## District Central Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cody Hirschi</td>
<td>Superintendent</td>
<td>272-8173</td>
<td><a href="mailto:chirschi@wolves.k12.mo.us">chirschi@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Travis Kite</td>
<td>Assistant Superintendent</td>
<td>272-8266</td>
<td><a href="mailto:tkite@wolves.k12.mo.us">tkite@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Angie McGuirk</td>
<td>Assistant Director of Instruction</td>
<td>272-8266</td>
<td><a href="mailto:amcguirk@wolves.k12.mo.us">amcguirk@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Liz Smith</td>
<td>Special Services &amp; Federal Programs Director</td>
<td>272-3241</td>
<td><a href="mailto:esmith@wolves.k12.mo.us">esmith@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Steve Verheyen</td>
<td>Director of Operations</td>
<td>272-8257</td>
<td><a href="mailto:sverheyen@wolves.k12.mo.us">sverheyen@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Jonas Dodson</td>
<td>Food Service Director</td>
<td>272-8332</td>
<td><a href="mailto:jdodson@wolves.k12.mo.us">jdodson@wolves.k12.mo.us</a></td>
</tr>
</tbody>
</table>

## Intermediate School - 272-8250

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Chavez</td>
<td>Principal</td>
<td>Ext. 2790</td>
<td><a href="mailto:achavez@wolves.k12.mo.us">achavez@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Meagan Keeney</td>
<td>Counselor</td>
<td>Ext. 2670</td>
<td><a href="mailto:mkeeney@wolves.k12.mo.us">mkeeney@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Brenda Foster</td>
<td>Secretary</td>
<td>Ext. 2692</td>
<td><a href="mailto:bfoster@wolves.k12.mo.us">bfoster@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Amy Sanders</td>
<td>Secretary</td>
<td>Ext. 2693</td>
<td><a href="mailto:asanders@wolves.k12.mo.us">asanders@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Angela Clamors</td>
<td>Nurse</td>
<td>Ext. 2650</td>
<td><a href="mailto:anclamors@wolves.k12.mo.us">anclamors@wolves.k12.mo.us</a></td>
</tr>
</tbody>
</table>

## Elementary School - 272-1735

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Weber</td>
<td>Principal</td>
<td>Ext. 3091</td>
<td><a href="mailto:lweber@wolves.k12.mo.us">lweber@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Tonya Baker</td>
<td>Assistant Principal</td>
<td>Ext. 3090</td>
<td><a href="mailto:tbaker@wolves.k12.mo.us">tbaker@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Rhonda Davis</td>
<td>Counselor</td>
<td>Ext. 3070</td>
<td><a href="mailto:rbdavis@wolves.k12.mo.us">rbdavis@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Tawna Cuzzort</td>
<td>Secretary</td>
<td>Ext. 3093</td>
<td><a href="mailto:tcuzzort@wolves.k12.mo.us">tcuzzort@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Erica Linegar</td>
<td>Secretary</td>
<td>Ext. 3092</td>
<td><a href="mailto:erlinegar@wolves.k12.mo.us">erlinegar@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Angel Blevins</td>
<td>Nurse</td>
<td>Ext. 3050</td>
<td><a href="mailto:anblevins@wolves.k12.mo.us">anblevins@wolves.k12.mo.us</a></td>
</tr>
</tbody>
</table>

## Primary School - 272-3241

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Murray</td>
<td>Principal</td>
<td>Ext. 3890</td>
<td><a href="mailto:kmurray@wolves.k12.mo.us">kmurray@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Stephanie Smith</td>
<td>Counselor</td>
<td>Ext. 3870</td>
<td><a href="mailto:ssmith@wolves.k12.mo.us">ssmith@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Teresa Dahms</td>
<td>Secretary</td>
<td>Ext. 3892</td>
<td><a href="mailto:tdahms@wolves.k12.mo.us">tdahms@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Sharonah Buxton</td>
<td>Secretary</td>
<td>Ext. 3893</td>
<td><a href="mailto:sbuxton@wolves.k12.mo.us">sbuxton@wolves.k12.mo.us</a></td>
</tr>
<tr>
<td>Sherry Larson</td>
<td>Nurse</td>
<td>Ext. 3850</td>
<td><a href="mailto:slarson@wolves.k12.mo.us">slarson@wolves.k12.mo.us</a></td>
</tr>
</tbody>
</table>
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>District School Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Daily Schedules and Attendance Information</td>
<td>5</td>
</tr>
<tr>
<td>Morning Club</td>
<td></td>
</tr>
<tr>
<td>Student Checkout Procedure</td>
<td></td>
</tr>
<tr>
<td>Change in Transportation</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td>6</td>
</tr>
<tr>
<td>Change of Address and/or Phone Number</td>
<td></td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td></td>
</tr>
<tr>
<td>Make-Up Assignments</td>
<td></td>
</tr>
<tr>
<td>Inclement Weather</td>
<td></td>
</tr>
<tr>
<td>Library Media Center Use</td>
<td></td>
</tr>
<tr>
<td>Lost and Found</td>
<td></td>
</tr>
<tr>
<td>Parties / Treats</td>
<td></td>
</tr>
<tr>
<td>Personal Property</td>
<td></td>
</tr>
<tr>
<td>Recess/P.E. Policy</td>
<td></td>
</tr>
<tr>
<td>School Messenger</td>
<td></td>
</tr>
<tr>
<td>Student Cell Phones</td>
<td></td>
</tr>
<tr>
<td>Student Dress</td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td></td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
<tr>
<td>Volunteers</td>
<td></td>
</tr>
<tr>
<td>WATCH D.O.G.S</td>
<td></td>
</tr>
<tr>
<td>Existing Security Measures</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Management Plan</td>
<td></td>
</tr>
<tr>
<td>Resource Officers</td>
<td></td>
</tr>
<tr>
<td>Video Surveillance</td>
<td></td>
</tr>
<tr>
<td>Additional Programs and Home Contacts</td>
<td>11</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td></td>
</tr>
<tr>
<td>Standards Based Grading</td>
<td></td>
</tr>
<tr>
<td>Multi-Tiered Systems of Support</td>
<td></td>
</tr>
<tr>
<td>Student Guidance and Counseling</td>
<td></td>
</tr>
<tr>
<td>Title One – Para-Professionanans</td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>12</td>
</tr>
<tr>
<td>Positive Behavior Intervention Support (PBIS)</td>
<td>13</td>
</tr>
<tr>
<td>Bus Regulations</td>
<td>14</td>
</tr>
<tr>
<td>Student Discipline</td>
<td>15</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Discipline Policy</td>
<td></td>
</tr>
<tr>
<td>Off-School Behavior</td>
<td></td>
</tr>
<tr>
<td>Discipline Definitions</td>
<td></td>
</tr>
<tr>
<td>Missouri Safe Schools Act (1996)</td>
<td></td>
</tr>
<tr>
<td>Discipline Scope and Sequence</td>
<td>18</td>
</tr>
<tr>
<td>Health Information</td>
<td>28</td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td></td>
</tr>
<tr>
<td>Health Issues</td>
<td></td>
</tr>
<tr>
<td>Illness</td>
<td></td>
</tr>
<tr>
<td>Head Lice</td>
<td></td>
</tr>
<tr>
<td>Medication Administration</td>
<td></td>
</tr>
<tr>
<td>Public Notices and Information</td>
<td>31</td>
</tr>
<tr>
<td>Request for the Administration of Medication Forms</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# REEDS SPRING R-IV SCHOOL DISTRICT

