

# **WILLIS J. EZARD ELEMENTARY SCHOOL**

## **WELCOME**

Welcome to Willis J. Ezard Elementary, the Home of the Bears! We are pleased you will be part of our exceptional school! At Ezard Elementary you will find friendly, dedicated, and highly trained teachers to guide and help you and your student. The faculty and staff would like you to know that it is our goal to provide your children with a successful year of learning!

In order to achieve this goal we need your help! We know when parents and schools partner children benefit, so we invite you to be our team member! This means that we communicate with each other. If you ever have a question about a program, activity or process, please talk to your child's teacher or to me. We in turn promise to share regarding your child's progress and ideas on how to assist them in reaching their academic goals.

This handbook is designed to provide you with the regulations and procedures of the elementary building. Although no handbook is all-inclusive, I hope you will find that it will answer the majority of the questions you may have. Visit our school website at [www.lacledecounty1.com](http://www.lacledecounty1.com) for links to school policy. Please feel free to contact me with any questions at (417) 589-2171 or to speak to your child's teacher. You may also contact me by email: [msnell@lcr1.org](mailto:msnell@lcr1.org).

We are looking forward to an exciting school year! Join us on our journey of learning at Ezard Elementary where students are first!

Melissa Snell  
Elementary Principal

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## DAILY SCHEDULE

7:30 A.M.	Building Opens
7:30-8:15 A.M.	Breakfast
8:15 A.M.	Classes Begin
3:10 P.M.	Dismissal of car riding students
3:25 P.M.	Dismissal of students to buses

\*Students who ride with their parents/guardians will be released from the following locations:

K-1—The doors facing the Pre-K building

2-3—The front doors in lane 1

4,5,6—The front doors in lane 2

Parents should not drop off or leave their student at the school before or after posted times. Students dropped off at 7:30 will report to the cafeteria. Please note that supervision by certified staff is from 7:45 a.m. to 3:35 p.m.

## MISSION STATEMENT

Committed to achievement for all learners!

## LACLEDE COUNTY R-1 SCHOOL DISTRICT'S VISION

Laclede County R-I School District is a partnership of students, staff, families, and community with a vision for student success that embodies the following:

### **Safe Environment**

- Respect and integrity will be taught and practiced at all times.
- School facilities will be safe and up-to-date.

### **Instructional Excellence**

- Instruction will focus on the future needs of today's students.
- Administration will provide the instructional staff with high quality professional development.

### **Positive Climate**

- The close involvement between school and community will grow as a valued priority.
- Compassionate students and staff will demonstrate positive character traits.

### **Motivational Practices**

- Inspired educators will promote enthusiastic learners.
- Students will be provided with a variety of academic and extra- curricular activities.

## SCHOOL BOARD MEMBERS

Kevin Dampier, President  
Grant Brawley, Member  
Wesley 'Lug' Massey, Member  
Sally Triplett, Member

Norman Webster, Vice President  
Travis Doing, Member  
Andy Triplett, Member

## FACULTY AND STAFF

Mark Hedger, Superintendent  
Melissa Snell, K-6 Principal  
Betsy Livingston, Secretary  
Jami Bishop, Counselor  
Shelly Dill, Adm. Of Student Services  
Lori Cruz, 3 Yr. Pre-School  
Colette Rogers, 4 Yr. Pre-School  
Lisa Eilenstine, Kindergarten  
Leslie Patton, Kindergarten  
Heather Witt, Kindergarten  
Sarah Dill, First Grade  
Emily Replogle, First Grade  
Brittany Brawley, Second Grade  
Kaley Deckard, Second Grade  
Kristi McBride, Second Grade  
Rachel Sheets, Third Grade  
Meghan Thomas, Third Grade  
Haley Wech, Third Grade  
Chelsey Caselman, Fourth Grade  
Kristin Lierz, Fourth Grade  
Lora Loomis, Fourth Grade  
April Pulley, Fifth Grade  
Julie Rosenthal, Fifth Grade  
Michael Wheeler, Fifth Grade  
Laura Day, Sixth Grade  
Becky Owens, Sixth Grade  
Dee Sein, Sixth Grade

Aaron Parrales, Vocal Music PK-2/Band  
Dodi Petersen, Vocal Music 3-6  
Sarah Light, Art  
Jared O'Quinn, P.E.  
Marlana Howerton, Librarian  
Abigail Sell, Special Education  
Emily Massey, Special Education  
Debbie Lowrance, Instructional Coach  
Lori Hyde, Speech  
Kerisha Eads, Reading Recovery  
Eric Moore, Technology Director  
Marie Oliver, Food Service Director  
Stephanie Brawley, Paraprofessional  
Heather Carter, Paraprofessional  
Sheila Hastings, Paraprofessional  
Lisa Officer, Paraprofessional  
Melissa Smith, Paraprofessional  
Jennifer Stark, Paraprofessional  
Cari Ussery, Paraprofessional  
Christi Williams, Paraprofessional  
Shannon Wilson, Paraprofessional  
Jeff Wolken, Director of Maintenance  
Wendall Perryman, Asst. Dir. Of Maintenance  
Debbie Finley, Custodial Director  
Gretchin Lower, Custodian  
Diane Kavanaugh, Custodian  
Shelly Kalman, Custodian

**Please note that you may contact teachers via email by using the first initial of their first name followed by their last name @lcr.org. Example: Melissa Snell would be msnell@lcr1.org**

