

STOVER ELEMENTARY K-5TH GRADE STUDENT HANDBOOK

2023



2024

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ELEMENTARY BUILDING PRINCIPAL:

JESSICA SMITH

ASSISTANT PRINCIPAL & ADMINISTRATOR FOR BUS TRANSPORTATION:
SUPERINTENDENT:
DIRECTOR OF CURRICULUM & INSTRUCTION:
DIRECTOR OF SPECIAL SERVICES:
ELEMENTARY COUNSELOR:
SCHOOL TO HOME LIAISON & GUIDANCE:
AFTER SCHOOL PROGRAM DIRECTOR (BEAT):
ELEMENTARY SECRETARY:
SCHOOL NURSE:

TONY PACE
MATT UNGER
MOLLY ROE
HEATHER OELRICHS
SUNDAY UNGER
TRISH LOBAUGH
MELISSA STONE
BONNIE HIBDON
VICKI NOLTING

STOVER ELEMENTARY SCHOOL MISSION:

ALL STUDENTS ACHIEVE TO SUCCEED, WHATEVER IT
TAKES!

THIS HANDBOOK BELONGS TO:

NAME: _____

PHONE: _____

ADDRESS: _____

GRADE: _____ TEACHER: _____

GENERAL INFORMATION

LOCATION OF THE ELEMENTARY OFFICE

The Elementary Office is located at the Elementary Gym Doors entrance (South Entry doors) now referred to as the Elementary Office entrance. All Elementary building business will take place through this set of doors. All parent pick ups and drop offs will take place in this location. Any parents needing to speak with the Elementary Office staff or the principal will also use this entrance for contact.

SCHOOL HOURS

School begins at **8:10 a.m.** and dismisses at **3:15 p.m.** The Elementary Office Entrance (labeled as "South" entrance) will open at school at **7:00 a.m.** Students riding the bus will be dropped off at the cafeteria doors each morning by the bus driver. Students being dropped off by parents each morning will need to be dropped off at the Elementary Office Entrance (south entrance).

OAK STREET ON THE EAST SIDE OF CAMPUS IS A ONE WAY STREET IN THE MORNING AND AFTERNOON DUE TO BUS TRAFFIC.

STUDENT ARRIVALS

The Elementary building will open at 7:00 a.m. Students should NOT be dropped off to school before 7:00 a.m. Students that are dropped off before 7:00 a.m. will be unsupervised.

Parents dropping students off for school will use the Elementary Office entrance in the Dome parking lot. The principal or a member of the staff will be located there to help your child get into the building, so you can circle through the lot and continue going. Due to morning bus traffic, upon leaving, please turn RIGHT out of the parking lot and exit through the park.

In the morning, if you prefer parking and walking your child to the south entrance door, **please park your car in a parking spot** before walking your child to the building doors. This will help keep the flow of traffic moving for those just dropping off and moving on. We have parking spots, available for visitors, near the entrance marked with Paw Prints that you are welcome to use when parking to walk your child(ren) to the door.

In the afternoon, we kindly ask that you remain in your car and follow the flow of traffic and let our staff assist your child(ren) to your car.

Students that are dropped off at 7:00 a.m. may attend the homework helper room in the Library until it is time for breakfast.

Classrooms and the Cafeteria open at 7:40 a.m.

WALKING YOUR CHILD(REN) TO CLASS:

PARENTS AND VISITORS WILL ONLY BE ALLOWED TO WALK CHILDREN TO CLASS DURING MORNING DROP OFF ON THE 1ST DAY OF SCHOOL OR WHEN GIVEN APPROVAL BY THE PRINCIPAL FOR SPECIAL CIRCUMSTANCES.

Parents will be allowed in the building on the **1st day of school** from 7:40 a.m. to 8:05 a.m. We kindly ask that, if you wish to do this, please walk your child to class & say a quick goodbye in the hallway next to the classroom door. Mornings are very busy and teachers will be greeting and working with students. If you are in need of additional time with the teacher, please schedule an alternate time to meet.

At 7:40 a.m., students who are being dropped off and/or riding the bus to school will both required to: a.) go to the cafeteria to eat breakfast OR b.) go to the classroom (if they ate breakfast at home).

After the bell rings at 8:05am, staff greeting students outside will go into the building to begin the day. Parents will need to walk their child to the Elementary Office doors and push the button to allow their child to be admitted into the building. The Elementary secretary (Mrs. Bonnie) will assist you in getting your child(ren) access to the building. You will push the button, wait for Mrs. Bonnie to open the door, then pull on the door with the paw print in the window.

STUDENT DISMISSALS

1. All drivers must have a car rider tag in the front windshield. Please place your car tag in your windshield where it is easily visible.

You will be issued a car tag with a number to assist in parent pick ups. Each student will have a card with the same number that is to be zip tied to their bookbag. We want to assure your child is picked up by the correct authorized person. If a staff member is not familiar with the individual picking up your child, they will check car tags &/or will ask for a picture ID. Car tags will be available on Open House night. If you did not pick one up at that time or need a replacement, please call the elementary office. If you already have one, it is not necessary to sign up again for an additional tag.

2. All students getting picked up by a parent/guardian (or designated person) at the end of the day during dismissal time will need to be picked up at the Elementary Office entrance (South entrance/ Elementary Gym doors in the Dome parking lot). In the afternoon you will turn down 7th street, turn into our parking lot by the Dome and stay in your vehicle, following the flow of traffic to pick up your child by the Elementary Office doors. The parent pickup process will begin at 3:10pm.
3. As you make your way through the parking lot closer to the pick up location, please pull up carefully as directed by a staff member. We will have Elementary staff there to assist you through the pick up process. You will be directed to one of the three loading spots.
4. Once you have pulled into a loading spot, please stay in your car. A staff member will assist your child(ren) as they load into the passenger side of your vehicle. Please be sure your child can independently strap themselves in quickly. If your child needs assistance in getting strapped in, please let the staff member know.
5. Once your child is loaded into the car, please exit the parking lot, turning right onto 7th street and exiting through the park.

*If we are waiting on a student (getting someone from a bus or waiting for a late classroom dismissal), we may ask that you pull forward into a parking spot until they arrive so we can keep the parent pick up process going.