## 2019-20 Calendar

| JULY
| M | T | W | T | F |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | 31 |   |   |   |

### Teacher Days

- Aug. 12-14: Teacher Orientation/Professional Days
- Aug. 15: First Day of School
- Aug. 30: Professional Day (No Students)

| AUGUST
| M | T | W | T | F |
|---|---|---|---|---|---|
| 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 |

### Teacher Days

- Sept. 2: Labor Day (No School)
- Sept. 30: Professional Day (No Students)

| SEPTEMBER
| M | T | W | T | F |
|---|---|---|---|---|---|
| 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 |

### Teacher Days

- Oct. 14-18: Parent/Teacher Conference Week
- Oct. 18-21: Professional Days (No Students)

| OCTOBER
| M | T | W | T | F |
|---|---|---|---|---|---|
| 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 |

### Teacher Days

- Nov. 8: Professional Day (No Students)
- Nov. 25-26: Professional Days (No Students)
- Nov. 27-29: Thanksgiving Break (No School)

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

| DECEMBER
| M | T | W | T | F |
|---|---|---|---|---|---|
| 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 |

### Teacher Days

- Jan. 6: Professional Day (No Students)
- Jan. 20: Martin Luther King Birthday (No School) (*)
- Feb. 17: Professional Day (No Students) (*)

| JANUARY
| M | T | W | T | F |
|---|---|---|---|---|---|
| 6 | 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 20 | 21 | 22 | 23 | 24 | 25 |
| 27 | 28 | 29 | 30 | 31 |   |

| FEBRUARY
| M | T | W | T | F |
|---|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 |

| MARCH
| M | T | W | T | F |
|---|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 | 7 |
| 9 | 10 | 11 | 12 | 13 | 14 |
| 16 | 17 | 18 | 19 | 20 | 21 |
| 23 | 24 | 25 | 26 | 27 | 28 |

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

| MAY
| M | T | W | T | F |
|---|---|---|---|---|---|
| 14 | 15 | 16 | 17 | 18 | 19 |

| JUNE
| M | T | W | T | F |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 |   |   |   |   |

**Board approved/revised:** February 20, 2019

In April, we will remove any unused inclement weather days from the end of the calendar.
Daily Schedules

Students need to be in attendance at the beginning of the instructional day. Time on task is essential to student success. Therefore, keeping interruptions to a minimum protects instructional time. School assemblies and other extra programs are planned carefully so that disruptions to the regular academic school day do not occur too often. We encourage you to help by ensuring your child arrives in his/her classroom on time and remains in class until the end of the school day. Uninterrupted time on task results in better learning for our students.

<table>
<thead>
<tr>
<th>Primary School</th>
<th>Time</th>
<th>Elementary School</th>
<th>Time</th>
<th>Intermediate School</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Opens</td>
<td>7:30</td>
<td>Office Opens</td>
<td>7:30</td>
<td>Office Opens</td>
<td>7:30</td>
</tr>
<tr>
<td>Students may enter the building/ Breakfast is served</td>
<td>7:40</td>
<td>Students may enter the building/ Breakfast is served</td>
<td>7:40</td>
<td>Students may enter the building/ Breakfast is served</td>
<td>7:40</td>
</tr>
<tr>
<td>Tardy Bell</td>
<td>8:10</td>
<td>Tardy Bell</td>
<td>8:05</td>
<td>Tardy Bell</td>
<td>8:00</td>
</tr>
<tr>
<td>Lunch Periods</td>
<td>10:50-12:05</td>
<td>Lunch Periods</td>
<td>10:50-12:40</td>
<td>Lunch Periods</td>
<td>10:50-12:30</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3:12</td>
<td>Dismissal</td>
<td>3:15</td>
<td>Dismissal</td>
<td>3:10</td>
</tr>
<tr>
<td>Office Closes</td>
<td>4:00</td>
<td>Office Closes</td>
<td>4:00</td>
<td>Office Closes</td>
<td>4:00</td>
</tr>
</tbody>
</table>

Attendance, Absences, and Tardies

Regular Attendance- Board Regulation 2310
Students and their parents/guardians should make every effort to keep student absences and tardiness to a minimum. We realize some absences cannot be avoided; however, frequent or prolonged absence from school is a serious concern. Failure to ensure your child’s regular attendance constitutes educational neglect, and must be reported to the Children’s Division and/or the County Prosecutor.

Absences (Regulation 2310)
If a child is going to be absent from school, call the school by 9:00 a.m. or send a signed note on the day the child returns. The following reasons are recognized as excused absences:

1. Illness/ Medical appointments
2. Death in the family
3. Family emergency
4. Religious observations

Morning Club
The Morning Club is a before school childcare service beginning at 7 a.m. in the elementary school. The Morning Club is open every school day and registered children in grades kindergarten through sixth may attend on a weekly or daily basis. Morning Club students are shuttled to the Primary School and Intermediate School at 7:40 AM. The cost is $1.00 per day and students need to be enrolled to attend. Contact your school office for an enrollment form.

Children should not arrive at school before 7:40 AM unless they are enrolled in Morning Club.
ALL CHILDREN MUST BE SIGNED IN BY AN ADULT AT THE FRONT OFFICE IF THEY ARRIVE AFTER SCHOOL START TIME.

When the bus is late, children are not counted tardy. Please make every effort to ensure your child arrives on time. Perfect attendance is defined as a student not being tardy, not being absent, and not leaving early.

**Breakfast will not be served after 7:58 a.m.**

**Student Checkout Procedure**
Students must be picked up immediately after school dismissal from the parent pick up line, or in the event of special circumstances, signed out at the front office. For safety/supervision reasons, students must be picked up promptly so they are not left unattended after school hours.

Students will be dismissed from school to the custody of their parents, guardian, and other persons specifically listed on the enrollment card. It is necessary for the individual picking up the child to personally sign the student out through the office. (Identification will be required). This is to ensure the safety of all students. If a parent plans on picking up his/her child after school, a note must be sent to the teacher. If the child will be picked up from school every day, one note at the beginning of the year will suffice.

**Change in Transportation**
All known transportation changes must be in writing, signed by the parent or guardian, and sent to the teacher the morning of the change. Notes must include: bus number, name, address and phone number of person at requested stop, and a number where you can be reached. Transportation changes must be made in writing via fax or email to the office prior to 2:00 p.m. For safety and security purposes, phone calls to the office will not be accepted.

Riding a bus other than the one assigned is allowed only in emergency situations or child care purposes. Students are not allowed to ride home with friends or for sleepovers, etc.