## SCHOOL CALENDAR

First Day of School . . . . .	August 17
<b>NO SCHOOL</b> , Labor Day Holiday . . . . .	September 4
<b>NO SCHOOL</b> , Professional Development. . . . .	October 9
Parent/Teacher Conferences, 4 to 7:30 p.m. . . . .	October 24
Parent/Teacher Conferences 4 to 7:30 p.m. . . . .	October 26
<b>NO SCHOOL</b> . . . . .	October 27
Thanksgiving Vacation. . . . .	November 22, 23 &24
Last Day of First Semester, 1 PM Early Out . . . . .	December 20
Christmas Vacation. . . . .	December 21 –January 2
2 <sup>nd</sup> Semester Classes Begin . . . . .	January 3
<b>NO SCHOOL</b> , Martin Luther King Day. . . . .	January 15
<b>NO SCHOOL</b> , Professional Development . . . . .	February 16
<b>NO SCHOOL</b> , President’s Day. . . . .	February 19
<b>SPRING BREAK</b> (26 thru 30 will be used as snow days if necessary). .	March 26 thru 30
Last Day of School, 1 PM Early Out. . . . .	May 16

### **\*\*FIRST WEDNESDAY OF THE MONTH EARLY OUT AT 1:00 PM\*\***

**Sept. 6, Oct. 4, Nov. 1, Dec. 6, Jan-no early release, Feb. 7, March 7, April 4, May 2**

**MAKE-UP DAYS: Jan. 15, Feb. 16, Feb. 19, March 26, 27, 28, 29, 30, May 17-18**

# Character Trait Schedule for Ezard Elementary 2017-2018

**August . . . . . Self Worth**  
Self-worth is a person's thoughts or feelings about his or herself

**September . . . . . Responsibility**  
Responsibility is doing what is expected and holding yourself accountable for your choices.

**October. . . . . Respect**  
Respect is valuing, listening to, and treating others and their belongings with honor.

**November. . . . . Courage**  
Courage is doing the right thing, regardless of what others might say or do.

**December . . . . . Caring**  
Caring is to help other people and to be thoughtful of their feelings and needs.

**January. . . . . Peace**  
Peace is the result of solving conflict in a positive manner.

**February. . . . . Honesty**  
Honesty is being truthful at all times

**March. . . . . Cooperation**  
Cooperation is working together toward a common goal while showing respect and consideration for all.

**April. . . . . Perseverance**  
Perseverance is the ability to continue to work toward a goal, overcome obstacles, and not give up.

**May . . . . . Integrity**  
Integrity is doing the right think even when no one else is looking.

# ELEMENTARY SCHOOL POLICIES

## ABSENCES/ATTENDANCE POLICY

The Laclede County R-1 School District believes that regular attendance in the classroom is conducive to learning and that frequent absences disrupt the continuity of the instructional process. Students cannot learn if they are not present. Poor attendance may limit accomplishments and reinforce a habit, which may handicap the individual in future education or employment.

**Attendance and punctuality are extremely important. Employers are interested in hiring persons with excellent work habits and attendance records; therefore, we make it our goal in the Laclede County R-1 School District to emphasize the importance of these characteristics to our students.**

Therefore, in accordance with the laws of the state of Missouri, the Laclede R-1 School District requires the regular attendance each day that school is in session of all school age children.

### **Parents will to the best of their ability:**

- Encourage their student to arrive on time and attend school every day.
- Instill the importance of education.
- Inform the school as soon as possible of an address or phone number change.
- Make every effort to schedule appointments for students when school is not in session (it is understood this is not always possible, but should be attempted).
- Notify school with every absence, tardy, or early withdrawal. Written notification should be turned into the school office before the bell rings the next present day. (medical notes, etc)
- Absences caused by personal illness or injury, illness within the family which necessitates that a student be absent, and perhaps other extenuating circumstances, need to be communicated to the student's school.
- Illnesses that would justify an absence from school includes, but is not limited to fever, vomiting, diarrhea, or a diagnosed staph infection.
- All vacation time should be taken while school is not in session. The school district provides a calendar each spring prior to the next school year to help families plan vacations around the days school will be in session.

This policy is designed to limit student absences, which can inhibit the learning process. Students who are absent more than 5 times per quarter or 10 times per semester may be considered having excessive absences.

1. Teachers will notify the counselor about excessive absences, tardies, or leaving school early.
2. The counselor will verify if absences were due to serious illness or other emergency situations.
3. If absences are not warranted under #2, the counselor will send a letter to parents informing them of the number of absences and that the school is concerned.

4. After 8 absences per semester, the building principal will notify parents by phone call or letter that the absences are excessive.
5. After 10 absences per semester, the principal/counselor will request parents to come to school for a meeting. At that time they will discuss various ways to promote better attendance.
6. Further unexcused absences will result in report filed at DFS for educational neglect.
7. Counselor/principal will continue to monitor absences and update DFS as needed.

There are two categories of student absences:

EXCUSED – illness of student, medical or dental appointments which cannot be made outside school hours, death in family or family emergency.

UNEXCUSED – suspension, other absences not classified as excused.

When students return after an absence, they must bring a note from home stating the 1) reason for the absence, 2) date, and 3) parent or guardian signature. Students should bring documentation from the doctor or dentist. Notes for absences must be brought the day of return. Students who forget to bring a note for admission from their parents or guardians the day they return after an absence will be counted as “unexcused – no note”.

They will be given another chance to bring a note from parents explaining the absence on the second consecutive day of return. Depending on the reason for the absence as explained in the note from home, the unexcused absence may be changed to an excused absence.

The principal/counselor will verify absences at any time they feel it is necessary by making contact with parents at home or work when feasible.

