principal has the authority to take this action. The principal must notify the pupil's parents before the privilege is suspended.
4. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can be taken only by the principal or his/her

designee. The student will be permitted to ride the bus until his/her parents have been notified of the suspension.

5. Students are expected to adhere to rules of conduct which govern student behavior.
6. During the suspension of bus privileges, it will be the parent's or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide for an excused absence.

BUS RULES - FOLLOW THESE RULES; DO NOT LOSE YOUR BUS PRIVILEGES

1. Observe classroom conduct
2. Be courteous, use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not smoke
7. Do not damage bus or equipment
8. Stay in your seat
9. Keep head, hands and feet inside bus
10. Do not fight, push, or shove
11. Do not tamper with bus equipment
12. Do not bring pets on the bus
13. Do not bring flammable material on the bus
14. The bus driver is authorized to assign seats



REQUIRED BUS NOTES

Bus students may ride only the bus to which they are assigned. If a bus student must ride a different bus or get off at a different location, a note for the parent or guardian must be sent to the teacher and shown to the bus driver. A student without written or verbal permission for changes to their normal schedule will be sent home as usual. Phone calls to the office to change a student's pick up procedure must be made prior to 2:00 p.m. Text messages, Facebook messages and emails will not be accepted due to safety concerns.

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES - BOARD POLICY JG-R

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

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

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

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

DAILY SCHEDULE

Building Opens: 7:30 a.m.

Breakfast and Morning Work: 7:35 a.m.

School Begins & Pledge: 8:00 a.m.

Students who arrive after 8:00 a.m. will be counted tardy. Information regarding tardies is contained in the discipline procedures.

DEBTS: LUNCH, MILK, BOOKS

Monthly lunch bill/extra milk statements will be sent home. The student is responsible for the replacement cost of any books that are lost, stolen, or damaged while in the student's possession.

DISCIPLINE PROCESS

Teachers will take the following steps when students violate their responsibilities:

1. Warning student individually by name.
2. Conference with student about behavior and expectations. Send a notice home to parents about the conference and what was discussed.
3. If the behavior continues contact the Parent by phone or send a notice requesting a conference. Loss of privilege.
4. Referral to Principal.

The steps may be repeated at the discretion of the teacher based on the time between incidents and the effectiveness in changing student behavior.

Major or severe violations of responsibility will result in immediate referral to the Principal. The Principal shall exercise his/her own judgment in the administration of disciplinary options. Some violations of responsibility may fall under two or more categories. The principal shall decide under which category it may be placed.

DISCIPLINE PROCEDURES

Abbreviations used in student discipline procedures:

ASD After School Detention

ISS In School Suspension

OSS Out of School Suspension

Any of the options listed may be used in an effort to help children learn in a safe and orderly environment.

MISCONDUCT OR INAPPROPRIATE BEHAVIOR

Any misconduct or inappropriate behavior that is not addressed in this handbook will be dealt with according to the discretion of the Administrator using the consequences which have been established: conference with behavior specialist, principal or counselor, letter writing, loss of recess, corporal punishment, ASD, ISS, OSS, or expulsion.

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

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	BEYOND
Absences (Per Semester)	4 th Absence Parent Warning Letter Phone Conference Confer with principal	5 th Absence Parent Letter Phone Conference/ Confer with principal Saturday School Summer School	6 th Absence Parent Letter Appeal Process Saturday School Summer School Notify Juvenile Officer and Division of Family Services	7 th Absence Parent Letter Appeal Process Saturday School Summer School Notify Juvenile Officer and Division of Family Services
Academic Dishonesty - cheating, claiming credit for another person's work, fabrication of facts, forging signatures or falsifying documents.	Confer with counselor Letter to Parents Loss of credit or privilege Corporal Punishment 1 swat	Confer with principal Letter to parents ASD (2 days) Loss of credit or privilege Corporal Punishment 2 swats	ASD (2-4 days) or Loss of credit or privilege Corporal Punishment (3 swats) or ISS	ISS (1-3 days) SUSP (10 days) SUSP (11-90 days)
Assault and battery- Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	In-school suspension, 1-180 days out-of- school suspension, or expulsion.	1-180 days out-of- school suspension or expulsion.	1-180 days out-of- school suspension or expulsion.	1-180 days out-of- school suspension or expulsion.
BULLYING/CYBERBULLYING- Intimidation or harassment of a student or multiple students. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials	Corporal punishment, in-school suspension, 1-180 days out-of- school suspension, or expulsion.	1-180 days out-of- school suspension or expulsion.	1-180 days out-of- school suspension or expulsion.	1-180 days out-of- school suspension or expulsion.

that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.				
Bus or Transportation Misconduct (see Board policy JFCC)	1-week suspension from riding the bus.	2-week suspension from riding the bus and corporal punishment	4-week suspension from riding the bus and corporal punishment	Permanent suspension from riding the bus and 1-10 days out-of-school suspension
Chronic Failure to work on assignments, no paper, pencil, books, lack of participation, sitting idly, sleeping, etc	Verbal Reprimand, Letter to Parents ASD Corporal Punishment 1 swat	ASD (2 days) Corporal Punishment 2 swats, ISS (1 day)	ASD (2-4 days) or Corporal Punishment (3 swats) ISS (2 days) Saturday School	ISS (4-10 days) Saturday School SUSP (1-10 days)
Displaying, drawings or photos of drugs, alcohol, tobacco or paraphernalia. Possession of lewd or obscene literature, writing, objects, material, language	Verbal reprimand, Corporal Punishment, ASD, ISS (1-3 days)	ASD Corporal Punishment, ISS (1 day)	Corporal Punishment, ISS (2 days), or Saturday School	Corporal Punishment, ISS (3 days) or Saturday School
Dress Code	Warning Letter to parent Confer with counselor ASD (1-2 days) If computer related, loss of computer privilege	Confer with principal Corporal Punishment (2 swats) ASD (2 3days)	ISS (1-3 days)	OSS (1-5 days)
Drugs/Alcohol: Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.	Warning and letter Clothing change required	ASD 1 day and Clothing change required	Clothing change required ISS 2 days	Clothing change required ISS (3days) or Corporal Punishment (3 swats) Parent/Guardian Conference
Drug/Alcohol: 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.	1-180 days of OSS or expulsion	1-180 days of OSS or expulsion	1-180 days of OSS or expulsion	1-180 days of OSS or expulsion
Drug/Alcohol: Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation	Police/Juvenile and parent/guardian contact; 1-180 day OSS; student and parent/guardian must appear before	Police/Juvenile and parent/guardian contact; 1-180 day OSS; student and parent/guardian must appear before	Police/Juvenile and parent/guardian contact; 1-180 day OSS; student and parent/guardian must appear before	Police/Juvenile and parent/guardian contact; 1-180 day OSS; student and parent/guardian must appear before