Due to recess schedules and foot traffic to and from the playground, we kindly ask that you NOT line up in the Dome parking lot until after 2:40 p.m. daily. Parent pick up dismissals will start at 3:10pm daily.

All students must be picked up at dismissal time. If you are not able to pick up your child at dismissal time, please call the elementary office to make arrangements. Students who are not picked up on time will be reported to the Missouri Division of Social Services. Parent pick ups start at 3:10pm and end at 3:30pm.

Drivers and passengers are expected to follow all directions of the Stover Elementary staff members directing the line of pick up traffic. The safety of our students and staff is our number one priority and with your help, we can make our car rider line safe and efficient.

CHANGE IN DISMISSAL ROUTINE FOR YOUR CHILD(REN):

If a student is NOT going home the "usual" way, a note must be written and provided to the Elementary office, or the parent must call the office informing us of the change in plans by NOON each day. When making alternate plans please note: Students can only ride the school bus assigned to them. They cannot ride alternate buses to go home with other students.

BUS RIDERS DISMISSAL ROUTINE:

PreK-4th grade students will be walked to the school bus with their classroom teacher each day.

5th grade students will be escorted to the bus line up by their teachers where they will be released to walk themselves to their specific bus. They will be expected to walk and get on their correct bus.

WALKERS DISMISSAL ROUTINE:

All walkers will be released to the door that is the safest route for the student to walk home. Most walkers will be escorted to the East side of the building, by the buses, and released at the south/east side of the Elementary building sidewalk/ stop sign location off of 7th Street. Staff will assist

and monitor students in crossing the street next to the stop sign at the end of the Elementary building's sidewalk. Students will be expected to walk the remainder of the way home without staff supervision.

STUDENTS WHO WALK TO THE SOUTH SIDE OF TOWN PAST HWY 52 WILL BE EXPECTED TO CROSS AT THE CROSSWALK AT OAK STREET AND HWY 52 WITHOUT STAFF SUPERVISION.

PICKING YOUR CHILD UP EARLY FROM SCHOOL:

Please remember that it is very important that your child doesn't miss his or her core content areas such as their Reading, Writing, and Math Blocks. Check your child(ren)'s schedules to determine content area time blocks to avoid missing. Please also keep in mind that attendance matters for the success of our students and minutes away from learning add up over time.

To have your child dismissed during school hours, please sign your child out with our Elementary secretary at the Elementary Office entrance. **Students will not be pulled from class until the parent/ guardian arrives on campus and signs them out.** Please do NOT call ahead and request that they be pulled from class early. Please keep this in mind as you make time management decisions.

For your child's safety we cannot release a child to anyone other than the parent or a person authorized by the parent. Any parent who needs to pick up a child during the school day must sign the release form at the Elementary office. Students leaving school without adult supervision must have permission from home (either written or over the phone) prior to dismissal.

STUDENTS LEAVING SCHOOL AT ANY TIME BEFORE OUR REGULAR DISMISSAL WILL BE COUNTED ABSENT FOR THE TIME MISSED.

VISITORS & VOLUNTEERS

All visitors to the school are asked to report to the Elementary Office upon arrival. All visitors must check in with the Elementary Office and receive a visitor's pass before entering the building.

Volunteers must fill out a Volunteer Application and have all contact information on file with the Elementary Office. Our elementary building works in tandem with our Stover PTO for volunteer support. If you are interested in volunteering, please contact our Stover PTO to join and get more information.

PARENTS OBSERVING

The elementary building will schedule opportunities for parents & guardians to engage in learning activities in the classroom, for each grade level, throughout the school year. Please look for additional information about these days to be sent home throughout the school year.

OFFICE REGULATIONS

Students are welcome in the office at any time to do business or to seek information. If a student wishes to speak to the principal, please secure permission from the Elementary Office secretary.

LOST AND FOUND

Please label all items brought to school by your child. Items left on the playground or in the cafeteria are sent to the Elementary office to be placed on the lost and found rack. It is the student's responsibility to inquire about lost items. The lost and found rack will be emptied at the end of each month.

WRITTEN PARTY INVITATIONS

No written invitations may be handed out at school unless one is delivered to each child in the class. We do this to avoid hurt feelings.

SPECIAL GRANDPARENT AND PARENT DAYS

The elementary building will work with our PTO to schedule a grandparent's day and parent day breakfast event this school year. We will host one each semester. Please look for additional information about these events to be sent home throughout the school year.

CLASSROOM PARTIES

There will be 3 parties during the school year: Fall Party, Christmas Party, and a Valentine's Day Party. Homemade goodies may not be sent to school for snack or party time. Only products purchased from a store may come to school. Snacks that are sent for parties, treats, etc. are to be considered healthy snacks. Please do not send candy or snacks that are high in sugar. Parents are welcome to attend classroom parties. **Parents are asked not to bring additional non-school aged children with them when attending.**

STAYING INSIDE AT RECESS

Your child is expected to participate in outside recess. In the case of a child with a cold or a child just returning from being ill, we are happy to see they do not run and get too hot, but they will be expected to go out and get some fresh air. If your child is too ill to go out for fresh air perhaps they should remain at home. When a child cannot participate for health reasons, a written note signed by the parent with the date your child is not to participate, and the reason is required. A child who is to be excused for an extended period of time will need to present a doctor's excuse.

In addition, please stay alert to the weather conditions and send your child dressed properly for play at outside recess. We do not take the children out in excessively cold or hot weather.

COMMUNICATION

EMERGENCY & CONTACT INFORMATION

It is very important that our Elementary Office maintain accurate records, emergency, and contact information for each student. Please notify the school whenever a change of address, phone number, change of contact person, or any other information that would help us reach you occurs. In addition, it is very helpful to have a list of alternate people to contact when you are not available. You can update your child(ren)'s contact information by calling the elementary office at 573-377-2219 ext. 226.

SCHOOL CANCELLATIONS

Due to inclement weather there could be times that the district could have to cancel school during the school year. Please watch the school website, local news and radio stations, Facebook, Instagram, school reach texts &/or calls, and Parent Square messages for further information about school cancellations and/or remote learning days.