An excused absence does not excuse a child from doing the work missed. Teachers will assist students with make-up work if a note is sent stating one of the reasons already listed for the absence. The child should request the make-up work, and any not completed will be deducted from the child’s grade.

If absence exceeds one day, call the elementary office in the morning hours and your child’s homework will be ready to be picked up after 2:00 p.m. in the elementary office.

If a student misses classes without being excused by the principal, the student shall not be considered eligible on that date to participate in extra-curricular activities. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes or has a documented absence from all classes missed.

### **ASBESTOS PROCEDURES**

The Laclede County R-1 School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate actions to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.

4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any Further information concerning the school district's procedures for asbestos control can be found in the school district offices.

### **BUS/TRANSPORTATION**

Students will be required to present to the bus driver a completed School Bus Transportation Agreement/Health Information Form within one week of the beginning of school. Notification to parents/guardians will be done if there are violations to the bus rules and regulations.

### **BUS RULES**

1. Riders must use their assigned bus stop. School bus stops are established and assigned based upon district policy and guidelines from the State of Missouri. Emergency situations, including weather conditions, may make it necessary to make temporary changes in bus stops based on the driver's discretion. In the case of changed bus plans for the day the student must present a written note from you to his/her teacher in grades K-6, or to the building principal in grades 7-8.
2. Please have riders ready early. Our buses are on a very tight schedule and cannot wait for students who are not at the stops ready to board. Please have your child at the stop five (5) minutes prior to the scheduled pickup time.
3. Due to the crowded situation on buses, parents of students who are having two or more children going home with them for parties, etc., need to provide their own transportation home as there is not room to transport several extra students on any bus.
4. Transportation of some items is prohibited. Items such as balloons, containers made of glass, balls, skateboards, and other toys can be disruptive as well as create safety hazards on the school bus. These cannot be transported. State regulations also prohibit transporting animals and insects. Eating, drinking, or use of tobacco is not allowed by the driver or a rider on or around the bus. Please be certain that all of the child's belongings, such as coats, umbrellas, lunch boxes, books, and backpacks are clearly labeled with the child's name. All school supplies and small items must be placed in the child's backpack or school bag and held in his/her lap.
5. When necessary to cross the road, the student should wait for the driver to signal that it is safe and should cross a least fifteen feet in front of the bus, never cross behind or walk along the bus.
6. Upon entering the bus the student shall go directly to his/her seat, sit down, face forward, and remain quiet.
7. Hands, arms, and other body parts should not be stuck out the bus window at any time.

8. Bus riders are to follow the directions of the driver the first time given, and all posted bus rules. Laclede Co. R-1 Schools have given discipline authority to the bus drivers and contractors. They may assign seats, demand classroom behavior, stop in a safe place along the road to make on-the-spot corrections of a student misbehaving, and may use proper and necessary procedures in order to insure the safety of all passengers.

**\*\* Any violation to the bus rules could result in suspension of bus privileges.**

### **BUS LOADING PROCEDURES**

1. The parking lot will be closed from 3:10 to 3:30 p.m. (or until busses are cleared) daily. On the first Wednesday of the month, the lot will be closed from 12:30-1:10 p.m.
2. All parents of students being picked up from school after regular release time will need to wait to enter the parking lot after the busses have cleared the area.
3. Any parents arriving before school is out will need to sign out their child and exit the parking lot before the lot is closed.
4. Any notes, phone calls, or other correspondence related to bus changes, student pick-up or changes in regularly established transportation procedures will need to be approved through the elementary office.
5. Often parents need to call the school to deliver a message concerning a change in transportation arrangements. **The school asks that these calls be made before 2:45 each afternoon so that classroom teachers, bus drivers and students may be made aware of the changes before school is released.**

### **CARE OF SCHOOL PROPERTY**

Property at school is for educational purposes: it is owned by the patrons of our community. Students are expected to take appropriate care of books and other school property. Students who damage, abuse, or lose school property will be required to pay for all such damages.

### **CHANGE IN ADDRESS, PHONE, WORK, HEALTH INFORMATION, ETC.**

Please report changes to address, phone, work, place of residence, health information of the student, etc. to the elementary office or classroom teacher. This is vital in case of emergency.

### **COMMUNICABLE DISEASES**

The following attendance guidelines must be followed closely concerning children with communicable diseases.

- Chickenpox: Exclusion for 6 days after the appearance of the rash.
- Conjunctivitis - (Pink Eye): Children should not attend during the acute stage (itching, burning and matting of the eyes). Or for 24 hours after medication has begun.
- Tinea Corpus: (Ring Worm): Infected children under adequate and continuous medical supervision may attend school. If possible, clothing or band-aids should cover lesions.

- Erythema Infectiosum "Fifth Disease": No exclusion necessary unless fever is present.
- Impetigo: Exclude until skin lesions are healed, or until 24 hours after medical treatment started.
- Influenza: Exclude for duration of fever and until child is able to resume routine daily activities.
- Head Lice: Exclusion until insecticiding of scalp, skin and clothing. Children may return to school after being treated with a pediculocide and after all the nits have been removed from the hair. (See District No-Nit policy)
- Scabies: Exclusion until the day after adequate treatment completed.
- Streptococcal sore throat and scarlet fever: Exclusion until at least 24 hours after beginning antibiotic treatment and free of fever for 24 hours. Prescribed treatment should be completed.
- MRSA: Unless directed by a physician, students with MRSA infections will not be excluded from attending school. Exclusion from school will be reserved for those with wound drainage ("pus") that can't be covered and contained with a clean dry bandage. Students with active infections will be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.