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.	the Board of Education to be reinstated. If parent/guardian refuse to do so, the administration will recommend suspension for the remainder of the year.	the Board of Education to be reinstated. If parent/guardian refuse to do so, the administration will recommend suspension for the remainder of the year.	the Board of Education to be reinstated. If parent/guardian refuse to do so, the administration will recommend suspension for the remainder of the year.	the Board of Education to be reinstated. If parent/guardian refuse to do so, the administration will recommend suspension for the remainder of the year.
Drugs-Displaying, drawings or photos of drugs, alcohol, tobacco or paraphernalia. Possession of lewd or obscene literature, writing, objects, material, language	Police/Juvenile and parent/guardian contact; 10-day suspension; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.	Police/Juvenile and parent/guardian contact; 10-day suspension; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.	Police/Juvenile and parent/guardian contact; 10-day suspension; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.	Police/Juvenile and parent/guardian contact; 10-day suspension; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.
Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Warning Letter to parent Confer with counselor ASD (1-2 days) If computer related, loss of computer privilege	Confer with principal Corporal Punishment (2 swats) ASD (2 3 days)	ISS (1-3 days)	OSS (1-5 days)
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.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.	Restitution. Detention or in-school suspension.	Restitution. Detention or in-school suspension.
False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.	Restitution. Detention or in-school suspension.	Restitution. Detention or in-school suspension.
Fighting, inciting a fight, causing a student to hit, harass or harm another student. Fighting, hitting, or pushing in anger. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	Corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment including Sexual Harassment— 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.	In-school suspension, 1-180 days out-of-school suspension or expulsion. Notify law enforce., document in student discipline record	1-180 days out-of-school suspension or expulsion.	Expulsion	Expulsion
Harassment including Sexual Harassment 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.	Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 180 days out-of-school suspension or expulsion.	In-school suspension, 1-180 days out-of-school suspension or expulsion.	In-school suspension, 1-180 days out-of-school suspension or expulsion.
Incendiary Devices or Fireworks -Possession of or use of disruptive/harmful devices, items, etc. (i.e. firecrackers, water balloons, water guns, snowballs, rocks, peashooters, lighters, laser pens, etc.)	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	ISS (1-3 days) or Corporal Punishment (3 swats) Juvenile Officer	ISS (4-5 days) Juvenile Officer	ISS (5 days) OSS (5 days) Juvenile Officer
Indecent exposure includes the display of buttocks and genitals in a public location.	ISS (3 days)	ISS (5 days)	OSS (3-5 days)	Expulsion
Insubordination and/or open defiant attitude of disobedience to teacher— includes verbal and nonverbal	Confer with principal Letter to parents/guardian ASD (2 days) corporal punishment, in-school suspension, Saturday school, or 1-10 days out-of-school suspension.	ASD (4 days) Letter to parents/guardian ISS (1-3 days) corporal punishment 2 swats, Saturday school, or 1-10 days out-of-school suspension.	ISS (3-5 days) OSS (1-3 days) Juvenile Officer Counseling	Suspension
Misconduct/disruption—class, halls, cafeterias, assemblies, school grounds, school activities (Children in grades K-3 may	Confer with principal Letter to parents/guardians ASD (1 day) Corporal punishment	Confer with principal Letter to parents/guardians ASD (2 days) Corporal punishment	ASD (2-4 days) ISS (1-3 days)	ISS—(4-5 days) OSS—5 days

remain on one consequence for more than one offence)	(1 swat)	2 swats ISS (1-3 days)		
Public display of affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	Administrative warning and parent letter	ASD (2 days) or Corporal Punishment (2 swats)	ASD (4 days)	ISS (5 days) OSS (3 days) OSS (5-6 days)
Offensive, obscene, language and gestures directed at staff members	Corporal Punishment	Corporal Punishment	Corporal Punishment	In-school suspension, 1-180 days out-of-school suspension.
Profanity, offensive language, written or oral and gestures directed to fellow students	Corporal Punishment	Corporal Punishment	Corporal Punishment	In-school suspension, 1-180 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.	Confiscation. Principal/Student conference, detention, corporal punishment, or in-school suspension.	Confiscation. Detention, corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Confiscation. Detention, corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Confiscation. Detention, corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Tardies (Per Semester)	3 RD Tardy Parent Warning Letter ASD 1 day	4 th Tardy Parent Letter Saturday School Corporal Punishment ASD 2 days	5 th Tardy Parent Letter Saturday School ISS 1 day	6 th Tardy Parent Letter ISS 2 days Beyond 6—Saturday School
Technology Misconduct- 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.	Principal/Student conference, suspension of user privileges up to complete removal of user privileges.	2 weeks removal of user privileges up to complete removal of user privileges.	Semester removal of user privileges up to complete removal of user privileges.	Complete removal of user privileges.
Technology Misconduct - Possession of/use of phones, SMART Watches, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including	Confiscation and parent must pick up device.	Confiscation and after-school detention and parent must pick up device.	Confiscation, corporal punishment, and parent must pick up device	Confiscation, 2 days in-school suspension, and parent must pick up device

instructional class time, class change time, breakfast or lunch.				
Technology -Nuisance Items : Possession or use of toys, games, MP3 players, SMART watches and other electronic devices (other than mobile phones) that are not authorized for educational purposes.	Confiscation and parent must pick up device.	Confiscation and after-school detention and parent must pick up device.	Confiscation, corporal punishment, and parent must pick up device	Confiscation, 2 days in-school suspension, and parent must pick up device
Theft /Stealing, attempted theft or knowing possession of stolen property.	Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension Possible notification of law enforcement	Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension Notification of law enforcement	Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension Notification of law enforcement	Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension Notification of law enforcement
Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.	Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion	1-180 days out-of-school suspension, or expulsion	1-180 days out-of-school suspension, or expulsion
Tobacco usage or possession of tobacco including smokeless tobacco products	Confiscation of tobacco product and corporal punishment.	Confiscation of tobacco product and corporal punishment.	Confiscation of tobacco product and corporal punishment.	Confiscation of tobacco product and Saturday school or in-school suspension.
Truancy—On Campus	After-school detention	Corporal punishment and notification of parent/guardian.	2 days in-school suspension and notification of parent/guardian.	2 days in-school suspension and notification of parent/guardian.
Truancy - Off campus (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.	2 days in-school suspension and parent/guardian involvement	3 days in-school suspension, parent/guardian involvement, and notification of juvenile authorities.	4 days in-school suspension, parent/guardian involvement, and notification of juvenile authorities.	5 days in-school suspension, parent/guardian involvement, and notification of juvenile authorities
Vandalism—willfully causing damage to property of staff, students or other individuals while at a school, at a school activity or on school property	Confer with principal ISS (1-3 days) financial restitution Depending on severity: OSS (1-5 days) plus notification of law enforcement	OSS (5-10 days) plus financial restitution	OSS (10-90 days) plus financial restitution	Expulsion
Weapon -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.	In-school suspension, 1-180 days out-of-school suspension, or expulsion unless modified by the Board upon recommendation by the superintendent	1-180 days out-of-school suspension or expulsion unless modified by the Board upon recommendation by the superintendent	1-180 days out-of-school suspension or expulsion unless modified by the Board upon recommendation by the superintendent	1-180 days out-of-school suspension or expulsion unless modified by the Board upon recommendation by the superintendent
Weapon-Possession or use of a	1 calendar year	Expulsion	Expulsion	Expulsion