Students without notes will be placed on their usual transportation method home.

**Additional Information**

**Change of Address and/or Phone Number**
If you change your address, home or work phone numbers, or the numbers to be called in case of an emergency, please notify the office (Primary - 272-3241, Elementary - 272-1735, and Intermediate - 272-8250) immediately.

**Emergency Contacts**
Each child must have a minimum of three emergency contacts and phone numbers in addition to the child’s parent/guardian home and work numbers. This is essential in case of emergency. Please keep the office updated if any contact numbers change.

**Field Trips**
Students will occasionally have an opportunity to go on an educational field trip that will require bus transportation. Permission slips will be sent home by the supervising teacher prior to the field trip. These must be signed and returned to school. The school cannot bus students without the parent’s permission. Students must ride on the bus to and from any school sponsored event unless picked up by a parent, or unless the parent has sent a written request to the teacher stating what arrangements have been made. The safety of students is our top priority. Each building has safety requirements in place and will be communicated with families as needed. Any child who is not able to safely participate in an off-site field trip will be provided learning activities at school which relate to the field trip topic.
**Homework**
Rationale: Homework is used to extend classroom learning. Homework will be relevant to the current objectives being taught in the classroom. It will be meaningful to student learning. Homework activities includes:

1. Reading at home
2. Completing assignments not finished during the school day.
3. Additional drill or practice on basic skills and concepts
4. Preparing for a test
5. Scientific experimentation
6. Extended projects over a period of time
7. Make up work missed during absence

**Make-Up Assignments**
Students who have excused absences will be given the opportunity to make-up assignments. The time allowed for completing this work is one day for each day of excused absence. Students will receive these assignments upon returning to school — not prior to being absent unless pre-arrangements have been made with the teacher and principal.

**Inclement Weather**
Any full day closing or early dismissal due to inclement weather will be broadcast on the following radio and television stations. KRZK (106.3), KY 3, KOLR 10, and KSPR 33. District generated communication (email, text, phone message, and use of social media) will also be used as available to communicate with families.

Worsening weather conditions may force the early dismissals of school. If this should happen, students will be sent to their regular after school destinations. Be prepared in advance for such occasions by giving your student’s teacher early dismissal transportation instructions. Our staff will NOT be able to call you. We ask that you avoid calling the school office, as our phone lines become jammed in these situations and cannot be relied on for last minute special instructions. In the event of early dismissal due to weather, K-6 after school activities will also be canceled. This includes Boys and Girls Club.

**Library Media Center Use (LMC)**
Students may check out library books according to building LMC procedures. All books must be returned by the end of the school year. Students must pay for any lost or damaged books.

**Lost and Found**
Found items should be turned in to the office. If an item is lost, instruct your child to check with the office immediately. Please put your child’s name in coats, jackets, hats, etc.

**Parties/Treats**
Primary and Elementary buildings plan two special parties each year. A Fall Festival in October and a Valentine’s Day party in February. These are the only days celebrated by bringing treats. For all grade levels, K-6, a Christmas celebration is held. Parents of K-6 students may send in store-packaged birthday treats. As a courtesy to all students, please do not send birthday party invitations to school unless your child is inviting every girl or every boy in the classroom.

**Personal Property**
Personal items and materials of value should not be brought to school by students except when they are necessary for instructional purposes, approved by the classroom teacher, and with parental permission. This includes trading cards/collectables, fidget spinners, action figures, and other toy items. The school will not be responsible for lost or stolen items. Students in violation of this policy will have items confiscated and held in the office until a parent can pick them up and may be subject to further disciplinary actions if multiple violations occur.
Recess/P.E. Policy
A written statement from your child’s doctor must be sent to your child’s teacher to be excused from recess and/or P.E. Children with the required doctor’s excuse will spend recess in the duty room or office.

Please dress your child appropriately for the seasons. Students will go outside for recess in the temperature/wind chill is above 28°.

School Messenger
In an effort to improve communication between parents and school, the Reeds Spring School District has instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, or school cancellation. This service may also be used to communicate general announcements or reminders.

Student Cell Phones
As per board policy, cellular devices are prohibited from use during the school day. The school day will be defined as the time the students enter the building until the buses leave. For the purposes of our policy, any cellular device that is seen or heard is considered a violation. Therefore, students are required to turn off their cellular devices and put them “out of site” prior to entering the school building each morning. Any student who does not abide by this policy will have their cellular device taken by a staff member, given to the office, and the student will be subject to the following disciplinary consequences:

First Offense- Cellular devices taken to the office for the remainder of the day. (Students may pick up their cellular devices at the end of the school day.)
Subsequent Offense- Cellular device taken to the office for the remainder of the day. (Parent/Guardian will need to pick the cellular device up from the office.)

We are not responsible for lost or stolen cellular devices.

Student Dress (Board Policy 2651) (Reeds Spring Primary & Elementary School)
The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed (only wide straps and nothing strapless). No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted. If clothing is deemed inappropriate, per the principal, a phone call can be expected. Hats and other head-coverings are allowed only on hat days.
Student Dress (Board Policy 2651)  (Reeds Spring Intermediate School)
The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy, and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. (Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Failure to comply with these guidelines may result in having a student change their unacceptable clothing. Additional incidents may result in disciplinary procedures being imposed. The purpose of the student dress policy is to dress for success.

This policy encourages an orderly environment where learning opportunities are maximized through well-defined policies and procedures. Skin may not show when student in sitting, standing, raising their hands, leaning over a desk, etc. Undergarments must not be visible.

Although the school cannot address every dress code violation within this handbook, some examples are listed below:

- Slippers/house shoes will not be allowed.
- Tops which are too revealing due to length, texture, or lack of coverage are not allowed.
- See-through shirts or blouses, clothing designed as underwear (e.g., boxer shorts), low cut clothing, short shorts, miniskirts, halter tops, strapless tops, single strap tops, spaghetti strap tops, or clothing that exposes inappropriate parts of the body will not be allowed. NO exposed midriffs will be allowed during the academic day, therefore, clothing that exposes the stomach or waist when the student is standing will not be permitted.
- Hats or any other headgear are not to be worn inside the building.
- Gang-related colors, tags, symbols, or apparel (bandanas, etc.) are prohibited.
- No sagging of pants (undergarments may not be visible.) Pants must ride above the student’s buttocks.
- Gloves, sunglasses (except for medical circumstances), or long knee length coats shall not be worn in the school building during school hours.
- Clothing and accessories with profane lettering, alcoholic beverage logos, tobacco logos, drug references, sexual innuendoes, or satanic inferences are prohibited.
- Clothing styles, unusual grooming, or jewelry that is disruptive to the learning process will not be allowed.
- Students are not to write on their faces, arms, hands, necks, legs, and other visible body areas with pen, pencil, crayon, marker, paint or any other material.
- Any attire that constitutes a threat to the student’s health or safety will not be allowed.