STUDENTS RECEIVING MESSAGES DURING THE DAY

It is often necessary for the office to relay a message to a student. Please assist us by contacting the school office **before noon** on the day of your request. It helps us to avoid confusion at dismissal time if your request is made early. **PLEASE use this service for last minute emergencies only.** Most plans can be made between you and your child before they leave home and a written note provided to the office. We request **NO MESSAGES after 2:00 PM**. The last hour is very hectic and these messages could be lost or not delivered in time.

STUDENT USE OF ELEMENTARY OFFICE PHONE

Students may use the Elementary office phone for emergencies only. This does not include items they forgot at home or wanting last minute permission to spend the night with a friend.

SCHOOL REACH

All families are urged to keep all contact telephone numbers up-to-date. We enter these numbers in our School Reach System to notify you of important events like school closings/ remote learning days. If your numbers change, please contact the office immediately. School closing will be posted on the school website, MCR1 social media, and our local radio and TV stations.

PARENT SQUARE

The principal, teachers, and coaches will all use the Parent Square App to communicate with parents and guardians. Please make sure you download the Parent Square App to ensure you are receiving all information sent. You will receive posts and private messages through this app. This app also allows you to send messages to your child's teachers, coaches, and the school office as well. All families are urged to keep all contact information up to date. Parent Square works with our information system at school and it is very important to have accurate contact information. Please contact the Elementary office if you have any questions about how to get Parent Square access.



Download the
ParentSquare app today!
Stay connected with your child's teachers and school staff. It's easy!

Available on the App Store | GET IT ON Google Play

ParentSquare



PARENT PORTAL

All parents have access to the Common Goal (School Insight) Parent Portal on an Internet connected computer. The parent portal allows parents to stay on top of their student's assignments, see teacher comments and up-to-date grades for all classes. Simply go to the district's webpage at <http://mcr1.us> for access to the Common Goal (School Insight) parent portal. All parents will also be sent a link to set up their parent portal account. If you are having difficulty accessing your parent account for Common Goal (School Insight), please contact the elementary office now and we will get you connected. Once connected you are able to see a list of all current classes and grades. Parents are encouraged to check student's grades on a regular basis. Please contact the Elementary office if you need assistance accessing your student's grade information.

PARENT CUSTODY

When parents separate or divorce it sometimes results in problems with custody of the children. Sometimes one parent asks that a child not be sent home with the other parent. The elementary office needs legal documentation in the child's permanent record to be certain such requests can be honored.

HOMELESS, MIGRANT, ELL

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact our School to Home Liaison, Trish Lobaugh at 573-377-2219 ext. 255.

NOTIFICATION OF PARENT AND STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 Morgan County R-1 School District receives a request for access.

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

1. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the 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.

1. 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes 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 may also 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 typically 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. NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The contact information of the Office that administers FERPA is:

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

PROCESS FOR PARENTS AND STUDENTS TO OPT OUT OF THE DISCLOSURE OF DIRECTORY INFORMATION UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that the Morgan County R-1 School District obtains your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records, with some exceptions. However, the district may disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing of your objection. "Directory information" is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child's education records in district publications, including but not limited to, a student's name, jersey number, height and/or weight printed in a school athletic program; or a student's name and photo included on district social media pages or in the school yearbook.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or the district providing student information to companies that manufacture class rings or publish yearbooks.

In addition, two additional federal laws require the school district to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose contact information to military recruiters or directory information from your child's education records without your prior written consent, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing within the first 10 days of school. Please note that if you opt your student out of directory information, your student's picture will not be included in the district's yearbook or other publications and your student's name will not appear in district programs or the honor roll.

General Directory Information: The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized

activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, the following information about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office, and the Children's Division (CD) of the Department of Social Services:
The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Student Information and Images in District Publications and Social Media

The district maintains a number of publications and social media accounts to better communicate with students, parents, and the community. Unless the parent or eligible student notifies the district in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the district may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of directory information, when a student's image is included in a photograph or video as part of a crowd shot where the focus of the image is not on that particular student, the student's image may still be included in a district publication or social media post.

SURVEY DATA AND COLLECTION-POLICY JHDA

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

TRANSPORTATION

BUS TRANSFERS-RIDING A DIFFERENT BUS THAN ASSIGNED

Students will not be allowed to ride a bus other than their assigned regular bus. Students using bus transportation will be assigned one bus to ride. There will be no bus transfers at any time.

BUS OR TRANSPORTATION MISCONDUCT (SEE BOARD POLICY JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

BUS TRANSPORTATION POLICIES AND PROCEDURES

Students will be subject to disciplinary action for infractions of bus rules. The rules are as follows:

PREVIOUS TO LOADING

- *Students must be on time; please be prepared for the bus arrival 10 minutes before your scheduled pick up time.
- *Students must behave themselves at the bus stop.
- *Students wait for the bus to come to a full and complete stop before approaching the entrance.
- *Students who do not ride in the mornings for 3 consecutive days will not have the bus stop again until the parent calls the bus driver or the school.

THE FOLLOWING RULES MUST BE OBSERVED WHILE RIDING THE SCHOOL BUS:

1. The driver is in charge of the students on the school bus.
2. Classroom conduct is to be observed while riding the bus.
3. Riders must maintain low conversation levels.
4. The driver may assign seats.
5. Keep hands and head inside the bus. Do not hang out the windows.

6. Assist in keeping the bus safe and clean.
7. Vandalism to the bus will be paid for by the offender.
8. Riders do not tamper with the bus gauges, switches, cameras, controls.
9. Keep the aisle clear of feet, legs, debris, and bags.
10. Do not throw anything in or out of the bus.
11. No glass containers, balloons, animals, pets, or weapons allowed.
12. Horseplay will not be tolerated.
13. Riders are to remain seated at all times.
14. Use of tobacco products will not be tolerated.
15. Eating/drinking/littering will not be tolerated.
16. Being rude, discourteous, and annoying will not be tolerated.

AFTER LEAVING THE BUS:

After getting off the bus move at least 10 feet in front of the bus, stop and make eye contact with the driver, then cross quickly when the bus driver signals it is safe. The students should then look to be sure that traffic is not approaching from either direction before crossing.