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).	suspension or expulsion, unless modified by the Board upon recommendation by the superintendent			
Weapon - Possession or use of ammunition or a component of a weapon.	In-school suspension, 1-180 days out-of-school suspension, or expulsion	1-180 days out-of-school suspension or expulsion	1-180 days out-of-school suspension or expulsion	1-180 days out-of-school suspension or expulsion
Wrestling, scuffling, tripping, pile-on, horseplay, spitting.	Confer with principal Letter to Parent ASD (2 days) Injury will result in movement to 2 nd or 3 rd offense penalties	Letter to Parent Corporal Punishment (2 swats) ISS (1-2days)	ISS (3-5 days) Corporal Punishment (3 swats)	OSS (1-5 days) OSS (10 days)

DRESS CODE

It is the responsibility of our teachers and administrators to regulate appropriate dress and appearance of our students as representatives of the school and community. Students will wear clothes that are not an impediment to the instructional environment. Clothes that are not appropriate or do not present a positive personal image are prohibited.

Students should dress appropriately for each season. Personal body parts should be covered. Students should not wear clothing that is disruptive, suggestive, or objectionable in any way.

Shorts should be of modest length and are allowed only during the 1st and 4th quarter of school.

Students are prohibited from wearing shorts and short skirts during 2nd and 3rd quarters. To assure modest length of shorts, students should hold arms against the side of their body with fingers extended. Shorts should be at the end of the finger tips or longer. Shirts must cover the midriff and have straps at least 1 inch in width.

Flip-Flop shoes are considered dangerous in the school environment due to circumstances such as slipping on wet floors, running and falling on the playground and skinning toes. This type of shoe also has defects often which cause the need for an additional pair of shoes. It is suggested that students do not wear flip-flop shoes to school.

During cold weather, please dress your child appropriately. Hats and mittens or gloves are advised to help protect the students from the cold. Students need a certain amount of exercise and fresh air daily and students will be expected to go to recess unless a note is received stating that the child is sick or recovering from an illness. Students not going outside for recess will spend recess in a supervised study room. The children will not have outside recess during frigid temperatures.

No headgear, sunglasses, hoods, bandanas or hats shall be worn indoors.

Jeans and other outerwear with openings around the thigh and buttocks are distracting and/or distasteful and have no place in school. Small openings near or below the knee which are within reason may be tolerated. Excessively long, oversized, flared, frayed, or ragged pants will not be tolerated. Any piece of pant that hangs below the shoes may be considered a tripping-hazard.

Shirts and blouses with printed wording, pictures or designs on clothing which advertise or promote alcohol, drugs, and/or tobacco are prohibited. Any garments which carry any derogatory connotations, insulting statements and profanity or sexual suggestions are also prohibited. No spaghetti strapped shirts will be worn unless the student has another shirt to cover up the student's shoulders. Shirts must also come to the top of the pants (NO EXPOSED MIDRIFTS). No string, back-less or plain back-less shirts will be worn unless another shirt is worn to cover the student's back and shoulders.

Hair may not be distracting to others. Appropriate grooming and hygiene standards must be met. Hair should be neat, clean and not deemed as distracting to the learning environment by teachers and/or administrators.

The judgment of the principal will be the final determinant as to the acceptability of clothing, jewelry, piercings, and tattoos. Students with unacceptable clothing will be given alternative clothing or sent home to change. Stronger disciplinary measures may be used for repeat offenders. Students who refuse to change will be suspended for the remainder of the day and one additional day.

DRUG AWARENESS

Drug awareness is taught K-12 in conjunction with the Safe and Drug Free Schools Program.

MEDICAL MARIJUANA & CBD OIL

Voters recently approved the use of medical marijuana in Missouri. However, marijuana is still illegal under federal law and, except for those authorized to use it medicinally, illegal in the state of Missouri. The Summersville School District prohibits the possession or use of any illegal substance on district property, transportation or district events. Because marijuana is still illegal under federal law, this prohibition applies even to those who are legally authorized to use marijuana medicinally. CBD oils and essential oils are also prohibited. Thank you for helping us to keep our schools drug free.

ELECTRONIC DEVICE

Summersville School District is committed to having a safe school environment which promotes the maximum learning potential of all students. Due to classroom disruptions and based upon the recommendations of the National School Safety and School Service Organization, Summersville School District has a "No Cell Phone/PED" policy.

Students are not allowed to use any electronic sending or receiving device while school is in session. These devices include pagers, beepers, cellular telephones, SMART watches and any other devices, which might disrupt school or promote an unsafe environment for learning. Electronic devices will be confiscated and kept in the office until a parent/guardian picks up the device. Bringing electronic devices to school is against policy and therefore administration will not waste time investigating loss or damage of these devices. Students who violate this policy will be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

EMERGENCY INFORMATION/DISASTER DRILLS BD POLICY EBC

Earthquake, Fire, Lock Down, Armed Intruder/Active Shooter and Tornado Drills:

It is mandated that disaster drills be conducted periodically during the school year. In compliance with these regulations, the Summerville R-II School District has established procedures to be carried out in evacuating and protecting the students. Instructions for such emergencies are explained by teachers and posted in all classrooms so each student may have any opportunity to acquaint themselves with correct procedures on leaving the building in emergency situations.

These are serious situations. Students are expected to use appropriate behavior during drills or in an actual emergency. Failure to do so will result in disciplinary measures.

EMERGENCY SITUATIONS

During emergency situations in which buses cannot safely transport students home, the students will be kept at school until parents can pick up children. The district has a crisis plan which provides for emergency situations. Parents are welcome to look at this plan which is available in the principal's office.