Transfers
Parents/Guardians should contact the school office a minimum of 3 days prior the student’s final day of school in our district. The office will complete a transfer form with academic and immunization information which you can take to the new school. All other records will be mailed to the new school upon receipt of a request for records. All library books and text books must be returned and lunch accounts paid in full.
**Visitors**
Visitors must report to the office upon arriving on school grounds. All visitors will sign in and be issued a visitor’s badge to identify you as a visitor to school personnel. Visitors are welcome for special events, with an invitation from the classroom teacher, or to eat lunch with their child during regular lunch times. For safety purposes, all visitors will be escorted off campus if proper registration procedures are not followed.

In an effort to acclimate students to school lunch procedures, primary school parents and families are asked to wait until October before joining students for lunch.

**Volunteers**
All volunteers must complete a background check prior to beginning services. The district may decline the services of any volunteer for any legal reason. Volunteers will work under the direction and supervision of district staff. Background checks can be completed online. There is a link on the school website under the parents tab.


**WATCH D.O.G.S.**
WATCH D.O.G.S. is a national innovative program focusing on the prevention of violence in our children’s schools by using the positive influence of fathers and father-figures for a two fold purpose: (1) to provide an unobtrusive presence in school, and (2) to be a positive and active role-model for children in their school. Any fathers or father-figures, who would like to participate in this program, please contact your school office for information. All WATCH D.O.G.S. volunteers will be required to complete a background check.

**Existing Security Measures**

**Emergency Management Plan**
Reeds Spring Elementary School conducts monthly drills to insure the safety of our students. Throughout the school year students will practice the appropriate response to crisis events to including: school lock down, earthquake, tornado/severe weather, and fire/explosion drills.

**Resource Officers**
The School Resource Officer will assist school officials and staff in the systematic and consistent implementation of district wide policies and procedures that:

- Ensure ongoing and vigilant maintenance of a safe and secure school environment

- Effectively identify and address, through systematic implementation of appropriate interventions, the needs of all students who exhibit early warning signs of the potential for violent action, so that they may each achieve high academic and behavioral standards.

- Promote a school-wide climate, which is conducive to the use of innovative instructional approaches that result in successful learning experiences for all students.

- Are responsive to the diverse needs of the K-12 student body.

The School Resource Officer will not act as a school disciplinarian since the enforcement of discipline policies and procedures are the responsibility of school officials. However, if the Principal believes an incident is in violation of the law, the Principal may contact the School Resource Officer and it will then be determined if a law enforcement action is appropriate.
**Video Surveillance**

Video Surveillance may be utilized within building hallways, common areas, and bus transportation to ensure the safety of students.

**Additional Programs and School – Home Contacts**

**Parent-Teacher Conferences**

Parent-Teacher conferences are encouraged at any time. Scheduled conferences are held at the end of the first and third quarters. Parents are encouraged to attend. This is a special time set aside to discuss progress, share ideas, answer questions, and plan for continued success. Notes, e-mail, and phone calls to the teacher are also good ways to communicate your concerns. The staff welcomes parent input.

**Standards Based Grading**

Standards-based report cards provide information of your student's progress in meeting the state and district goals. As a parent (and our partner) you will be provided a report every nine weeks that outlines your child's progress in meeting the standards. Although this is different from a traditional report card, you will find this report is specific to learning objectives. Our goal is to consistently provide your child's classroom work to keep you informed of his/her progress. We believe every child can learn given the right support and opportunities. Standards-based reporting will be a tool to support this belief as well as continue our positive home/school connection with you.

**Multi-Tiered Systems of Support (MTSS)** - MTSS at the K-6 level provides high-quality instruction and interventions matched to student needs, and using learning rate over time and level of performance to make important educational decisions.

**Student Guidance and Counseling**

The Reeds Spring School Guidance and Counseling Program exist for the purpose of making a significant contribution in the total growth and development of each student. This is accomplished through a developmental guidance program. The program addresses physical, mental, and emotional development. The goal of the program is to support students in their efforts to become self-actualized, self-directed individuals. The counseling program consists of the following components:

- Classroom Guidance
- Individual Counseling
- Individual Testing
- Group Testing
- Support Team
- Resources for Parents
- Home Visits
Food Service

Healthy & Nutritionally balanced meals are served each day at Breakfast and Lunch in the school cafeteria. Children may also choose to bring their lunch. Students may bring a drink from home (no glass bottles allowed), or they may purchase a milk/ juice from the cafeteria. Students that purchase a milk/juice will be charged 40 cents regardless of their lunch status (paid/reduced/or free). Adults are welcome to join students for lunch (after checking in with the office). Cafeteria rules are posted and students are expected to follow them. The cafeteria is supervised at all times.

Breakfast and lunch are served with each student’s school/class according to a schedule. Menus are sent home each month, and are also available on our website. (www.rs-wolves.com)

All student accounts must be paid in advance so that a positive balance is maintained at all times. The school district policy only allows a student to charge a maximum of $10.00 (policy 5550). After that, an alternative meal will be served until the account is paid in full. Parent Portal allows you to see your child’s meal account history and gives you the option to pay online. A password must be obtained from the front office of your child’s building.

Many families are eligible to save on school meals through the Federal Free and Reduced Lunch Program. We encourage all parents to fill out an application. Only one application per household is necessary. These applications are available at all buildings in the front offices as well as on our website. Applications may be submitted at any time throughout the school year. Please turn in the completed application at your school’s front office. You will be notified of the status of your application when it is processed.

Each student is issued an ID number that they use to purchase meals in the cafeteria. All ID numbers look the same; therefore students participating in the free or reduced lunch program are kept confidential.

<table>
<thead>
<tr>
<th>Grade</th>
<th>K-4</th>
<th>5-6</th>
<th>Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.25</td>
<td>$1.25</td>
<td>$2.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.30</td>
<td>$2.35</td>
<td>$3.30</td>
</tr>
</tbody>
</table>

Extra Juice or Milk = $.40

**Prices are subject to change upon Board approval.**
POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

PBIS is a collaborative process for teaching and social and behavioral skills so our focus can be on learning and teaching!

Clearly defined universal behavioral procedures and the resulting common language used by all school members across settings and buildings:

- Provides a unified teaching focus and maximizes efficiency of instructional time.
- Increases use of appropriate behaviors.
- Increases student time in academic instruction.
- Supports a positive learning and working climate.
- Creates a more predictable learning environment for all grade levels.
- Fosters improved communication among students, faculty, staff, parents, and other school members.
- Efficiently provides extra supports for at-risk students.

The following school-wide behavioral expectations have been adopted and will be implemented:

- Be Responsible.
- Be Respectful.
- Be Safe.

These general expectations will be taught to students and practiced throughout each school year. Students will also learn specific procedures for the many different locations and events they encounter (i.e. library, assemblies, hallway).
Bus Regulations
Policy: 5620

Remember: The Transportation System is a privilege, not a right.

Bus drivers are school employees and school buses are school property. With that in mind, the penalty for student misbehavior on the school bus may be the same as if it happened in the school building. In addition, the following expectations/regulations are in place to ensure pupil safety on school transportation.