The driver will not discharge riders at places other than their regular bus stops, at the home, or at school, unless proper authorization from a school official is given.

BUS OR TRANSPORTATION MISCONDUCT (SEE BOARD POLICY JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

BUS DISCIPLINARY PROCEDURES

The driver will issue a disciplinary slip on the student if the student is in violation of bus rules and give it to the proper school authority. The principal will administer the appropriate punishment to the offender depending on the offense and the number of previous write-ups. The principal may skip steps as deemed necessary to have the consequence appropriate with the offense.

Some consequences which may be used are: Warning; one to 10 days off the school bus; suspension from riding the bus until the next School Board meeting; suspension from the bus and/or school; permanent suspension from the school bus. The Superintendent may remove any student off the bus for any length of time after 10 days have been given as a suspension to a student. Any fighting/altercation will be a minimum of 3 days off of the school bus and suspension from school.

BUS CONTRACT

Bus contracts will be sent home for parents and students to sign to make sure that everyone knows and understands the rules of the school bus. The contracts will need to be returned to school as soon as possible.

STUDENTS ARE EXPECTED TO ATTEND SCHOOL EVEN IF THEY ARE NOT ALLOWED TO RIDE THE BUS.

STUDENT ATTENDANCE AND ACCOUNTABILITY

GENERAL ATTENDANCE INFORMATION

The importance of regular attendance cannot be emphasized enough. If a child needs to be absent, parents are asked to call the elementary office the day the child is absent. All absent students will have a contact phone call to verify the absence.

Please remember that all students are expected to be in school at least 95% of the school year. Each day a student misses school, they lose instruction given in the classroom. This missed instruction cannot be made up. The principal, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies noted below and/or as noted in Board Policy JED-AP1 including scheduling a conference with parents.

An attendance letter will be mailed to the parents/guardians of the student(s) who are absent after 3, 7, 14, and 21 days of missed school. Students may be retained for excessive absences and will be required to attend summer school if summer school is in session.

We are asking that parents please try to make sure that your child(ren) attends school especially during Reading and Mathematics instructional blocks. These core subjects are key in your child's educational success.

Absences will be counted against a student for all reasons but will be noted in the computer files as justifiable for the following reasons: Dr.'s note for illness/appointment or death in the family. A student must provide a Dr.'s excuse from a licensed practicing physician. It is impossible for a policy to cover all situations; therefore, the principal may use discretion in handling individual cases.

Excessive absences will be reported to the Division of Family Services and the Morgan County Prosecuting Attorney.

In order for students to participate in a field trip or the end of the year activities, students are expected to have at least a 90% attendance record or higher. Students with absences lower than 90% of the school year risk not being eligible to participate in their field trip or end of the year activities. Students with doctor's excuses that have an attendance rate lower than 90% may be waived of this requirement but it will be considered case-by-case and the principal may use discretion when determining eligibility.

TARDINESS

Students arriving after 8:10 a.m. must be signed in by an adult through the Elementary office entrance by the dome parking lot before going to the classroom. Tardies count towards a student's absences and missed learning opportunities. Please keep in mind that attendance matters for the success of our students and minutes away from learning add up over time. Students are expected to arrive to school on time. Students should be in their classroom before 8:10 a.m.

MAKE-UP WORK

It should be understood that elementary work is basically instruction given by the teacher and interactions with the class. If your child is absent you should understand that much of the instruction cannot be made up and result in lost learning opportunities. Make-up work or Remote Learning tasks will be given by the teacher as appropriate and a return date will be assigned to the work. Work not submitted by the date due will not be given full credit. Make-up assignments will be given only one time. Please do not drop by the classroom to request work. For short absences (a day or two) the work will be given when the student returns or assigned through Remote Learning. Work for longer absences should be requested through the office in advance so the teacher has time to prepare the work.

STUDENT ACADEMIC AND ACCOUNTABILITY

MIDTERMS AND REPORT CARDS

Midterms will be sent home halfway through each quarter. Report cards will be sent home at the end of each quarter. A parent-teacher conference is scheduled at the end of the first quarter and another is usually around the third quarter. Parents and teachers can request a conference at any time during the year. Conferences can be scheduled in-person or remotely through Zoom, phone calls, or email.

AWARDS PROGRAM

We will hold an awards assembly at the end of each quarter to reward the students on their academic, character, and behavior achievements. Parents are welcomed to attend these awards assemblies. Information will be sent home about the upcoming awards closer to time.

HONOR ROLL: Kindergarten through 5th grade has to have all E's, M's, & P's on their grade card in order to receive Honor Roll. Students will have their name printed in the Morgan County Press if they have met the requirements for Honor Roll.

TEST SCHEDULES

Students will be benchmarked 3 times a year in reading & math for grades K-5 and also science & language for grades 3-5. They will then be progress monitored every two weeks or monthly on their reading and math skills to make sure progress is being made in these areas. The benchmark assessment tools we use are NWEA with instructional support with progress monitoring through Exact Path and Study Island. All students must participate in the NWEA and Exact Path assessments.

STATE ACHIEVEMENT ASSESSMENTS: 3rd-5th grade will take the state achievement test at the end of the school year. Every student must participate in the state achievement test at the end of the school year.

Kindergarten through 5th grade students will also be assessed on reading skills through the NWEA's MAP Reading Fluency assessment program throughout the school year through benchmark and progress monitoring assessments.. These assessments will help us understand their abilities as a reader. Data will be collected and used to help each student progress in their reading abilities.

STATEWIDE ASSESSMENTS

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

GIFTED

Stover's gifted program is an online program that may be available to students who meet the following criteria: 1. Achieve a minimum score of 95th percentile, full scale on a state approved norm referenced intelligence test; 2. A score at or above the 95th percentile on a selected achievement test or meet a composite G.P.A. of 95%; 3. Have a score at or above 75% on SAGES test of creativity; 4. Evidence of commitment to learning based on a selected instrument i.e. portfolio or interview.