We ask that students and parents adhere to these guidelines. Students are not to attend school or any school sponsored activity (school musicals, presentations, field trips, etc...) until the above criteria has been met and student is fever free for 24 hours without medication. Parents/Guardians are encouraged to call the school nurse for questions regarding communicable diseases or to receive instructions regarding school exclusion for other communicable diseases.

**Note: Criteria for exclusion from school are based on the recommendations from the Department of Health and Senior Services.**

### COUNSELOR

The purpose of the counselor is to help each child achieve the highest growth mentally, emotionally, and socially that they can. Examples of some ways a counselor can work to help a child could consist of making new students feel at home in our school, individual conference whenever a student, teacher, or parent/guardian feels that one is necessary, orchestrating a testing program, and by welcoming the opportunity to talk with students, parents, or teachers.

### ELEMENTARY DISCIPLINE POLICY

(School Board JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend

beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Any violation of the District Discipline Code may be documented on the student's discipline record. Any violation of local, state, or federal law may be reported to the proper legal authorities.

It is the intent of disciplinary measures at the lower elementary to apply consequences for inappropriate behavior; but more importantly, to assist the student in developing problem solving and mediation skills and to foresee the possible consequences of his/her actions.

Cubbies, desks, lockers or storage places provided for student use are, and remain at all times property of the Laclede County R-1 School District. These areas and the contents therefore are subject to a random search at any time, pursuant to board policy. Student backpacks, trappers and other personal property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. The privacy and dignity of students will be respected and an adult witness will be present during the search.

## **Student Discipline/Administrative Guidelines**

**\* An asterisk within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than 10 days, and/or expulsion. In accordance with state statutes 160.261, 167.161, and 167.171 RSMo. and Laclede R-1 School District Policy JG-R, student suspensions of greater than 10 days require a Review Meeting before the Superintendent or designee. Extended summary suspensions can be up to 180 school days.**

### **I. Purpose of Administrative Guidelines**

The purpose of these Administrative Guidelines is to establish and define the student discipline policies of the School District.

### **II. Student Discipline Guidelines**

The Elementary School's student discipline guidelines are as follows:

- Schools may utilize detention instead of in-school suspension days.
- Whenever a student receives a ten (10) day out of school suspension from the Principal, the Principal may also recommend to the Superintendent that the student's summary suspension be extended up to one hundred eighty (180) days or that the student be expelled from the School District.
- Out-of-school suspensions of more than ten (10) school days may be appealed. In-school suspensions and out-of-school suspensions of ten (10) school days or less are not appealable.
- Deviations from the student discipline guidelines are allowed only when justified and supported by written documentation.
- If more than one infraction occurs during the same incident, the scope and sequence guidelines for the most serious infraction will be used for discipline. The existence of other, lesser infractions will result in an increase in the occurrence of the more serious offense.
- Board of Education policies AC and JFH, "Grievance Procedure for resolution of discrimination complaints" may be used if the student believes the disciplinary action is based on a student's race, national origin, color, ancestry, religion, age, gender, or disabling condition.

### **III. Scope of Guidelines**

The student discipline guidelines set forth in this Administrative Guidelines are applicable to conduct which occurs:

- on or in school district property, including school buses or other vehicles provided by the district which are used to transport students to and from school, activities or programs;

- while the student is traveling to or from school, a school sponsored or school-directed activity;
- while the student is present at or engaged in a school-sponsored or school-directed activity; or
- in the immediate vicinity of school district property immediately before or after, or during the school day.

**IV. Non-Discrimination in Application of Policies**

The Laclede County R-1 School District prohibits discrimination on the basis of race, national origin, color, ancestry, religion, age, gender, disabling condition or military status in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, the Age Discrimination Act, the Americans with Disabilities Act, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri law.

Inquiries regarding compliance with applicable civil rights statutes related to discrimination based on race, national origin, color, ancestry, religion, age gender, disabling condition or military status may be directed to the School District’s Compliance Officer, who is Jennifer Snyder, Principal, Ezard Elementary, 209 South Shiloh, Conway, Missouri, telephone numbers (417) 589-2171. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the Compliance Officer. Interested persons, including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Compliance Officer.

**V. Application to Students with Disabilities**

Administration of student discipline standards for students with disabilities shall be consistent with federal and state statutes.

**VI. Use of Disciplinary Reports**

Reports prepared by the school district’s administrators and employees of the School District concerning violations of the student discipline standards, including but not limited to personally identifiable information about the student committing the violation, witness statements and other information relevant to the violation, may be provided to the appropriate law enforcement agencies pursuant to the requirements of the Safe Schools Act or Missouri Statutes.

**Safe Schools Act**

Missouri Law requires the Juvenile Office in each county to notify the Superintendent when a student has been charged with, or found to have violated, certain specified juvenile or criminal offenses. The law also requires district personnel to notify law enforcement when acts of school violence or other specified criminal acts occur on school property.

**Safe Schools Act Reportable Offenses**

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. Kidnapping under section 565.110, RSMo;
4. First degree assault under section 565.050, RSMo;
5. Forcible rape under section 566.030, RSMo;
6. Forcible sodomy under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 569.020, RSMo;
10. Distribution of drugs under section 195.211 RSMo;
11. Distribution of drugs to a minor under section 195.212, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter under section 565.024, RSMo;
15. Second degree assault under section 565.060, RSMo;
16. Sexual assault under section 566.040, RSMo;
17. Felonious restraint under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Third degree assault under Section 565.050, RSMo;
21. Possession of Controlled Substance;

- 22. First degree Child Molestation under section 566.067, RSMo;
- 23. Deviate Sexual Assault under section 566.070, RSMo;
- 24. Sexual Misconduct with a child under section 566.083 RSMo;
- 25. Sexual Abuse under section 566.100, RSMo;
- 26. Statutory Rape section 566.032 RSMo;
- 27. Statutory Sodomy Section 566.062 RSMo;

## Discipline Infractions and Scope and Sequence

**Academic Dishonesty/Cheating/Lying:** 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. Student and parent conference will be held at each level

- 1<sup>st</sup> Conference, recess/lunch detention
- 2<sup>nd</sup> Loss of Privilege–1 day ISS or 5 days recess/lunch detention.