ENROLLMENT

Entrance Requirements:

1. A pupil must be five before August 1.
 2. Immunizations must be up-to-date before entering school according to state law.
 3. To enroll a child, the parent/guardian must provide the school with a state issued birth certificate, current immunization records, proof of residency, and a social security number.
 4. Children will be permitted to attend class the day AFTER enrollment is successfully completed. This will ensure that our teachers have the necessary materials ready to welcome your child.
 5. Students transferring from an unaccredited school, whether public, private or home schooled will be administered an achievement test to determine grade-level placement.
- Board Policy JECC-1

EQUAL RIGHTS OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Summerville R-II School District will foster an educational environment that provides equal educational opportunities for all students. Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students. Summerville R-II School does not discriminate against any individual for reason of race, creed, color, sex, national origin, economic status or handicap.

FIREARMS AND OTHER WEAPONS BOARD POLICY ECA

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are neither concealed nor carried onto school transportation or onto the premises of any other school or school-sponsored activity. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

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

GIFTED PROGRAM

The Summersville R-II School District is dedicated to meeting the individual needs of all students. This includes providing opportunities for students who exhibit exceptional cognitive and affective mental capacities and qualify according to state guidelines. Gifted students may participate in a voluntary after school program.

GRADING – REPORT CARDS & HONOR ROLL

The Honor Roll will be published in the newspaper after each quarter.

- All A's Honor Roll
- All A's & B's Honor Roll

Progress reports are sent home mid-quarter for grades K-6. Report cards are issued every quarter for grades K-6. Progress reports and report cards should be signed and returned to the teacher. Parent/Teacher conferences may be arranged if needed to discuss grades.

The grading system is:

A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 and below



GRADE LEVEL – PLACEMENT

Summersville R-II School reserves the right to test and evaluate students for grade level placements who enroll in the Summersville District from a non-accredited school whether public, private or home schooled. Board Policy JECC-1

GUIDANCE & COUNSELING

The guidance program is modeled after the Missouri Comprehensive Guidance Model Program. It is guided by a written curriculum and implemented through classroom, small group, or individual lessons.

HARRASSMENT/SEXUAL HARASSMENT

The Summersville R-II School District is committed to providing an educational and work environment that is safe and free from intimidating, hostile, offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication

constituting sexual harassment. Sexual harassment by an employee, student or other person in the district should immediately be reported to a building principal, counselor or to the district superintendent.

HAZING AND BULLYING/CYBERBULLYING – BOARD POLICY JFCF

In order to promote a safe learning environment for all students, the Summersville R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

- Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

- Bullying - For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats.
- Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

COMPLAINT PROCEDURE

- A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
- The staff member will either gather information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred.
- After the information is gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure the conduct ceases. If the behavior is found to meet the definition of bullying or cyberbullying, the building principal must complete the appropriate written documentation.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

HEALTH/PE

Health and Physical Education program is provided for K-6 students once a week for 50 minutes. Students will be involved in activities that are in accordance to local and state curriculum objectives. These objectives promote the physical, mental and social development of each individual student. Students are required to wear tennis shoes for PE class.

HOMELESS STUDENTS PROGRAM BOARD POLICY IGBCA

The Summersville R-II School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

District Liaison for Homeless Children and Youths

The Board designates the following individual to act as the district's liaison for homeless children and youths (district liaison):

Dr. Jon Johnson

PO Box 198

Summersville, MO 65571

Phone: 417-932-4045/Fax: 417-932-5360

Enrollment

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information.

Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian. If the homeless student is unaccompanied by a parent/guardian, the district liaison will consider the views of the homeless student in deciding where he or she will be educated.
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parent/guardian or the unaccompanied student.

The choice regarding placement shall be made regardless of whether the homeless student lives with his or her parents/guardians or has been temporarily placed elsewhere.

If the district determines that placement should be in the school of origin, the student will continue his or her education in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parent/guardian or unaccompanied student, the district shall provide a written explanation of the reasons for its determination. The explanation

shall be given in a manner and form understandable to the parents/guardians or unaccompanied student and shall include information regarding the right to appeal the district's determination.

If the student is unaccompanied, the district liaison shall assist the student in placement or enrollment decisions, shall give priority to the views of the student, and shall provide the student with notice of his or her right to appeal the district's decision.

Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

Transportation

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the Summersville R-II School District, the district will provide transportation to and from the school of origin at the request of the parent/guardian or district liaison, provided it is in the best interest of the student.

If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

Records

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely

fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Responsibilities of District Liaison for Homeless Children and Youths

The district liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district liaison. The district liaison will ensure that:

1. Homeless students, including homeless preschool-age children, are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. Homeless students are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students have access to and receive education services for which they are eligible, including Head Start and Early Head Start, early intervention services under the Individuals with Disabilities Education Act (IDEA), and preschool programs administered by the district, as well as referrals to healthcare services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents/guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians, youth and unaccompanied youth, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youth.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/guardians of homeless students and unaccompanied students are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the selected school.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. School personnel providing services to homeless students and their parents/guardians receive professional development and other support.
10. Unaccompanied students:
 - ▶ Are enrolled in school;
 - ▶ Have opportunities to meet the same challenging state academic standards that are established for other students; and
 - ▶ Are informed of their status as independent students under laws applicable to higher education and that they may obtain assistance from the district liaison in order to receive verification of this status for the purposes of applying for federal student aid.
11. Students who need to obtain immunizations or medical or immunization records will receive assistance.

12. The district collects and reports reliable, valid and comprehensive data to DESE regarding homeless students.
13. All homeless high school students receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.
14. Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

Disputes

Parents/Guardians or unaccompanied youth may appeal district decisions regarding eligibility, enrollment or placement in accordance with the Standard Complaint Resolution Process adopted by DESE.

1. Parents/Guardians or unaccompanied youth will submit disputes to the district liaison, who will carry out the dispute resolution process as expeditiously as possible. The liaison will provide the parent/guardian or unaccompanied youth a written explanation of any decisions relating to eligibility, enrollment or placement. The written explanation will include:
 - ▶ A description of the action proposed or refused by the district;
 - ▶ An explanation of why the action was proposed or refused;
 - ▶ A description of any other options the school considered;
 - ▶ The reasons other options were rejected;
 - ▶ A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses and evidence relied upon and their sources;
 - ▶ Appropriate timelines to ensure any relevant deadlines are not missed; and
 - ▶ Contact information for the local liaison and the state coordinator for homeless children and youth (state coordinator) and a brief description of their respective roles.
2. The liaison will discuss the explanation with the parent/guardian or unaccompanied youth and answer any related questions.
3. If the explanation provided to the parent/guardian or unaccompanied youth does not resolve the dispute, the parent/guardian or unaccompanied youth should notify the liaison, who will provide the parent/guardian or unaccompanied youth with the standard state complaint resolution process and ensure that the parent/guardian or unaccompanied youth has the contact information for the state coordinator. If requested, the liaison will assist any unaccompanied youth in submitting the appeal.

The student will remain enrolled and will be allowed to attend and fully participate in all school activities during the dispute process.