CHILD FIND FOR SPECIAL EDUCATION-POLICY IGBA

The district has an obligation to locate, identify and evaluate children in the district between the ages of 3 and 21 who may need special education and related services, including children who are wards of the state, are homeless or attend private schools located within the boundaries of the school district. Any individual who knows or believes that a student has a disability and is in need of accommodation or special education should contact the school's principal or the district's special education director immediately.

The district will notify all parents/guardians and students of its obligations under this policy and the law. The district will also utilize public media and other postings to notify the public of the district's legal obligations as required by law.

GRADING SCALE

The following is the percentage grading scale that is used in the elementary building:

95%-100% A	73%-76% C
90%-94% A-	70%-72% C-
87%-89% B+	67%-69% D+
83%-86% B	63%-66% D
80%-82% B-	60%-62% D-
77%-79% C+	59% and below F

The following is the Standards Based Grading Scale that will be used for grade reporting and term grades:

E-Exceeds Expectations	4	100%-90%
M-Mastered	3	89%-70%
P-Progressing	2	69%-50%
NI-Needs Improvement	1	49%-below

The elementary is using a standards-based grading system for K-4 which means that we will not be using letter grades for final evaluation of our students. You will see the standards for each core area. In an effort to prepare 5th grader's for the Junior High grading scale, grades will be reported using the Standards Based Grading Scale and the Percentage Grading Scale above.

STUDENT PLANNER: GRADES 4TH & 5TH

Most students will get back into the school routine very quickly. Some students find it very difficult to remember what the assignments are and to make sure that they complete them. To help the students remember what their assignments are, all students will fill out the STUDENT PLANNER every day.

Parents are asked to sign these each evening after you have seen your child's homework. Then, please remind your child to return the planner to school the next day. The student planner lets you as parents know what we are doing in the classroom. If your child tells you that he/she doesn't have any homework, you can check the student planner to find out for yourself.

HOMEWORK

Students may have some type of homework each evening. It could be reading a book, going over sight words, or completing assignments that were not completed during the school day. The students are expected to turn in their homework at the start of each morning. If you have any questions on homework, you can check your child's newsletters and/or contact their classroom teacher.

MISSING WORK

Students who have several missing assignments and are not keeping up on their daily work will be required to make up the missing assignments. The classroom teacher will contact you to let you know that there is missing work that your child is missing. If the work does not come back in a timely manner, then the student could miss recess or specials to get caught up on missing work. If the missing work continues, then the student may be referred to the after school BEAT program for tutoring and homework help or placed in ISS to get caught up.

MATH FACTS

The elementary building will be focusing on math facts again this school year. We will be sending home math facts for you and your child to work on together. We are asking that you spend 20 minutes each evening working on their math facts.

PHYSICAL EDUCATION

Your child will have PE weekly. Students are responsible to have proper shoes for playing in the gym on those days. Proper shoes do not have black soles that leave marks on the gym floor, are not slick, and are proper for running. All children are expected to participate in PE and will do so unless there are health reasons accompanied by a note from the parent or a physician.

GUIDANCE AND COUNSELING PROGRAM

Our guidance and counseling program is available to every student. It is delivered in a variety of ways which include: classroom guidance lessons, individual guidance, and small groups. Students who meet with the counselor individually or in a small group are referred by teachers, administrators, parents, or are self-referred.

DESE'S TRAUMA INFORMED INFORMATION-POLICY IGAEB

This is the web address to DESE's trauma informed school initiative:

<https://dese.mo.gov/traumainformed>

Morgan County R-I is required to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

Beginning for students in 6th grade and older: there is a trauma-informed, developmentally appropriate training on sexual abuse that will be available to students.

VIRTUAL INSTRUCTION-POLICY IGCD

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

SCHOOL ACCOUNTABILITY REPORT CARDS

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)

POLICY GBL FOR TITLE I SCHOOLS-NOTICE OF TEACHER & PARAPROFESSIONAL CREDENTIALS:

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

FEDERAL PROGRAMS-POLICY KLA

The Morgan County R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

STUDENT HEALTH AND SAFETY

SCHOOL NURSE

A full-time registered nurse is on duty each day. Students must have permission from their teacher to go to the nurse. When a child becomes ill or injured while at school, that child will be taken to the school nurse immediately. Any child leaving school as a result of illness or injury must have authorization from the nurse and must be signed out of school through the office. A health form must be turned in with appropriate information provided for emergencies.

MEDICATION

If your child needs medication while at school, the following steps must be followed:

1. All medication should be taken to the Nurse's office upon arrival at school by the parent or adult. Alternate arrangements may be made by contacting the office or school nurse.
2. All medication should be in a proper container. The container should be labeled with the amount to be given, the time it is to be given, the child's name, the name of the medication, prescriber's name, pharmacy, and prescription number.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. To the extent practical, students shall be provided privacy when receiving medications.
5. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
6. Emergency medications provided by parents/guardians for students who may have severe allergic reactions or anaphylaxis must be accompanied by a standing order from a licensed healthcare provider.
7. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
8. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

MEDICAL MARIJUANA AND CANNABIDIOL (CBD) OIL

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

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medication and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

EMERGENCY MEDICATIONS

Emergency medications provided by parents/guardians for students who may have severe allergic reactions or anaphylaxis must be accompanied by a standing order from a licensed healthcare provider.

IMMUNIZATIONS

According to Missouri Law regarding student's immunizations, all records are to be updated each school year. Noncompliance will result in consequences mandated by Missouri Law. The school district will provide information to our families on ways to receive the influenza vaccination during the appropriate time of year.

SUICIDE PREVENTION AND RESPONSE

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

CHILD ABUSE

Missouri Revised Statutes require that school personnel report incidents of child abuse and/or child neglect to responsible agencies. Such reporting includes emotional, medical, physical, educational and other forms of neglect/abuse. The district is also required to post signs – in English and Spanish- containing the Missouri child abuse and neglect hotline number in all buildings and student restrooms for easy access by students.

HEAD LICE

Unfortunately, head lice is a recurring problem. It happens in the best of families and the cleanest of homes. Only constant awareness can help lessen it. It is advisable that you check your children every week. Nits can normally be found at the top of the head, nape of the neck or behind the ears. Nits can be brown, white, or transparent. They look somewhat like dandruff, but they are cemented to the hair shaft and will not comb away.