**Bus Expectations:**

1. The driver is in charge of students while they are on the bus.

2. Classroom conduct is to be observed by students while riding in the bus, except for ordinary conversation. No horseplay will be permitted. Excessive noise or disorder cannot and will not be tolerated in the interest of safety. All students must remain seated, pockets in the seats, with their back to the back of the seat, feet on the floor, facing forward and keeping their hands and feet to themselves.

3. Students must not, at any time, extend arms, heads, or objects from the school bus windows. Objects thrown or dropped from a bus window are a violation of state law and could result in discipline from state or local authorities, as well as from the school district.

4. The driver will NOT discharge riders at other places than the regular bus stop near the home, or at school, unless by proper authorization from a parent/guardian or school official(s).

You may contact the Transportation Director at (417) 272-8257 ext. 4161 if you have questions regarding bus transportation services.

**Bus or Transportation Misconduct:** Any offense committed by a student on transportation provided by or through the district may be punished in the same manner as if the offense has been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked in the following progression following a verbal warning from the driver. Administration has the discretion to skip an offense(s) due to the severity of the incident.

- **1st Offense** - Principal/student conference.
- **2nd Offense** - Principal/student conference.
- **3rd Offense** - 3 day suspension from bus.
- **4th Offense** - 5 day suspension from bus.
- **5th Offense** - 10 day suspension from bus.
- **6th Offense** - Suspension for the remainder of the school year.

Bus Conduct notices will be issued and recorded in the student data system to notify parents of problems.

**Transportation Notice**
Because of legal issues, no phone calls requesting bus changes will be accepted. All requests must be written, signed by the parent or guardian, and sent to school office with the child in the morning. **All notes must be complete with the bus number, full name, and address.**

In case of extreme emergencies, you must fax or email the building secretary to request a bus change by **2:00 p.m.** Changes will be at the discretion of the secretary. (Keep in mind; it may be impossible to make last minute changes.)
STUDENT DISCIPLINE

Philosophy
The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizen and in promoting an effective instructional program in the district's school. Acceptable behavior is based on respect for one's self, and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school. In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards for student conduct are established by the Board of Education to create an environment in which each student's right to learn is protected.

As we attempt to address the topic of discipline, we are aware that it is impossible to offer guidelines to cover each problem and situation. Students are expected to show good judgment with the continued support and direction from the school, parents, and community. Students are required to conform to school rules whenever they are in the charge of school staff. This would include any time students are going to and from school, or are on the school grounds, during or immediately before and after school hours. This would include anytime the school is being used by a school-sponsored activity such as sports events, field trips, out-of-town trips, concerts, and plays.

Administration can deliver consequences, if off-school behavior has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey such interpretation subject to an appeal.

Student Rights and Responsibilities
The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To attend free public school</td>
<td>To attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.</td>
</tr>
<tr>
<td>To a quality education</td>
<td>To put forth their best efforts during the education process.</td>
</tr>
<tr>
<td>Civil rights (To equal Educational opportunity and Freedom from discrimination)</td>
<td>To not discrimination against others. To observe reasonable rules and regulations regarding these rights. Students will be afforded due process as guaranteed by constitutional provisions. Process will be in accordance with state law and with the provisions outlined in the Board’s policies and regulations on student suspension and student expulsion.</td>
</tr>
<tr>
<td>To free inquiry and expression</td>
<td>To privacy; this includes privacy in respect to the student’s school records.</td>
</tr>
<tr>
<td>Due Process</td>
<td></td>
</tr>
</tbody>
</table>

15
Discipline Policy
In compliance with the Excellence in Education Act of 1985, Section 5, 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. The policy shall contain the consequence of failure by the student to obey a standard 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.

Off-School Behavior
Administration can deliver consequences, if the off-school behavior has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

All school district personnel are responsible for the care and supervision of students, and 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-sponsored activities, or during in term ISD or recess periods. 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 districts, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

Discipline Definitions
We are proud of the good discipline that exists in our schools. Most students are very serious about their school experiences and want to get the most from them. Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials. Depending upon the severity of the offense, certain steps may be omitted in an effort to correct a problem or administer appropriate disciplinary action.

A. SAFE SEAT – A school official (teacher, administrator, or counselor) may remove the student from the problem situation in order to give the child time to think about possible solutions. For example, if the student has problems getting along on the playground, playground privileges may be taken from the student.

B. INFORMAL TALK - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

C. CONFERENCE - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

D. PARENT INVOLVEMENT - Parent(s) may be notified by a telephone call, personal contact, or a letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

E. RECESS DETENTION - Used for minor infractions of the rules. Students report to the assigned detention supervisor during recess.

F. LUNCH DETENTION - Used for minor infractions of the rules. Students report to the principal’s office rather than going directly to lunch. The student eats lunch in the focus room.

G. FOCUS/IN-SCHOOL DETENTION - (ISD-Supervised Non-traditional classroom) In-School-Detention occurs when a student’s behavior warrants removal from classes for a period of time, but suspension or expulsion from school is not recommended. Students should understand that any violation of the rules and regulations of the ISD program might result in out of school suspension.

H. SHORT SUSPENSIONS - (Up to ten (10) school days) the student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the building administrator determines that a suspension is in order, it will be administrated at that point. A student suspended may not attend school functions during suspension days.
I. **LONG SUSPENSION** - (Up to 180 school days) The Board of Education authorizes the Superintendent of Schools to suspend a student for up to 180 school days. The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following the procedure, if the Superintendent of Schools determines that a long suspension is in order, it will be administered at that point. A suspension of more than ten (10) school days may be appealed to the Board of Education through the Superintendent of Schools. A student suspended out of school may make up daily assignments, quizzes, and/or tests. Due to the nature of participation and performance activities, students will be unable to engage in those assignments, therefore resulting in no credit.

J. **EXPULSION** - The Board of Education authorizes the expulsion of students. The student is informed that he/she is subject to expulsion. The student is afforded the appropriate due process procedure. Following this procedure, if the Superintendent of Schools determines that the expulsion is appropriate, he would make that recommendation to the Board of Education in which the authority for expulsion rests.

Together, we can keep our schools safe!

The Missouri Safe School Act of 1996 requires that all parents and students be notified of behavior expectations, as well as consequences for specific behaviors. The discipline policies and practices of Reeds Spring R-IV School District are in compliance with the Missouri Safe Schools Act. The School Violence Hotline number is 866-748-7047.

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 the disciplinary action. However, it is the purpose of this code to certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, or an aggravated circumstance of any offense or in 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 with a minimum consequence is judged by the Superintendent or designee to the manifestly unfair or not in interest of the district, the Superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school grounds, parking lots, school transportation or any school activity where on or off school property. It is the policy of the Reeds Spring R-IV School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

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

1. First or second-degree murder under 565.020.021 RSMo
2. Voluntary or involuntary manslaughter under 565.024 RSMo
3. Kidnapping under 565.110 RSMo
4. First, second or third-degree assault under 566.050.060.070 RSMo
5. Sexual assault or deviate sexual assault under 566.040.070 RSMo
6. Forcible rape or sodomy under 569.020 RSMo
The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy.