If the parent/guardian or unaccompanied youth are English learners, use a native language other than English, or need additional supports due to a disability, the district shall make translators, interpreters or other support services available without charge and in the appropriate language.

Homeless Identification

1. Are you sharing the housing of other persons due to loss of housing, economic hardship or similar reason? Explain if it is a similar reason. ____Yes____No

Explain:

2. Are you currently residing in a motel, hotel, in a car, or at a campsite because your home has been damaged or because of economic reason? ____Yes____No

3. Are you currently residing in a shelter? ____Yes____No
4. Are you currently living in a temporary housing arrangement due to economic hardship?
____Yes ____No

Homeless: Yes or No (circle one)

Migrant: Yes or No (circle one)

INCLEMENT WEATHER

Should it become necessary to dismiss school for inclement weather or other perils, the announcement will be carried over area radio stations and Springfield television and through the use of SchoolMessenger program.

Houston	KUNQ - 99.3 FM
Mountain View	KUPH - 96.9 FM
Thayer	KALM - 1290 AM
West Plains	KKDY - 102.5 FM
Springfield television	KY3, KOLR 10, KSPR 33

It is essential for parents to provide children with an "emergency plan" for days when students are dismissed early and parents are not at home.



INSURANCE

School insurance forms are sent to parents at the beginning of the school year and may be purchased for a nominal fee. If a claim is made on the insurance, a form must be filled out at the building principal's office within 24 hours following the injury. Parents are responsible for the completion and mailing of insurance forms. I strongly encourage you to purchase this insurance if no other accident insurance is available.

Board Policy - JHA Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

KINDERGARTEN SCREENING

Kindergarten Screening is held each spring for the following year's students. Prospective kindergarten students are screened for vision, hearing, height, weight, and school readiness using the Developmental Indicators for the Assessment of Learning-4 (DIAL-4) screening instrument. Parents should bring copies of the student's birth certificate, social security card, and immunization records to complete the enrollment forms. Students must be five years of age before August 1 in order to attend school the following year.

LIBRARY/MEDIA CENTER

The Summersville Library/Media Center's philosophy is to help provide all students equal access to educational opportunities. The media program will strive to provide resources and technology to supplement, support, and motivate each individual's intellectual/recreational development.

The library program is an extension of the classroom. There is a wide range of resources, technologies, and services to meet the needs of the students. The librarian will be glad to assist students who need help locating resources or using computers.

Information skills are taught and books are checked out during regularly scheduled library classes. Students are also encouraged to visit the library during the day to use information sources, to read for pleasure, and to meet and work with other students. Classroom behavior is expected and library rules must be observed.

Students are allowed to check-out two books at a time for a period of one week (books may be rechecked at the end of the one week period). In the event that a book is lost or damaged, the Library is to be reimbursed the cost of the book in order for the student to continue to check-out two books at a time. In the case that one book is lost or damaged; the student will be allowed to check out one book. The Library is open from 7:45 a.m. until 3:00 p.m. Additional Library/Media information can be found in the Library/Media Handbook.

LOST AND FOUND

Lost and found articles are turned in to the office. Students should check immediately in the office if they are missing articles. Throughout the year, unclaimed items are given to charity.

MAKE UP WORK

Each student is expected to make up the work which has been missed during absences from school. Students should contact all classroom teachers for subjects missed. As a general rule, a student will be given two days to make up the work for each day they are absent—not to exceed one week. For extended absences, more time may be allowed for completion of work if approved by the teacher and principal. Assignments not returned and completed will result in no credit.

MESSAGES

Students should be informed at home of any information that the student would need before leaving school. A note to the student's teacher must be provided if the information pertains to changing the student's regular schedule. If a message needs to be left for a child, please call the office before 2:00. Text messages, Facebook messages and emails will not be accepted due to safety concerns. Messages will be relayed to children, but phone calls will not be put through to classrooms. If you have an emergency we will bring your child to the office to return your call.

MUSIC

There will be an all-school music program. During this program assessment will occur. The performance may also be video-taped for student evaluation in the classroom. These activities are very positive educational opportunities and every effort should be made for our students to attend.

COMPLAINT RESOLUTION PROCEDURE-BOARD POLICY KL

The Summersville R-II School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five

business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.

4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

TITLE I PARENT INVOLVEMENT PLAN

The Board recognizes the importance of parental involvement in the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs. It is the expectation of the school district that the needs of all parents (including, but not limited to, single parents, working parents and grandparents) will be taken into account in providing opportunities for involvement.

The Summersville Elementary School will provide the following parent involvement activities:

- Evening activities in which parents can learn and practice reading, writing and literature appreciation strategies with their children
- Support an active Parent Teacher Organization
- Utilize parent/grandparent volunteers either at school or at home to assemble materials for use at school. Volunteers at school may participate in a variety of activities including organizing and assembling materials or listening to children read
- Provide activities and materials for parents and children to participate in education experiences at home such as Take Home Books and AR Reading

The District will implement, but not limited to, the following strategies for communication:

- Open house
- Notes to parents
- Telephone calls to parents
- Parent/Teacher Communication Resource Books in grades K-3
- Parent/Teacher conferences within the first half of the year
- Local annual review of program
- Written report cards/progress reports no less than four times a year with reading grade equivalency reported at least three times a year

Summersville Elementary has developed and implements a written Home/School Compact.

The Compact was developed by a team of teachers and parents. Each year the compact is sent home with each student and is signed by a caring adult, the student, and the child's home room teacher. The purpose of the Home/School Compact is to insure that all parties work together toward the common goal of directing each student's learning so that he/she can become a productive citizen in our changing world.

NUISANCE ITEMS

Items such as water guns, cards, laser lights, deer calls, dice, matches, stink bombs, rubber balls, lotion, silly putty, silly string, cigarette lighters, yo-yos, and other nuisance items have no place at school. If such items are brought to school they will be confiscated by the proper school authorities. Disciplinary measures will be used depending on severity and frequency.

Other Items That Should NOT Be Brought To School:

- No weapon, toy weapon, anything that looks like a weapon or anything that could be used as a weapon should not be brought to school
- *Cell phones should not be brought to school.*
- Toys should not be brought to school
- Radios, tape players, electronic games, etc. are not to be used at school (special field trips will be at sponsor discretion)
- Glass jars should not be brought to school. If students wish to share insects or other creatures, they should be brought in unbreakable containers
- Pets and other animals should not be brought to school unless arrangements have been made ahead of time and the teacher and principal have given approval
- Make-up should not be brought to school. (Wearing of makeup is discouraged at the elementary level.)