If you find head lice on your child, please contact the school so that we can then check their class. If your child is checked at school and found to have lice, we will notify you and you will be required to pick your child up. Your child will not be allowed to return to school if lice are visible. Please follow these steps:

1. Treat with the prescribed medication recommended by your doctor or pharmacist.
2. The treatment must be repeated in 10 days to kill new lice.
3. Wash all clothes and linens in hot water.
4. Dry clean all clothes that can't be washed.
5. Soak combs in water temperature of 150 degrees for 15 minutes.
6. Carpeted rooms and stuffed animals should be vacuumed.

Please review the No Live Lice Policy attached in Appendix B.

NUT ALLERGY

Nut allergies are becoming more and more of a concern. We ask that you **DO NOT** send in any items containing nut products for class parties because we have several students who have allergies to nuts.

COMMUNICABLE DISEASES

It is very important to keep ill students at home in order to maintain a healthy school. A Communicable Disease is any illness that can pass from person to person. The following chart is a guideline of the most common communicable diseases. Please make sure to phone the elementary office if your child is sick and keep your child at home.

Common Cold/Flu/COVID	If fever is greater than 100 F and/or if excessive cough/nose/eye drainage is present; Any fever of 100 F must remain home until 24 hours fever-free (without fever reducing medication) or when other symptoms are subsiding (without a fever present).
Diarrhea/Vomiting	It is recommended that you keep your child home until 24 hours after the last occurrence of diarrhea or vomiting, even if there is no fever present. Please consult the school nurse.
Pink Eye/Conjunctivitis	Red/Inflamed eye with drainage or crusted eyelids. Children should NOT attend school during the acute state. Antibiotic eye drops from a physician may be required.
Strep Throat	Must be on antibiotics and fever free for 24 hours.
Rashes	May be excluded until seen by a physician and may return to school with a note from the physician stating they are not contagious.

ILLNESS DURING SCHOOL HOURS

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

If you have questions regarding your child attending school, phone the school nurse to seek advice. If you bring your child to see the school nurse about their illness, please be prepared to take your child back home or to a physician if necessary to treat your child's illness.

SCHOOL SPONSORED INSURANCE

The school will sponsor student insurance this year. The total cost is determined by the company which insures the students and is paid by the parent/guardian. Any student participating in extracurricular athletics must be covered by insurance.

MOHEALTHNET FOR KIDS PROGRAM

MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Please contact our Home to School Liason, Trish Lobaugh for more information at 573-377-2219 ext. 255.

PHYSICAL EXAMINATIONS AND SCREENINGS

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision and hearing) will be conducted in accordance with administrative procedures. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's academic progress or health. In general, the school district will not conduct physical examinations of a student without parental consent unless the health or safety of the student or others is in question or unless by court order.

Further, parents/guardians will be notified of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening. Parents/Guardians or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

HEALTH PROMOTING LEARNING ENVIRONMENT-POLICY ADF

The district believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The district promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health contributes to students' performance potential.

ASBESTOS CONTROL-POLICY EBAB-AP1

The Morgan County R-1 is aware of the asbestos areas in the school district and has a management plan in place. The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings.

EARTHQUAKES

The Morgan County R-1 School District has a plan in place through the Crisis Plan for earthquakes.

STUDENT FOOD & FOOD SERVICE PROGRAM

SCHOOL BREAKFAST AND LUNCH PROGRAM

This school year all students will get to eat free for breakfast and lunch, no matter if your family qualifies for free or reduced lunch. If your child would like extra milk it will be 35 cents. Please be sure to send in the 35 cents each day.

There is no afternoon snack milk. Breakfast is served from 7:45 a.m. until 8:10 a. m. in the cafeteria.

Notice of EF-AP1 Procedure

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

Procedure for addressing Past Due Student Meal Charges (only in the event meals are not provided for free by the district)

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

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

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

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

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

Working with Parents/Guardians

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

- *Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.*
- *Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.*
- *Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.*

Debt Collection for Food Service

Delinquent Debt

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

LUNCHROOM GUIDELINES

1. Go through the lunch line as quickly and quietly as possible.
2. When you are dismissed, take your tray, milk carton, silverware, etc., to the dishwashing window.

3. Stay at your assigned table until you are dismissed.
4. NO SODA is allowed in the lunchroom. This includes lunches brought from home. Drinks containing at least 10% juice are allowed. These are state regulations.
5. Trading food or throwing food is not acceptable.
6. Dr.'s notes are required for students with milk allergies who need water with their lunch tray.
7. Use good manners at the breakfast and lunch table at all times.
8. Walk in the lunchroom at all times.

Additional guidelines or rules can be established throughout the school year.

NUT ALLERGY

Nut allergies are becoming more and more of a concern. We ask that you **DO NOT** send in any items containing nut products for class parties because we have several students who have allergies to nuts.

NUTRITIONAL STANDARDS FOR FOODS BROUGHT TO SCHOOL-POLICY ADF-AP1

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

The district is committed to providing foods and beverages to students on the school campus during the school day that support healthy eating. The foods and beverages sold and served outside of the school meal programs may meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

School Meals

The district is committed to serving healthy meals to children that contain fruits, vegetables, whole grains, and fat-free and low-fat milk; are moderate in sodium; are low in saturated fat; have zero grams trans fat per serving (nutrition label or manufacturer's specification); and reasonably meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Research shows that two components—good nutrition and physical activity before, during and after the school day—are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less than adequate consumption of specific foods including fruits, vegetables and dairy products is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high quality physical education, and extracurricular activities do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

SODA POP USE BY ELEMENTARY STUDENTS

Elementary students may **not** purchase soda pop at school or have it in their possession during the school day; including during lunch. According to state regulations, only soft drinks containing 10% or more fruit juice may be consumed in the cafeteria.

TECHNOLOGY ACCOUNTABILITY

TECHNOLOGY

Students are expected to use the technology in school in the appropriate way and only do searches on the computer/iPads for school instructional use. If the student violates this policy then he or she will not be allowed to use the technology at school.