**Alcohol/Drugs/Inhalants, Use, sale or possession of:**

- K-3 1-3 days OSS\*, student/parent conference
- 4-6 3-10 days OSS\*, student/parent conference, legal action

**This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.**

**Arson:** The intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others; or, the attempt to commit arson. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Restitution, 1-3 days ISS, parent conference
- 2<sup>nd</sup> Restitution, 5-10 days OSS\*, parent conference, legal action

**Assaultive Behavior:** Intentionally or recklessly causing physical injury to another. For example, hitting and striking others. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required) Student and parent conference will be held for each incident.

- 1<sup>st</sup> K-3 1 - 3 days ISS\*,
- 2<sup>nd</sup> K-3 1-3 days OSS\*

- 1<sup>st</sup> 4-6 3 days OSS\*, legal action
- 2<sup>nd</sup> 4-6 5-10 days OSS\*, legal action

**Fighting:** Physical conflict involving two or more participants. This offense may qualify as a Safe Schools Violation and require administration to notify staff

members on a-need-to-know basis. (School Police Report Not Required). Student and parent conference will be held at each level.

- 1<sup>st</sup> K-3 LOP- 3 days ISS\*
- 2<sup>nd</sup> K-3 1-3 days ISS\*
- 3<sup>rd</sup> K-3 2-5 days ISS or 1-3 days OSS

- 1<sup>st</sup> 4-6 3 days of ISS\*
- 2<sup>nd</sup> 4-6 3 days of OSS\*
- 3<sup>rd</sup> 4-6 10 days OSS\*

**Threatening to Fight:** Expression of the intent to engage in assaultive behavior toward another. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

- 1<sup>st</sup> K-3 Conference – 1 day ISS
- 2<sup>nd</sup> K-3 LOP -1 day ISS
- 3<sup>rd</sup> K-3 1-3 days ISS

- 1<sup>st</sup> 4-6 Conference – 1 day ISS
- 2<sup>nd</sup> 4-6 1-3 days ISS
- 3<sup>rd</sup> 4-6 3 days ISS – 3 days OSS

**Computers/Electronic/Communication Devices, Unauthorized Use:**

**Personal communication devices** such as cell phones are not allowed at the elementary are prohibited for use during school hours, including lunch and recess. Devices are to be turned OFF and out of view. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Confiscation. Parent will be required to pick the phone up at school.
- 2<sup>nd</sup> Confiscation, Loss of Privilege, Parent required to pick the phone up at school. Subsequent offenses: Confiscation and 1 day of ISS - 1 OSS, with parent required to pick the phone up at school.

**Unauthorized Use of a Computer**

- 1<sup>st</sup> Conference- 3 days ISS
- 2<sup>nd</sup> 1 wk loss of comp priv. & 3-5 days ISS
- 3<sup>rd</sup> 1 month Loss of Computer Privileges and 5 days ISS – 10 days OSS

**Bus or Transportation Misconduct:** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. (see Board policy JFCC)

- 1<sup>st</sup> Driver notifies parents. Warning to one day off bus.
- 2<sup>nd</sup> Student/Principal conference. Parent notified. 1-3 day suspension from riding all buses.
- 3<sup>rd</sup> Student suspended from riding all buses 3-5 days.
- 4<sup>th</sup> Student suspended from riding all buses 6-10 days.
- 5<sup>th</sup> Student suspended from riding all buses for one month.
- 6<sup>th</sup> Student suspended from riding all buses for rest of the quarter/semester.
- 7<sup>th</sup> Student suspended from riding all buses for the rest of the school year.

**Severe Clause:** In the event of severe or continued misbehavior, student may be immediately suspended from riding the bus to

school for a minimum of 5 days to the remainder of the school year.

**Destruction of Property/Vandalism:** Is defined as conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the school district or school personnel wherever the property is located; or toward property of others which is located on School District property. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Restitution/LOP – 3 days ISS
- Subsequent, Restitution/1 day ISS-3 days OSS

**Disorderly Conduct:** Conduct outside of the classroom which is riotous, rowdy, disruptive or unruly, including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Conference to 1 day ISS
- 2<sup>nd</sup> 1-3 days ISS
- 3<sup>rd</sup> 3-5 days ISS

**Disrespect for Authority:** Overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored or school-directed activity either on or off School or District property. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Loss of Privileges
- 2<sup>nd</sup> 1 days ISS- 3 days ISS
- 3<sup>rd</sup> 3 – 5 days ISS

**Extortion:** Extortion is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear. (School Police Report Required). Student and parent conference will be held for each incident.

- 1<sup>st</sup> Conference- 1 day ISS
- 2<sup>nd</sup> 1 day ISS- 1 day OSS

**Forgery:** Conduct which consists of making and/or using a signed document which is purported to have been signed by another. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Conference to 2 days ISS
- 2<sup>nd</sup> 1-3 days ISS
- 3<sup>rd</sup> 1-3 days OSS
- 4<sup>th</sup> 3-10 days OSS\*

**Filing a False Emergency Report:** Filing a False Emergency Report is defined as knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. Student and parent conference will be held for each incident.