PARENTS AS TEACHERS

Summersville School District has active Parents as Teachers Program. All parents of children from birth to five years old are invited to participate. Program benefits include vision and hearing screening, increased awareness of a child's normal developmental progress, as well as parenting skills support and training. The program includes fun activities designed to encourage school readiness. Home visits are offered throughout the year.

PARENT PORTAL INFORMATION

The Summersville School district is offering parents/guardians the Lumen Parent/Student Portal, an on-line resource. Through the Parent/Student Portal, you will be able to access attendance & lunch bill information, course schedule, and grades for your student(s). We are hopeful that this additional communication tool will enhance the information that you need as a parent/guardian to help your student(s). We hope the Parent/Student Portal will be a valuable communication tool for our parents/guardians.

PICTURES & YEARBOOK

Parents may buy school pictures taken during the early fall. A high school yearbook may be purchased which includes the elementary students' pictures. The yearbook will be delivered in the fall of the following school year. Spring pictures are also available and parents may purchase a class picture at this time. All students may be videotaped and/or photographed in the course of the school year in programs, projects, or school pictures. Objections to your child being photographed must be submitted in writing to the office and the child's homeroom teacher on a yearly basis.

PLAYGROUND POLICY

It is our goal for each child to have a safe and enjoyable playground experience. Therefore, playground rules have been established. Playground rules are explained and reviewed in each classroom at the beginning of each school year.

PROHIBITED CONDUCT – BOARD POLICY JG-R

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

PUBLIC NOTICE

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

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

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

The Summersville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you

have a child with a disability or know of a child with a disability that is not attending the public school, please contact: **Dr. Rick Stark, Superintendent, Summersville High School, 417-932-4045, 8:00 a.m.—4:00 p.m., Monday—Friday.**

This notice will be provided in native languages as appropriate.

READING IMPROVEMENT INSTRUCTION (GRADES K-3) BOARD POLICY IGC

The district may provide a program of reading improvement instruction for students in kindergarten through third grade who do not meet the district's objectives for reading. Students receiving such instruction can be counted toward additional average daily attendance for extra hours of instruction falling outside the traditional school day.

READING IMPROVEMENT INSTRUCTION (GRADES 3-6) BOARD POLICY IGC

The district will design and implement a reading improvement plan with at least 30 hours of additional reading instruction or practice outside the regular school day for students in grades four (4) through six (6) who do not meet minimum standards on the district's reading assessment, as required by law. The district will also design and implement reading action plans (RAP) for students determined prior to the beginning of any school year to have a cognitive ability insufficient to meet minimum reading standards for students in grades three (3) through six (6), as required by law.

RELEASE FROM SCHOOL

No child will be released to anyone other than the legal guardian(s) unless verified arrangements have been made in advance. Parents/guardians must come to the office, identify themselves, and sign out their child before he/she can be dismissed from school. Upon request, proper identification may be required. Non-custodial parent rights are protected unless legal papers are on file that restricts these rights.

REMEDICATION AS A CONDITION OF PROMOTION BOARD POLICY IGC

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. The district may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall employ methods designed to help those students achieve at high levels. The district will pursue all available state or federal aid for such programs.

RETENTION GUIDELINES

1. Children will normally be retained only one time, if ever, during their elementary school career.
2. Except under unusual circumstances, retention when found advisable should occur during the first three years.

3. A staffing must be held to review the data prior to discussion with the parent. The following must be included in the staffing: Principal, classroom teacher, specialist (e.g., Title I or resource room teacher), and the counselor. A majority of those present at the staffing must agree to retention. Dissenting opinions must be attached to the final recommendation for retention.
4. Appropriate assessment data (e.g., a measure of the intellectual ability and/or current academic achievement; teacher and/or principal observations; Light's Retention Scale) must be collected prior to a staffing.
5. Parents should agree to the retention. While we will strive to gain parent approval and support, the school board policy is very clear that school districts make the final decision.

RETENTION BOARD POLICY - IKE

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

ROOM PARTIES

Each classroom will have two parties with which room parents assist: Fall Celebration and Easter. Room parents will coordinate the refreshments, quiet games and cleanup. Teachers are in charge of the classrooms at all times. Parties are scheduled from 2:00 p.m. to 2:50 p.m. Early arrival is discouraged because it interrupts the learning process.

No adult will be allowed to enter the building dressed in any form of costume during the Fall Celebration party. The adult will be asked to change or leave the school premises. Students are not allowed to wear costumes, masks, or make-up to school the day of the party.

SATURDAY SCHOOL

Students with excessive absences, missing assignments or discipline referrals will be assigned Saturday School. Saturday School will be from 8:00 to 12:00 on selected Saturdays. Any student late for Saturday School will be required to make up all minutes on a 2 for 1 basis. Students will do regular class work assigned by their classroom teachers.

Students missing more than five days must account for all days missed. All days not accounted for (verified by documentation) must be made up or the student will be required to attend summer school.

SCHOOL NURSE

Illness at School

If a child becomes ill at school, the parents are contacted, and the child is sent home. If a parent cannot be reached, the person designated on the medical permission sheet is called. For your child's wellbeing and safety, please be sure that the school has at least two emergency phone numbers. State law requires that children be fever free for 24 hours without the aid of fever reducing medication before returning to school. The school nurse has a list of other common childhood

diseases and symptoms. Usually a child who has been exposed to a disease may continue to attend school pending the appearance of symptoms or fever. Please consult a Physician for accurate diagnosis and to determine when the child may return to school after an illness.

If your child has a life threatening allergy to anything, please inform the school nurse immediately.

Head Lice and Other Childhood Diseases

Summersville R-II School District has a no-nit policy. If your child is found to have lice, the child may not return to school until he/she is nit free.

Immunizations – Board Policy JHCB

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

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

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

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

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

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

Administration of Medications to Students Board Policy JHCD-AP

The Summersville R-II 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 educational services. 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.

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 emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications

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.

SECLUSION AND RESTRAINT BOARD POLICY JGGA

Seclusion, isolation and restraint are used only in response to emergency or crisis situations and should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide pro-active positive supports to prevent the need for their use. This policy is not an endorsement of the use of seclusion and restraint. This policy applies to all students.

Further information concerning seclusion and restraint may be obtained on the Department of Elementary and Secondary Education website at: <http://www.dese.mo.gov/schoollaw/>

SNOW ROUTES

In the event of inclement weather, our district will often use "snow routes" to help our students and school buses get safely to & from school. These alternate routes allow the buses to run on most major thoroughfares while avoiding some of the more difficult roads.

If winter weather forces the buses to operate on snow routes, these announcements will be made using local radio and TV media, and by use of the school districts phone messaging system, SchoolMessenger.

Because of the wide variety of roads and terrain on which we operate, it is not uncommon for roads to be fully passable in some areas of the District while others are still iced or snowed in. On some days, we may operate full routes in some areas while still running snow routes in others. These variations will be announced in the same way that snow routes for the whole District or school closings would be. Please listen to the announcements carefully to get the information particular to your area or bus route.