All students will be required to use the school's internet services while on school grounds and using the device. They will need to log into the

school's Smooth Wall with their user id. Students will need to use the school's internet even if they bring their own device from home.

USE OF TECHNOLOGY

The district is required to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

USE OF ELECTRONICS DEVICES AND RECORDING EQUIPMENT

The Morgan County R-I School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.
5. If a student brings their own electronic device (Chromebook, cell phone, iPod, etc) to school and it is stolen, it is not the school's responsibility. We strongly encourage students to keep their cell phones at home or in their bookbags if they are brought to school.

ELECTRONIC COMMUNICATION BETWEEN STAFF AND STUDENTS

Teachers should not be electronically communicating with students unless it is for an educational purpose.

STUDENT BEHAVIOR AND ACCOUNTABILITY

ENSURING A POSITIVE WORKING & LEARNING ENVIRONMENT:

The Morgan County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Morgan County R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

DRESS CODE

1. Shorts or skirts must be of reasonable length and worn when the predicted high for the day is 70 degrees or above.
2. Short tops, halter tops, spaghetti strap shirts, and midriff and belly tops are not considered proper dress.
3. Shoes must be worn in the building.
4. "See-through" blouses and tops that are revealing are not considered proper dress.
5. T-shirts and any other items (i.e. backpacks, lunch boxes, etc.) with inappropriate or provocative sayings "words" or pictures are considered improper and will not be allowed. This includes logos for alcohol, tobacco, drugs.
6. Hats, headbands, leg bands, and other types of head gear are not allowed in the building during the day.
7. Undershirts and long johns should be worn as they were designed, (under other clothes).
8. Any type of dress that is distracting and attracts undue attention will not be allowed.
9. In-line skate/tennis shoe skates are not suitable for wear on school property.
10. No Rolling Backpacks
11. Pants, trousers, or other garments worn on the lower body will be worn pulled up around the waist, they will not sag.

BLANKETS

Use of or wearing of blankets is prohibited for students in Kindergarten through 5th grade. As the weather gets colder and/or due to varying temperatures inside the school building, please plan ahead and send a jacket or sweatshirt with your student, to keep in their backpacks, for use when needed.

CELL PHONES

No elementary student shall carry or have with them a cell phone—either working or non-working. These cause a classroom disruption. All cell phones will be confiscated, and parents will need to come to the school to pick up the phone.

Occasionally a cell-phone is needed for after school care purposes, if this is the case, please notify the Elementary office or the classroom teacher. The cell phone is to be switched off and left in the child's backpack or locker for the entirety of each school day.

PERSONAL ITEMS

Items brought from home are the responsibility of the student. The school is not responsible for items brought from home that are lost, stolen, traded, or otherwise missing by the owner.

CARE OF SCHOOL PROPERTY

Proper care of school property is the responsibility of all students. Any student who destroys school property will be disciplined and be responsible to replace the item. This includes textbooks which are provided by the school and are the property of the school. Each student is accountable for books issued to him/her. Any lost or damaged books will be paid for by the student to whom that book is issued. Each student will also be responsible for chromebooks issued to them for use.

STUDENT SEARCHES

Students and their belongings may be searched if reasonable suspicion exists that there has been a violation of school policies and/or rules or violations of law. Students have no expectation of privacy in lockers, desks, computers, or other district provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches may be done of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances

SCHOOL BUILDINGS AND GROUNDS

1. Students are to obey ALL school personnel while on school property this includes school buses.
2. No running, pushing, loud or obscene talking in the halls.

3. Do not bring ANYTHING to school that you do not need for class work. This includes: knives, any type of electronic devices such as/but not limited to: tape/cd players, MP3 players, radios, electronic games, cell phones, any type of cards, toys, water guns, or other nuisance items. These items will be confiscated and may not be returned.
4. No soliciting that is not approved or sponsored by the school.
5. Be courteous to other students and to teachers. Conduct yourselves as ladies and gentlemen.
6. NO TRADING of any type is allowed at school or on school property which includes but not limited to school buses.

LOITERING ON SCHOOL PREMISES

The school does not accept responsibility for the safety or conduct of any students who are on school grounds prior to 7:30 a.m. or after the last bell rings.

OBSCENE LANGUAGE

The use of cuss words and other suggestive obscene language or gestures is considered improper on school grounds at any time day or night and will not be tolerated.

PLAYGROUND RULES

Your child's safety is our concern. To help ensure safety while on the playground, we have set forth the following guidelines that all students must observe, but are not limited to:

1. Keep hands and feet to yourself.
2. Stay clear of all windows.
3. Play on the blacktop or grass area.
4. There is to be NO rock throwing.
5. No fighting.
6. Do not stand on the slides.
7. One person per swing-do not stand in front of the swings or behind a swing.
8. Obscene and abusive language is not permitted.
9. Always play in an area where the playground supervisor can see you.
10. No tackle football.
11. Stop play and line up when directed by staff.

Each grade level may add additional rules on the playground to ensure student safety while playing outside.

LUNCHROOM GUIDELINES

1. Go through the lunch line as quickly and quietly as possible.
2. When you are dismissed, take your tray, milk carton, silverware, etc., to the dishwashing window.
3. Stay at your assigned table until you are dismissed.
4. NO SODA is allowed in the lunchroom. This includes lunches brought from home. Drinks containing at least 10% juice are allowed. These are state regulations.
5. Trading food or throwing food is not acceptable.
6. Dr.'s notes are required for students with milk allergies who need water with their lunch tray.
7. Use good manners at the breakfast and lunch table at all times.
8. Walk in the lunchroom at all times.

Additional guidelines or rules can be established throughout the school year.

BUS BEHAVIOR RULES

See Transportation section.

CLASSROOM RULES

Each teacher is in charge of setting their own classroom rules and consequences. However, their classroom rules will reinforce our elementary building rules which are: Be Respectful, Be Responsible, Be Safe and Be Caring. Each classroom teacher will have a behavior management system in place in their classroom.

POSITIVE REINFORCEMENT

Research has proven that positive reinforcement will help improve student achievement and student engagement. Stover Elementary is going to try several different positive reinforcement strategies throughout the school year. Students will be recognized for following the school rules which are: Be Respectful, Be Responsible, Be Safe, and Be Caring.