- 1<sup>st</sup> Conference- 3 days OSS
- 2<sup>nd</sup> 10 days OSS

**Harassment:** Conduct which violates Board of Education Policy AC.

**A. Inappropriate Non-Physical Harassment:**

Harassment which is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature. Student and parent conference will be held for each incident.

1 <sup>st</sup>	Conference - 3 days OSS
2 <sup>nd</sup>	1 day ISS - 3 days OSS
Subsequent	3 days ISS- 5 days OSS

**B. Inappropriate Physical Harassment:** Harassment which is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability or, conduct such as departing, or physical sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. Student and parent conference will be held for each incident.

1 <sup>st</sup> K-3	Conference – 3 days ISS
4-6	1 day ISS to 3 days OSS
2 <sup>nd</sup>	3 days ISS -5 days OSS*
3 <sup>rd</sup>	1-10 days OSS*

**C. Bullying** –Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. Student and parent conference will be held for each incident.

1 <sup>st</sup>	K-3	LOP – 3 days ISS
2 <sup>nd</sup>	K-3	LOP - 5 days ISS
Subsequent	K-3	1 day ISS- 3 days OSS

1 <sup>st</sup>	4-6	1-3 days ISS
2 <sup>nd</sup>	4-6	3 days ISS- 3 days OSS
Subsequent	4-6	3-10 days OSS

**Inappropriate Apparel:** All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited.

1 <sup>st</sup>	Conference/Change of attire
2 <sup>nd</sup>	Change of clothes/ LOP

**Inappropriate Language:** Obscenities and/or name calling do not show respect for the rights of others. Student and parent conference will be held for each incident.

1 <sup>st</sup>	Conference - 1day ISS
2 <sup>nd</sup>	1 - 3 days ISS
3 <sup>rd</sup>	1-5 days ISS

**Public Display of Affection:** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. Student and parent conference will be held for each incident.

1 <sup>st</sup>	Conference, loss of privilege
2 <sup>nd</sup>	1 day ISS

**Theft Offense:** Conduct which involves a theft of property. Restitution and/or replacement of stolen items. Failure to provide restitution may result in additional consequences. Student and parent conference will be held for each incident.

1 <sup>st</sup>	Restitution, LOP to 3 days ISS
2 <sup>nd</sup>	Restitution, 1 day ISS to 3 days of OSS
3 <sup>rd</sup>	Restitution, 1- 10 days OSS

**Tobacco:** Possession of any tobacco products on school grounds, school transportation, or at any school activity. Student and parent conference will be held for each incident.

1 <sup>st</sup>	Conference - 1 days ISS
2 <sup>nd</sup>	1-3 days ISS
3 <sup>rd</sup>	3-5 days ISS
Subsequent	1-10 days OSS

**Weapons:** (School Police Report Required) This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. Student and parent conference will be held for each incident.

The possession or use of any weapon as defined in Board Policy

JFCJ #3, #4 and #5  
Discipline: (See Board of Education Policy JFCJ)  
1<sup>st</sup> 1 day ISS to 1-180 days OSS, legal action, or expulsio

## **DISCRIMINATION POLICIES AND GRIEVANCE PROCEDURES**

### **Prohibition Against Illegal Discrimination and Harassment**

#### **General Rule**

The Laclede County R-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Laclede County R-1

School District is an equal opportunity employer. Students, Employees and others will not be disciplined for speech in circumstances where it is protected by law.

The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one(1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

#### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment 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.

#### **Consequences**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

## **Definitions**

*Discrimination B* Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Harassment B* A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: Graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

*Sexual Harassment B* A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when:

- a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, request for sexual favors or conduct of a sexual nature; or
- b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

*Grievance B* A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

## **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Melissa Snell, 504 Coordinator  
Ezard Elementary, 209 S. Shiloh, Conway, MO 65632  
Phone: (417) 589-2171

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Laclede County R-1 School District.
3. Serve as the district's designated Title IX, Section 504, NCLB and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice with necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Shelly Dill, Acting compliance officer  
209 S. Shiloh Avenue, Conway, MO 65632  
(417) 589-2171

### **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Laclede County R-1 School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors, or other information regarding discrimination or harassment prohibited by the policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

### **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

## **Grievance Process**

1. Level IB A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level IIB Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level IIIB Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

## **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Adopted: May 2008

Cross Refs: EHB, Technology Usage

GBCB, Staff Conduct

GBH, Staff/Student Relations

GBL, Personnel Records

GCD, Professional Staff Recruiting and Hiring

GDC, Support Staff Recruiting and Hiring

IGBA, Programs for Students with Disabilities

IGBCB, Programs for Migrant Students

### **DRESS CODE AND GROOMING**

We support the right of the parents/guardians to exercise their responsibility in determining proper dress and grooming for their child. However, school clothing should be appropriate as to time, place, and weather.

These regulations concerning dress code are requested as it is believed that grooming and dress will contribute to good attitudes and conditions that will enable students to do their best work and avoid distractions to the educational process.