More information and estimated pick up times will be provided at a later time. Remember that all times for snow route meeting points are estimated as closely as possible, but times may vary, depending on road conditions. So, please have your students at the designated meeting points in plenty of time.

Also, please ensure that your students dress warmly and appropriately in case the bus is running late, or even if they are standing out waiting for the bus to arrive at the scheduled time in the mornings or while loading buses at school in the afternoon.

SODA AND CANDY

Candy and soda drinks are not to be brought to school by students unless for special celebrations or events. You may bring lunch for your noon meal but sodas are not a part of the lunch.

SPECIAL EDUCATION

Special education services are provided to students in the Summersville R-II School District that have special needs based on qualification and state and local compliance plan guidelines. Small groups, inclusion and individualized instruction are used for delivery of instruction.

STUDENT DISCIPLINE BOARD POLICY JG-R1

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. The more serious the offense, or the more frequent the misbehavior, the more severe the consequence. 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. Consequences will be the same for handicapped students unless otherwise stated in the IEP.

Levels of Discipline

1. **Verbal reprimand or warning** - The principal will send a letter home to the parent/guardian concerning the problem and will warn the student that a future act will result in more severe punishment.
2. **Loss of privileges** - The school administrator may notify the parent/guardian of privilege suspension. These privileges include eating in the cafeteria, parking on district property, participation in extracurricular activities, bus transportation and use of district technology.
3. **Conference** - A conference will be held with the student, teacher, administrator and other appropriate staff members to develop a plan for improving behavior. The parent/guardian may be contacted.
4. **Parent/guardian involvement** - The parent/guardian will be informed of the problem area. A conference with the student, parent/guardian and appropriate staff members may be scheduled.
5. **Detention** - After-school detention will be held from 3:00-4:00 p.m. on selected days. Students will come prepared with paper, pencils, books and assignments. During the first 30 minutes, students will write from the discipline portion of the handbook or write at the teacher's discretion (example: what the student did and why, etc.). During the last 30 minutes, the student will focus on any assignments to be completed. Any student who is late for detention will receive two (2) additional minutes of detention for each minute he or she is late up to ten (10) minutes. After ten (10) minutes, he/she will receive an additional detention. A student who leaves detention early will receive an additional day of detention. A student who does not show for detention will receive corporal punishment. If a "no show" occurs a second time during a quarter, the student will be assigned alternative discipline. If a student is absent on the day of detention, the student will serve the detention on the next available day. Students may be assigned detention by the principal for any infraction of the set standards of conduct or for excessive tardiness. Parents/Guardians will be notified of detentions prior to the assigned dates and are responsible for their student's transportation home. Failure to meet detentions will result in corporal punishment and will result in a higher level of discipline being imposed during that quarter.
6. **Corporal punishment** - A certified teacher will witness each time corporal punishment is administered, in accordance with policy JGA. Parents/Guardians will not witness corporal punishment. Refusal of corporal punishment will result in out-of-school suspension for the remainder of the day and one additional day. Subsequent refusals will result in progressive suspension days.
7. **Alternative discipline** - Extra assignments or other appropriate school work will be given by a teacher.
8. **In-school suspension (ISS)** - Students will promptly and directly report to the assigned area each day of in-school suspension. Being late may result in additional ISS days. Students must complete assignments sent to the ISS room by the regular teachers, to the satisfaction of the teacher in charge. All students will need to have textbooks, paper and pencils ready each day. Students will not be allowed to leave the ISS room to gather materials. If a student breaks ISS rules, additional assignments may be given by the teacher in charge or the student may be sent to the principal. Refusal of ISS will result in out-of-school suspension and upon return the student will serve the original ISS.

9. **Saturday school** - Saturday school begins at 8:00 a.m. and dismisses at 12:00 p.m. (noon). Students will work on assignments designated by their classroom teachers and/or will copy from the student handbook. If a student does not show for Saturday school due to illness, a doctor's note will be required by 12:00 p.m. the following school day and Saturday school will be rescheduled.
10. **Short out-of-school suspension** - The student will be excluded from regular classroom participation and school-related activities for a period of up to three (3) school days. Parents/Guardians will be notified and a conference with administration, parents/guardians and the student may be conducted.
11. **Long out-of-school suspension** - The student will be excluded from regular classroom participation and school-related activities for a period of four (4) to ten (10) school days. Parents/guardians will be notified and a conference with administration, parents/guardians and the student will be conducted. Suspension exceeding ten (10) days will be determined by the superintendent. Suspension exceeding 180 days will be determined by the Board of Education.
12. **Expulsion** - The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action, the student is excluded from school and all activities for the remainder of the current semester. The student and parent/guardian are notified of changes by telephone and certified letter.

If other punishments are refused, upon the return from suspension, the student will still serve all detentions, ISS days, Saturday school days, etc.

REPORTING TO LAW ENFORCEMENT BOARD POLICY JG-R1

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

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

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

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD BOARD POLICY JG-R1

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

STUDENT DISCIPLINE CODE

This student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly. Section 5, which pertains to the code, is quoted below:

1. The local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours for public inspection.

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

STUDENT'S RIGHTS

1. Students have the right to attend school in an environment that promotes learning and is free of distractions.
2. Students have the right to attend school without being fearful of their personal safety.
3. Students have the right to due process. This includes being told what they have done wrong and having an opportunity to offer their side of the story.
4. The principal; acting "in place of the parent" may search students. Items which are determined to be a threat to health, safety and security or used to disrupt or interfere with the education process shall be removed from the student's possession.

SUMMER SCHOOL BOARD POLICY IGC

The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan. The district may offer a pre-kindergarten summer school to students who will reach the age of five (5) before August 1 of the school year beginning in that calendar year. Summer school may also be utilized for remediation as a condition of promotion.

Students with excessive absences at the end of the academic school year will be required to recover the days on an hour-for-hour basis during the summer break. The school information system tabulates student attendance by the minute. The student's attendance will be rounded to the nearest hour [1-7 hours over = 1 day; 8-14 hours over = 2 days; 15-21 hours over = 3 days; etc.]. A student who accumulates more than 140 hours (20 days) of excessive absences in a class will be considered ineligible for summer school. Students who owe 3 days or less and have a 90% or better in the class are exempt from summer school. Students who owe 2 days or less and have an 80% or better in the class are exempt from summer school. Students who owe 1 day or less and have a 70% or better in the class are exempt from summer school.

SUMMER SCHOOL REQUIREMENTS

- No absenteeism (unless verified/excused by a third party)
- Students who fail to attend summer school will not receive credit for the class they were excessively absent during the academic school year.