EXTRA-CURRICULAR

All rules/regulations/and consequences apply to any school sponsored activity.

DISCIPLINE

The following is not intended to be all inclusive as to the nature or type of misconduct or punishment. The Administration reserves the right to vary from the following as required by the circumstances of the situation. School rules apply at all school functions whether they are at home, away, or on school transportation.

DISCIPLINE CODE KINDERGARTEN-5TH GRADE

The purpose of the discipline code is to ensure a safe and orderly environment for learning in the school district. A discipline plan is enforced in each classroom. A student is sent to the office after the classroom teacher has completed the steps of that classroom discipline plan. Students who are sent to the office for discipline shall receive one or more of the following consequences/but may not be limited to the following list:

- Conference with the principal, parent contact, and/or loss of privileges. Students who are sent to the office may have to fill out a thinking sheet.
- Loss of privileges, parent contact, and/or partial day of ISS (In School Suspension).
- Students may receive one to 10 days of ISS.
- Students may be suspended for one to 10 days and ISS. Students may lose the end of the year field trip or any other additional end of the year activities. Students will be readmitted only when accompanied by a parent.
- The Superintendent may suspend the student not more than 90 days or less than 10 days at which time the case may be referred to the Board of Education for permanent expulsion.

STEPS MAY BE SKIPPED OR REPEATED AND CONSEQUENCES FROM THE "OPTIONAL LIST" MAY BE CONSIDERED DEPENDING ON THE SERIOUSNESS OF THE INFRACTION.

OPTIONAL CONSEQUENCES for discipline infractions:

Time-out

Fill out a Thinking Sheet

Counseling

Special Assignment

Referral to an outside agency

Other (consequences not listed that would be appropriate for the individual and that fits the infraction)

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

REPORTING TO LAW ENFORCEMENT

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

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

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

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

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

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES

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

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

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

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

IMPACT ON GRADES

For short-term out-of-school suspensions, the student will be allowed to complete assignments and receive a grade for the course. However, if a student receives a long-term suspension as defined by the district, the student will not be allowed to attend school, complete work or earn a grade for any course. The student will be notified at the time of the suspension whether the suspension is considered short-term or long-term and will be provided appropriate due process when required by law. Students who are allowed to complete work and receive a grade are responsible for contacting the district for the assignments and must submit the completed work immediately after the end of the suspension.

PROHIBITED CONDUCT

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

ACADEMIC DISHONESTY

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

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

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

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

ASSAULT

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

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

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

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

AUTOMOBILE/VEHICLE MISUSE

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

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

BULLYING AND CYBERBULLYING (SEE BOARD POLICY JFCF)

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

DISTRICT BULLYING-POLICY JFCF

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

DESIGNATED OFFICIALS

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

REPORTING BULLYING

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

INVESTIGATION

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and

findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

CONSEQUENCES

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

BUS OR TRANSPORTATION MISCONDUCT (SEE BOARD POLICY JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

DISHONESTY

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

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

DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH

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

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

DRUGS/ALCOHOL (SEE BOARD POLICIES JFCH AND JHCD)

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

Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

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

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

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

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

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

EXTORTION

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

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

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Detention or in-school suspension.
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FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES

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

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

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

FALSE ALARMS (SEE ALSO "THREATS OR VERBAL ASSAULT")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

FIGHTING (SEE ALSO, "ASSAULT")

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

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

GAMBLING

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

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

HARASSMENT, INCLUDING SEXUAL HARASSMENT (SEE BOARD POLICY AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

HAZING (SEE BOARD POLICY JFCF)

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

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

INCENDIARY DEVICES OR FIREWORKS

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

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

NUISANCE ITEMS

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

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

PUBLIC DISPLAY OF AFFECTION

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

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

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

SEXUAL ACTIVITY

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

TECHNOLOGY MISCONDUCT (SEE BOARD POLICIES EHB AND KKB AND PROCEDURE EHB-AP)

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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

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

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

THEFT

Theft, attempted theft or knowing possession of stolen property.

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

THREATS OR VERBAL ASSAULT

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

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

TOBACCO

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

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

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

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

TRUANCY OR TARDINESS (SEE BOARD POLICY JED AND PROCEDURES JED-AP1 AND JED-AP2)

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

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

UNAUTHORIZED ENTRY

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

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

VANDALISM (SEE BOARD POLICY ECA)

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

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

WEAPONS (SEE BOARD POLICY JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
2. A weapon is defined to mean one or more of the following:
 1. A firearm as defined in 18 U.S.C. § 921.
 2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
 3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
 4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.

5. Any object designed to look like or imitate a device as described in 1-4.

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

2. 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 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

PLEASE NOTE:

- Listed above is a list of offenses that is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.
- Consequences may be increased or decreased depending on the circumstances.
- The district works cooperatively with police and will notify police when a crime occurs on school property.
- Students with excessive discipline write-ups can miss the end of the year activities such as the field trip and field day.

Local, State, and Federal Guidelines: We at Morgan County R-1 understand the rights of our individual students. We have set forth to uphold the rights, regulations, and the laws set forth by the guidelines of local, state, and federal authorities in compliance with Board Policy and Regulations. Review of these policies can be found in each of the administrative offices. Regulations are found at the conclusion of this handbook in additional appendixes.

CORPORAL PUNISHMENT

No person employed by or volunteering on behalf of the Morgan County R-1 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

SEARCHES

- Students have no expectation of privacy in lockers, desks, computers or other district provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.

- e) The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- f) The details of extracurricular drug testing, if applicable.

(Fourth Amendment of U.S. Constitution, *Policy JFG and JFCI* when applicable)

NOTICE OF NON-DISCRIMINATION

The Morgan County R-1 School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, 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 and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

HEATHER OELRICHS, TITLE IX COORDINATOR, SECTION 504 COORDINATOR, NON-DISCRIMINATION COORDINATOR

HEATHER.OELRICHS@MCR1.US
701 NORTH OAK STOVER, MO 65078
1-573-377-2217 ext 222
8:00am - 3:30pm

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.