1. Tops with revealing necklines, tops that show bare midriff and visible showing of underwear should not be worn.
2. Shorts and/or cutoffs, skirts and dresses should be of moderate length, at least to fingertip with arms extended at sides.
3. Garments designed for undergarments should be worn as such.
4. Students go outside for recess, so they should wear warm clothing during winter months.
5. No spaghetti tops shall be worn.
6. Apparel with alcohol, tobacco, illegal drug, obscene, suggestive names or slogans, and that is symbolic of gang association shall not be worn,
7. No bicycle shorts, pants or similar garments shall be worn.
8. Footwear must be worn at all times.
9. No head gear (hats, caps, scarves, etc) shall be worn inside the building.
10. No sagging of pants.
11. Muscle man shirts are not to be worn.
12. No jewelry that could be used as a weapon can be worn. (ex: heavy chains, studded bracelets, wallet chains etc.....)

### **EARLY CHECK-OUT PROCEDURES**

To be sure no child is taken from our building, or playground, by an unauthorized person, parents/guardians must stop at the elementary office to check out a student.

If someone other than the parent/guardian is to pick up a student, contact the teacher by note or call the elementary office. Identification may be required, this is for the safety of the child. Permission will not be given by the teacher if they do not know ahead of time who is to pick up the student.

Any contact with teachers or students during school time should first be cleared through the office.

### **EARTHQUAKE INSTRUCTIONS**

In the event of an earthquake, we will be unable to ring a bell to notify the students and faculty before the event actually occurs. Because of this, teachers should be aware that they will be responsible for instructing the class as to safety procedures during the first phase of the earthquake.

**Upon an onset of an earthquake, students in all classrooms (except the gymnasium) should get underneath the desk and protect their head. All students should be facing away from the windows. Students in the gym should either try to make way out of the gym, following the fire evacuation instructions, and/or follow the teacher's directions.**

After the initial jolts, the principal and maintenance staff will take a quick survey of our conditions and determine if normal fire drill evacuation procedures can be executed in order to clear the building before the structure begins any collapse. If power lines are intact, our normal fire drill procedures will be used. If not, all students will be directed to the best possible routes **before** leaving their classrooms with their teacher. This will be done over the intercom, unless it is damaged. If damaged, the principal will go from room to room to explain the new evacuation plan.

### **EMERGENCY SCHOOL DISMISSAL**

The school will use the School Reach calling system to contact parents in the event of a school closing for any reason. School closing because of inclement weather will also be announced on major radio and television stations. Radio stations include KWTO, KGBX & KTTS. Television stations include KOLR 10 and KYTV 3. School closings will also be posted with Lebanon based radio stations.

Unscheduled early closings due to equipment failure or weather may also be necessary. Each child should know where to go if an emergency arises and school is dismissed. Filing such a plan with the child's teacher is probably the best way to handle such an emergency. The bus driver should also be informed as to where a child should go in case a parent/guardian is not at home.

### **ENROLLMENT**

If a student wishes to enroll in second through sixth grade and has been attending an out-of-state public school, been home schooled, or been attending a non-accredited institution, then enrollment will be based on a review of the following:

- A. Out-of-state public schools must provide appropriate documentation of assessment, enrollment attendance and progress to date.
- B. The school district has the option of testing a child before placement. The student must score at or above the 39 percentile on each of the reading, mathematics and spelling subtests of a current nationally normed group or individual achievement test chosen by the school district.

## **FIRE AND EMERGENCY EVACUATION INSTRUCTIONS**

### **SIGNAL – One Short Continuous Bell/Whistle**

Students should leave the building in an orderly fashion, taking no possessions with them. Teachers should close windows, take record book, and close door when leaving. Students should be at least 50 meters from the building until the all-clear bell/signal is given.

Teachers should take roll immediately upon reaching the outside destination. When the all-clear signal is given, students should return back to the classroom in an orderly fashion.

The intercommunication system may be used to give emergency instructions and to give alternate instructions to those printed here and posted in the classroom.

## **GENERAL SCHOOL RULES**

1. There shall be no candy consumed or gum chewed in the school building unless otherwise approved by the teacher or administration.
2. The use of tobacco by a student at school or on the bus will bring disciplinary action against that student.
3. Students are not permitted to walk to the high school to catch their bus. They must ride a bus from the elementary school. They must also ride their assigned bus.
4. Running in the halls is not allowed at any time.
5. Obscene language is not allowed.
6. Rules, regulations and policies of Laclede County R-1, Ezard Elementary School are to be followed to insure a positive learning environment.

## **GRADE REPORTS**

Report cards are issued quarterly. These reports include attendance, progress in Subject matter, and other related information. Parents/guardians should inspect the report card, sign it, and return it to school. A parent/guardian signature on a returned card lets a child's teacher know the card has been seen.

Each level has a different set of grading criteria and marks. Kindergarten thru Third grades will be evaluated through the use of a set of objectives. Fourth through sixth grades will be evaluated using A, B, C, D, and F grading scale.

Parents/guardians of students who are making failing or inferior grades will be notified at mid-quarter, if not earlier.

If parents/guardians have questions concerning their child's progress, they should call the elementary office to schedule a conference with the child's teacher. Personal visits are welcomed, but appointments are necessary because of classroom instructional duties.

## **HEAD LICE**

The Laclede County R-1 School District encourages regular attendance in school and it is our practice to avoid unnecessary exclusion of students from school. Students with active head lice

infestation or nits (eggs) will be excluded from school only to the minimum extent necessary for treatments. The school nurse will perform routine school-wide head lice screenings. Students found to have live head lice or nits will be excluded until effective treatment and removal of all nits is completed. The parent/guardian is encouraged to complete treatment and to return the student to school the same day when possible and no later than the next day. Students that have been sent home for head lice or nits may not ride the school bus until they have been reexamined and cleared by the school hygienist or nurse and returned to class when it is determined that the treatment was effective and all nits have been removed. For students with excessive absenteeism due to head lice, or in cases when treatment is not secured in a timely manner, the school principal will be notified, and the matter may be reported to the Children's Division of the Department of Social Services.