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

** It should be understood that disciplinary actions quoted in the handbook are generally considered as minimum actions to be taken by the principal. A lack of cooperation on the student's part will result in more severe action. This book covers most school-related problems. It is not all-inclusive but should serve as a guidepost for expected disciplinary action by the principal. Some problems will be handled at the discretion of the principal if not specifically covered in this manual. Severity of a rule infraction, the student's attitude and the likelihood of reoccurrence shall always be taken into consideration.

**STUDENTS**

Regulation 2610 (updated 06/14)

**Discipline - Behavioral Expectations**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**Alcohol/Drugs** - Possession of or presence under the influence of alcohol/drugs regardless of whether the student is on school premises

Possession of non-prescription medication or authorized prescription medication in violation of Policy 2870, Administering Medicine to Students.

First Offense: Principal/Student conference, detention, in-school detention, up to 10 days out-of-school suspension.

Subsequent Offense: Detention, in-school-detention, up to 180 days out-of-school suspension or expulsion.
a. 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 prescription or controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: Up to 180 days out-of-school suspension

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

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

First Offense: Up to 180 days out-of-school suspension or expulsion.

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

**Arson** - Intentionally causing or attempting to cause a fire or explosion

First Offense: In-school-detention, up to 180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: Up to 180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault** - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

**Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.**

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

Subsequent Offense: In-school-detention, up to 180 days out-of-school suspension, or expulsion.

**Fighting** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school detention, up to 180 days out-of-school suspension

Subsequent Offense: In-school-detention, up to 180 days out-of-school suspension, or expulsion.
Bullying – Intentional intimidation, harassment and/or attacks on a student or multiple students, perpetuated by individuals or groups, which includes an imbalance of power or strength and is repeated over time. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school detention, up to 180 days out-of-school suspension.

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

Bus or Transportation Misconduct – Any offense committed by a student on transportation provided by or through the district may be punished in the same manner as if the offense has been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked. Refer to Bus Regulations on pages 16-17.

Computer or Internet Abuse/Misuse

The use of any district computer is a privilege, not a right. This privilege may be revoked by the administration at any time upon violation of acceptable use.

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Students and parents must sign the appropriate forms before students will be allowed full Internet access.

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

Subsequent Offense: Restitution. Loss of user privileges, in-school-detention, up to 180 days of out-of-school suspension, or expulsion.

Dishonesty – Students are expected to deal honestly with all school staff members.

a. Cheating/Plagiarism – Using, submitting, or attempting to obtain data or answers dishonestly, through deceit, or by means other than those authorized by the teacher is not permitted.

First Offense: Principal/Student conference, detention, in-school-detention, a zero on the assignment, and/or loss of privileges.

Subsequent Offense: Principal/Student conference, detention, in-school-detention, a zero on the assignment, and/or loss of privileges.

b. Forgery – Writing the name or impersonating another person for the purpose of falsifying school-related information is forbidden. (This includes notes from home.)
First Offense: Principal/Student conference, detention, in-school-detention and/or loss of privileges.

Subsequent Offense: Principal/Student conference, detention, in-school-detention, and/or loss of privileges.

Disrespectful or Disruptive Conduct or Speech – Conduct or speech which has the intentional effect of disturbing education or the safe transportation of a student

First Offense: Principal/Student conference, detention, in-school-detention, up to 10 days out-of-school suspension. Restitution

Subsequent Offense: Detention, in-school-detention, up to 180 days out-of-school suspension, or expulsion. Restitution

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables

First Offense: Principal/Student conference, detention, in-school-detention, up to 10 days out-of-school suspension.

Subsequent Offense: In-school-detention, up to 180 days out-of-school suspension, or expulsion.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

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

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

Subsequent Offense: Up to 180 days out-of-school suspension, or expulsion.

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

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

Subsequent Offense: Expulsion

Harassment (Refer to Policy 2130 - Harassment) – Upon receipt of a report, the District Compliance Officer will be notified.
Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge.

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

First Offense: In-school-detention or up to 180 days out-of-school suspension.

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

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

First Offense: Principal/Student conference, detention, in-school-detention, up to 180 days out-of-school suspension.

Subsequent Offenses: Detention, in-school-detention, up to 180 days out-of-school suspension, or expulsion.

**Inappropriate Sexual Conduct** (Refer to Policy and Regulation 2130 - Harassment)

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

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

Subsequent Offense: In-school-detention, up to 180 days out-of-school suspension, or expulsion.

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

First Offense: In-school-detention, up to 180 days out-of-school suspension, or expulsion.

Subsequent Offenses: Up to 180 days out-of-school suspension or expulsion.
**Theft** – Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. Principal/Student Conference, detention, in-school-detention, up to 180 days out-of-school suspension or expulsion.

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

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

Second Offense: In-school detention, 1-180 days out-of-school suspension, or expulsion.

**Tobacco** - Possession or use of tobacco or tobacco products (including electronic cigarettes, hookah pens or similar items) on school grounds, school transportation or at any school activity.

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

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

**Truancy** – Absence from school or class without authorization; excessive non-justifiable absences, even with the consent of parents/guardians (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

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

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

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

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

Subsequent Offense: In-school-detention, up to 180 days out-of-school suspension or expulsion.

**Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District.
First Offense: Restitution. Principal/Student conference, detention, in-school—detention, up to 180 days out-of-school suspension, or expulsion.

Subsequent Offenses: Restitution. In-school-detention, up to 180 days out-of-school suspension, or expulsion.

**Documentation in Student’s Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a serious violation of the district’s discipline policy must be documented in the student’s discipline record in accordance with law. Policy and Regulation 2673 define a serious violation of the district’s discipline policy as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.

2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.

3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

**Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted, aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District’s campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline. Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an
act of bullying shall be subject to disciplinary action. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District’s web page (as a Board policy) and a copy shall be placed in the District Administrative Office. The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.
HEALTH INFORMATION
Since healthy students learn better, the school district has some policies and guidelines to promote a high level of wellness for each student. If you have questions about these policies, you may call the school nurse.

IMMUNIZATIONS
The state of Missouri requires all students to receive certain immunizations before they can attend any school in the state during both the regular school year and summer school. If you have questions about the immunizations that your child needs for school attendance, you may contact the school nurse or the Stone County Health Department (417-357-6134 or 417-272-0050) for specific details.

EMERGENCY CONTACT INFORMATION
Upon enrollment in the district and at the beginning of each school year, parents are responsible for providing the school with current phone numbers where they can be reached if their child should become ill or be injured at school. In addition to home and work numbers, please provide the names and numbers of at least three responsible adults (relatives, neighbors, friends, co-workers, etc.) that the school may contact if an urgent situation arises and parents cannot be reached. If a phone number changes, notify the school of the new number promptly.