TITLE I SERVICES

Summersville Elementary is part of a School wide Title I program. Title I support is provided to students in the areas of reading and math.

TITLE I PARENT INVOLVEMENT BOARD POLICY IGBC

The Summersville R-II School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

PARENT/FAMILY INVOLVEMENT GOALS AND PLAN

The Board of Education recognizes 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. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide 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.
2. Implement 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.
 - ▶ Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. 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.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

TITLE I, MIGRANT EDUCATION (MEP) & LIMITED ENGLISH PROFICIENCY (LEP) PROGRAMS

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

TITLE I PROGRAM PARENT INVOLVMENT

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

VIRTUAL SCHOOL - MOCAP

The Missouri Course Access and Virtual School Program (MOCAP) is in the process of developing a course catalog of virtual online courses for students statewide. Students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.

MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. For more information on the enrolling process contact the principal or counselor.

VISITORS

For the safety of all students and staff, all exterior doors at Summersville Elementary will remain locked at all times. Visitors are required to approach the front entrance, push the button to be identified by the front desk, and report to the office according to school board policy! Visitors should enter the building through the front entrance only and sign in at the front desk.

We have a mandatory sign-in/out policy for visitors and students arriving or departing outside normal school hours. Parents will be responsible to sign the student in/out at the front desk. Visitors will be given a badge to wear identifying them. This ensures to all employees that the visitor has checked in at the office and has permission to be in the building. We feel this is a necessary precaution in providing a safe environment for all.

Parents are welcome to visit or call the office to discuss school issues. If you wish to talk with your child's teacher you may schedule a conference. Protected instruction time is observed; calls during protected time (8:20-10:30) disrupt the learning of all children.

VOLUNTEERS

The Summersville Elementary would like to encourage you to become a volunteer. Our volunteers help in many ways: by working directly with children, reading with students, assisting with the computers, performing clerical tasks for the teachers, assisting in the library, as well as other tasks. We encourage everyone - especially parents - to spend some time in their child's school. It is a big occasion when Mom, Dad, Grandma, or Grandpa comes to school to help. Past experience has shown that parental involvement is one key to student success. Please contact the elementary office if you are interested in volunteering.

All volunteers must check in at the office and get a visitor's badge before proceeding to classrooms.

WALKERS AND PARENT PICK-UPS

Students walking home or being picked up by parents/guardians will be sent to the cafeteria and released from school after the last bus has left school grounds. Students who are normally walkers or parent pick-ups need to have written permission by the parent/guardian or a phone call to the office prior to 2:00 must be made by the parent/guardian if after school arrangements are changed.

Parents/guardians may drive up to the front door to pick up their students. Bus duty personnel will walk students to the parent/guardian vehicle.

SUMMARY OF SAFE SCHOOL ACT (HB 1301 & 1298)

School Discipline Policies--This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the district's policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

Reporting Requirements--District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on a professional basis. This section defines "acts of violence" and "violent behavior", including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

Report Threats against students, teachers, or schools -

School Violence Hotline 1-866-748-7047

Student Suspension--Current law requires a minimum of a one-year suspension for a student bringing a weapon to school—to include playground, parking lot, and school bus. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a civil war reenactment on school property, are exempted.

Discipline Records--Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations--This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

Children with Disabilities--Section 162.680.RSMo, contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

Residency Issues--Prior to registration a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.

Transfer of Documents--School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous

twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or employed by another school district, or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students--Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at the suspension or expulsion hearings.

Readmission Conference--Section 167.171, RSMO, outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers--Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts--Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in violation of school policy. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261, RSMo, is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

Violence Prevention Programs--The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than

the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History--School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

Alternative Education--Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Dear Parent:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring Mineral that is mined primarily in Canada, South Africa and the U.S.S.R. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plasters, fire proofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials, EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We have recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management plan writer to develop an asbestos management plan.

He has developed an asbestos management plan for our facilities which includes: this notification letter and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Dr. Jon Johnson is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

Sincerely,

Dr. Jon Johnson, H.S. Principal

NOTICE OF ASBESTOS RE-INSPECTION

TO: Parents and Staff of Summersville R-II School

FROM: Dr. Jon Johnson, H.S. Principal

DATE: May, 2018

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1999 we performed inspections of each of our school buildings for asbestos containing materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos materials every three years. Our most recent re-inspection was done in May 2018.

All asbestos materials in this school system are in good condition and we will continue to manage them as recommended by the management plan. In the summer of 1999 & 2000, new non-asbestos tile was placed over the asbestos tile in the elementary.

The results of the re-inspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. - 3:00 p.m.). The Asbestos Program Manager, Dr. Jon Johnson, is available to answer any questions you may have about asbestos in our buildings.

NETWORK/TECHNOLOGY USAGE

The Summersville R-II School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources - Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User- Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID)- Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password- A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered

district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

RETURN THE Student Network/Internet User Agreement ON PAGE 65 OF THE HANDBOOK SIGNED BY STUDENT AND PARENT/GUARDIAN

PUBLIC NOTICE

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

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

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

The Summersville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in

the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact: **Dr. Rick Stark, Superintendent, Summersville High School, 417-932-4045, 8:00 a.m.—4:00 p.m., Monday—Friday.**

This notice will be provided in native languages as appropriate.

Notice of Designation of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Summersville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Summersville 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 Summersville School District to include this type of information from your child's educational records in certain school publications. Examples include:

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

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

If you do not want Summersville School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 6, 2018. Summersville School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received

NOTICE OF NONDISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filine_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

COMPLIANCE COORDINATOR

Dr. Rick Stark, Superintendent, (417) 932-4045

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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STUDENT NETWORK/INTERNET USER AGREEMENT

Summersville R-II School District

Agreement: All Resources

I, _____ (print student name) have read the information on the Network/Technology usage at Summersville R-II School District and agree to abide by all the policies, rules, regulations and responsibilities contained therein.

Student Signature

Date

Grade Level (grade 3, 10, etc)

As a parent/guardian of the above named student **I give permission** for my child to use the Internet/Email resources provided by the school district and have read the Network/Technology usage and am aware of all the policies, rules, regulations and responsibilities contained therein.

Parent/Guardian Signature

Date

****NOTE:** Parents/Guardians - if you agree that your son/daughter can use all the resources, sign the line above and disregard the next section.

-----DO NOT SIGN BOTH SECTIONS-----

INTERNET/EMAIL DENIAL

Agreement: Network Resources Only

As the parent/guardian of the above named student, **I do not give permission** for my child to use the district Internet/Email resources. I do, however, understand that my child may use the computer resources of the school district to complete classroom projects, homework etc.

Parent/Guardian Signature

Date

(This form must be signed and returned to the homeroom teacher.)