HEALTH ISSUES
If a health condition exists that requires attention at school it is the responsibility of the parents to provide current written documentation describing the effects of the problem and specific instructions for any special health care needs. In some cases, the school may request written instructions from the student's physician or that the parents visit with school personnel to clarify questions concerning the student's health status and care at school.

Parents must assume the primary responsibility for the coordination of health care between home and school. The school does not assume responsibility for the management or treatment of health conditions.

ILLNESS
Regular attendance at school is important. A student should be in class every day that he or she is physically able. However, students with contagious conditions are not allowed to attend school during the time they are likely to transmit an illness. This not only gives the student an opportunity to rest and recover, but also, keeps others at school from becoming infected. If a student becomes ill while at school, the parents are expected to make arrangements to transport the student home promptly.

A student should NOT be in school if any of the following are present:

- Fever or chills. A student with a fever should not return to school until the temperature has been normal for 24 hours without the use of any fever-reducing medication during that time.
- Nausea, vomiting, or diarrhea. A student who experiences gastrointestinal upsets should not return to school until 24 hours after the symptoms are gone and should not have taken medication to treat those problems during those 24 hours.
- Cough, sore throat, or cold symptoms severe enough to interfere with the student's ability to learn.
- Severe, persistent pain or other signs of illness (listlessness, irritability, unusual behavior, etc.). The student should be checked by a physician to determine the cause and the proper treatment.
- Earache or drainage from the ears.
· Inflamed or reddened eyes. A physician should be consulted (especially if the eyes are watering, itching, or draining) to determine if pink eye exists.

· Skin lesions, sores, or rashes. A physician should evaluate a student with skin abnormalities to determine the appropriate treatment and whether it is safe for the student to attend school.

· Live lice in the hair - Students with live lice should receive treatment and be checked by the school nurse before returning to the classroom.

A student who has been ill should not return to school until he or she is over the illness. Since a student who returns too soon often experiences a relapse, it is in the student's best interest to stay at home until recovery is complete.

**HEAD LICE**

The Reeds Spring R-IV School District will not perform routine school-wide head lice screening. However, random checks will be performed on any student displaying signs of head lice. If a student is found to have head lice or nits (lice eggs), the student’s parent/guardian will be notified and other students who reside in the same household will also be checked.

If a student is found to have viable nits only (1/4” or closer in proximity to the scalp), the parent/guardian will be notified and instructed on nit removal methods. The student will be allowed to remain at school. The student will continue to be monitored by the school nurse to make sure the nits are being removed and no live lice are developing. If continued monitoring reveals the nits are not being taken care of, the parent/guardian will again be contacted. This process will continue until the student is free of viable nits.

Students found to have live lice will be sent home for treatment. A parent/guardian will be notified and will be responsible for transporting the student home promptly. Information will be given concerning treatment options and necessary procedures to be taken in the home to ensure the elimination of head lice. The student must be brought back to the nurse’s office by a parent/guardian and checked by the school nurse to verify that all live lice are gone before being allowed to return to the classroom. If live lice remain, the student will be sent back home with instructions for further treatment.

**MEDICATION ADMINISTRATION**

For the purposes of this policy, the term “medication” is used to describe substances prepared for internal or external use that are intended to prevent, treat, or cure disease or symptoms of illness. In addition to prescription drugs and over-the-counter (OTC) products, “medication” includes substances that claim to be medicinal or performance enhancing as well as those used for the prevention or relief of a health-related condition or symptom. Examples include herbal products, vitamins, minerals, dietary or nutritional supplements, and food that is to be ingested other than at the usual school meal times.

The School District will not administer any pain or cough medicine containing narcotics unless written orders are received from a physician for the medication to be administered at specific times during the school day.

Medication should be given at home if at all possible. If it must be given during school hours, the parent must supply the medication in its original container. The label from the pharmacy or manufacturer must be intact with the student's name, the name of the medication, its dosage, and the instructions for its use clearly visible. Extra, properly marked containers are available from pharmacies upon request. Empty containers are returned to the parent.

It should not be necessary to give more than one dose of a medication during the school day; exceptions must be arranged with school personnel. Only the amount of medication necessary for use at school, not the entire
prescription, should be brought to school. Non-prescription medication may not be given at school for more than five
days unless it is accompanied by a physician's request.

To assure that medication arrives at school safely, the parent or other responsible adult must deliver it to the health
room. For safety reasons, students are not to carry medication on a bus or at school.

A written parental request for the student to receive medication during school hours is necessary. It should include the
following information.

· The student's name, grade, and home room teacher's name.
· The name of the medication.
· The dosage (i.e., how much to take).
· The time the medication should be given.
· The specific days it is to be given (e.g., one day only, one week, as needed).
· The reason the student is taking the medication.
· The date any remaining medication will be picked up from school.
· Other pertinent instructions. (Should the medication be refrigerated? Should it be taken before or after
eating?)
· The signature of the parent.
· The date of the request.

"Request for the Administration of Medication" forms are available from the school and may be used to provide the
required information. (Copies also are included in the back of this handbook.) The parent must assume responsibility
for informing school personnel of any change in the student's health or medication.

Current Missouri state laws, regulations, and guidelines are to be followed in order for a student to carry and self-
administer medication while in school, at a school-sponsored activity, or in transit to or from a school or school-
sponsored activity. A licensed physician must prescribe the medication and provide the school a written treatment
plan containing instructions for the routine and emergency management of the student’s medical condition and
medication use by the student while at school. In addition, the plan must include statements that the student has been
instructed in the proper use of the medication and any device necessary to administer it, has been informed of the
dangers of sharing the medication with others, and has demonstrated to the physician the capability and skill level
necessary to use the medication correctly and responsibly.

The parent must sign a statement requesting the student be allowed to carry and self-administer medication at school
and acknowledging the district and its employees will incur no liability as a result of any injury arising from the self-
administration of the medication. The signed physician authorization and parental request must be renewed by the
student’s physician and parent for each subsequent school year or if there is a change in the physician’s orders during
the school year. To assist in providing the required information, physician authorization and parent request forms are
available from the school.

The school district is not obligated to administer medication to students at school, but it does so merely as a courtesy.
The district retains the right to reject requests for medication administration. To protect the student's health and well-
being, medications being used inappropriately, those in unlabeled or improperly labeled containers, or those without
complete instructions for administration may not be given at school.
Public Notices and Information

Parental Information and Resource Center (PIRC) (03/10)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at http://www.nationalpirc.org/directory/MO-32.html.
Public Notices and Information

Notification of Rights under FERPA for Elementary and Secondary Schools (12/14)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Reeds Spring School District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official 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 an amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the Reeds Spring School District to amend their child’s or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education 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 or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Reeds Spring 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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other
policies to which the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

**Directory Information Public Notice**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended...
(ESEA) to provide military recruiters, upon request, with the following information – 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 Reeds Spring School District to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the School District in writing by 8/31. Reeds Spring has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- 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
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

**Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of** –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Reeds Spring School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Reeds Spring School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Reeds Spring School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Reeds Spring School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Public Notice – Individuals with Disabilities Education Act (08/13)

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Reeds Spring 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Reeds Spring 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 Reeds Spring 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 Reeds Spring 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 Special Services located in the Central Office at 20281 State Hwy 413, Reeds Spring, Missouri. This notice will be provided in native languages as appropriate.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedure

What is a complaint under ESSA?
A complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

Who may file a complaint?
Any individual or organization may file a complaint.

How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.

How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:
1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:
1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

How are complaints related to equitable services to nonpublic school children handled differently?
In addition to the procedures listed in the point above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and
resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

**How will appeals to the Department be investigated?**
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**Notice of Nondiscrimination (01/18)**
The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**District Compliance Officer:**
Mrs. Liz Smith
Special Services & Federal Programs Director
20281 State Hwy 413
Reeds Spring, MO 65737
417-272-8173, ext. 4017

The District’s policy and procedures detailing the District’s Prohibition against Harassment, Discrimination, and Retaliation are set forth in Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District’s website and/or available in the District’s Central Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District’s compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Surrogate Parent Program**
Pursuant to the requirements of state law 162.997.999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district’s surrogate contact person, Liz Smith, Director of Special Services.

**Notification of Teacher Qualifications (06/17)**
Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:
• Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
• Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
• Whether the teacher is teaching in the field of discipline of the certification of the teacher.
• Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1.A funds must provide to each individual parent:
• Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title 1.A
• Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Evaluation Services Statewide Assessments (Policy 6440)**

(05/10)

All students will participate in statewide assessments or alternate assessments as determined by a student’s IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

**Assessment Schedule**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Assessment</th>
<th>Dates Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd – 4th</td>
<td>State ELA &amp; Math</td>
<td>April-May</td>
</tr>
<tr>
<td>5th</td>
<td>State ELA, Math, &amp; Science</td>
<td>April-May</td>
</tr>
<tr>
<td>6th – 7th</td>
<td>State ELA &amp; Math</td>
<td>April-May</td>
</tr>
<tr>
<td>8th</td>
<td>State ELA, Math, &amp; Science</td>
<td>April-May</td>
</tr>
<tr>
<td>High School EOC</td>
<td>Algebra 1 &amp; 2, English 2, Biology, &amp; Government</td>
<td>December or May</td>
</tr>
<tr>
<td>11th</td>
<td>High School ACT</td>
<td>April</td>
</tr>
</tbody>
</table>
Dear Parent/Guardian,

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student’s individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2003, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

- **What will I be asked to do?**
  You will be asked to give your consent in writing one time to release information from your child’s education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

- **What type of information will be in the consent form?**
  The consent form must tell you the personally identifiable information that may be disclosed, such as your child’s name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

- **What does it mean to give my consent?**
  Your consent states that you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services that your child receives and that necessary information about your child and his or her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (physician scripts or referrals). There will be no cost to you for the services.

- **Can I be required to enroll with MO HealthNet Division (MHD) for public insurance?**
  No, you cannot be required to sign up for or enroll in public insurance for your child to receive free appropriate public education (FAPE) which includes IEP services.

- **Will my consent affect my family’s MO HealthNet benefits?**
  No, reimbursed services provided by your school district do not limit or reduce your lifetime coverage or benefits, change your eligibility, affect your benefits, count against visit or funding limits in MO HealthNet programs, or increase your costs.

- **What if I change my mind?**
  You have the right to withdraw your consent to disclose your child’s personally identifiable information to MHD for billing purposes at any time.

- **Will my consent or refusal to give consent affect my child’s IEP services?**
  No, your school district must provide all required IEP services to your child at no cost to you whether you give consent to allow the district to access your MO HealthNet benefits or refuse to do so.

- **What if I have additional questions?**
  Your school district’s Special Education Department contact information is listed below. Feel free to contact them at any time if you have additional questions.

  Reeds Spring R-IV School District  
  Department of Special Services  
  Liz Smith, Director  
  20281 State Highway 413  
  Reeds Spring, MO 65737  
  Phone: 417-272-8173 ext. 4017

This information is provided by the Missouri Department of Elementary and Secondary Education & Missouri School Boards’ Association, 2013

Updated 10/2015
REQUEST FOR THE ADMINISTRATION OF MEDICATION

Name________________________________________    Grade__________
Name of medication_________________________________________________________
Dosage (how much to take)___________________________________________________
Time to be given_______________ Specific days to be given_________________________
Reason student needs the medication___________________________________________
Unused medication will be picked up on (date)____________________________
Other instructions____________________________________________________________
Signed_________________________________________ Date___________________

ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND DELIVERED TO THE HEALTH
ROOM BY A PARENT. THE LABEL FROM THE PHARMACY OR MANUFACTURER MUST BE INTACT
WITH THE STUDENT’S NAME, THE NAME OF THE MEDICATION, AND THE DIRECTIONS FOR ITS
USE CLEARLY VISIBLE.
Reeds Spring School District

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal/assistant principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed:_________________________  Your Name:__________________________________________

Phone Number:______________________________________________________________

You are:  [Student [ ] Parent [ ] Employee [ ] Other [ ]

Date(s) of alleged bullying:____________________________________________________

Person(s) alleged to have committed the bullying or harassment:____________________________________________________

Location of where the bullying or harassment took place:____________________________________________________

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets if necessary.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Names of Witnesses:___________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Have you reported this to anyone else:  YES [ ]  NO [ ]

If so, who and when did you report this_________________________________________ 

Printed Name of Complainant:__________________________________________________

Signature of Complainant:_____________________________________________________

*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.
This Section is for use of District Administration

Date/Time Received by Principal/Assistant Principal: __________________________

Date Investigation Initiated (within 2 days of receipt of report): __________________________

Date Investigation Completed (within 10 days of initiation): __________________________

Harassment/Discrimination under Policy 1300 / NO ☐ YES ☐

If Yes Provide Date Reported to District Compliance Officer: ________________

Investigative Action Taken:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Result of Investigation/Action Taken:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Were any other agencies notified: Yes ☐ No ☐

If so, list agencies and person(s) notified: ______________________________________

Principal/Assistant Principal Printed Name: ________________________________

Signature: ________________________________

Date Completed: ________________________________

Mickes O’Toole, LLC
Need Help?

Alcohol & Drug Help & Referral Line ...............1-800-252-6465
Ozarks National Council on Alcoholism..............417-831-4167
Missouri’s Child Abuse & Neglect Hotline.........1-800-392-3738
School Violence Hotline........................................1-800-748-7047
Parentlink..........................................................1-800-552-8522
Runaway Hotline....................................................1-800-621-4000
Al-Anon/Alateen Family Groups.........................417-836-1065
Children’s Division..................................................417-357-6118
Stone and Taney Counties—First Place Character

August: Courage
September: Respect
October: Responsibility
November: Citizenship
December: Compassion/Kindness
January: Commitment
February: Honesty
March: Cooperation
April: Perseverance
May: Self-Discipline
June: Patience
July: Patriotism