### **HEALTH SCREENING PROGRAM**

The health-screening program of Laclede County R-1 Schools is designed to examine the students at highest risk at a time when early intervention has the most benefit. This includes annual screening and re-screening for vision, hearing, dental, scoliosis, height and weight conducted during the quarter of the school year. Specific dates are announced in the Principal's Letter.

Students will be excused from any specific screening or all screening upon the receipt of the completed written request form signed by the student's parent/guardian.

Unless otherwise excused, students will, upon first enrolling in the district in Kindergarten or First (1<sup>st</sup>) grade, receive a **Vision** screening. This screening will not be conducted if the student presents proof of another vision examination for enrollment purposes, as required by law and regulation. In addition, unless otherwise excused, students will be screened again before the end of third (3<sup>rd</sup>) and fifth (5<sup>th</sup>) grade; at Pre-school screening and for special education programs and the three-year reevaluation program; new to the district without proof of screening from the previous school and as requested by the teacher or parent/guardian using methods approved by the Children's Vision Commission.

When a student fails the **vision** screening, a written referral will be sent to the parents/guardians with recommendation for medical follow up. The written notice must be completed by the parent/guardian and returned to Health Services. One copy will be kept on file in the district and one copy will be sent to DHSS.

All students enrolling in Kindergarten or First (1<sup>st</sup>) grade for the first time will also show evidence of either being excused from having received a **comprehensive vision examination**, as defined by law and regulation, by a state licensed optometrist or physician.

Examination and excuse forms will be filed and maintained in the Individual Student Health File.

Parent/guardians will receive a list of sources to which children who need **vision examination**, either as an enrollment requirement or as a result of school screening, may be referred for treatment on a free or reduced cost basis. This list will be one officially sanctioned and compiled by DESE and provided to the school.

Unless otherwise excused, **hearing** screening is conducted annually for students, minimally, in

grades K, 1, 2 and 3; students who are being screened for special education programs and the three-year reevaluation program; new to the district without proof of screening from the previous school and as requested by the teacher or parent/guardian.

When a student fails the **hearing** screening, a written referral will be sent to the parents/guardians with recommendation for medical follow up. It is requested that the written notice be completed and returned to Health Services.

Unless otherwise excused, **Dental** screening is conducted annually for students, minimally, in grades K, 1, 2 and 3; students who are being screened for special education programs and the three-year reevaluation program; new to the district without proof of screening from the previous school and as requested by the teacher or parent/guardian.

A written referral will be sent to the parents/guardians of students who are identified as having dental conditions warranting a recommendation for medical/dental follow up. It is requested that the written notice be completed and returned to Health Services.

Unless otherwise excused, **Scoliosis** screening is conducted for students, minimally, in grade 5. Follow up screening will be provided in 3-6 months to any student with a spinal curvature deviation of less than 7 degrees.

A written referral will be sent to the parents/guardians with a recommendation for medical/dental follow up if the screening measurement on the scoliometer is 7 degrees or greater. It is requested that the written notice be completed and returned to Health Services.

Unless otherwise excused, **Height and Weight** screening is conducted annually for students, minimally, in grades K, 1, 2 and 3; students who are being screened for special education programs and the three-year reevaluation program; new to the district without proof of screening from the previous school and as requested by the teacher or parent/guardian.

Body Mass Index (BMI) will be calculated for all school age students. Any findings above 95% require a **blood pressure** assessment.

A written referral will be sent to the parents/guardians with a recommendation for medical follow up for students failing to meet American Heart Association Age-adjusted Blood Pressure Guidelines.

### **OTHER HEALTH PROGRAMS**

Unless the parent/guardian provides a written excuse, students participate in puberty education (4<sup>th</sup> grade girls, grades 5 and 6-all) and sexually transmitted disease education to 6<sup>th</sup> grade students. Explanation and exemption forms are sent out via classroom distribution for each of the programs. The curriculum can be viewed by parents upon request.

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

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

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible.

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

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

Missouri State Law section 167.191 RSMo 1986 makes it unlawful for any child to attend public school while afflicted with any CONTAGIOUS OR INFECTIOUS DISEASE. Any student suspected of having a communicable disease or condition shall be removed from school until condition has improved, the recommended exclusion period has passed or a physician determines them not to be communicable any longer. This includes, but is not limited to:

1. Skin rash or lesions suspicious for communicable disease (i.e. open weeping sores, suspected untreated impetigo, ringworm, chickenpox).
2. Head lice, viable head lice nits, scabies or body lice.
3. Temperature above 100 degrees F. Students should not return to school until they have been fever free without antipyretics (Fever reducing medicines) for 24 hours.
4. Nausea, vomiting, diarrhea. Students should not return to school until they have been symptom-free for 24 hours.
5. Persistent coughing or sneezing.
6. Sudden or severe sore throat.
7. Inflammation of the eye.

Ref: MHD publication, Prevention and Control of Communicable Disease

## **HEALTH & MEDICATION POLICIES** (Immunizations, Sickness, Accidents)

**An annual health inventory, Student Health Form, is to be completed and signed by the parent/guardian and returned to the School Health Office within 30 days of the beginning of the school year.** Decisions regarding some health interventions are based on the accuracy of the information provided, including the administration of over the counter medication. This information will be kept in the Health Office and may be released to emergency medical services.

**\*\*There is a Student Health Form in the back of this Student Handbook.**

### **Medication Procedure**

Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours the medication may be administered at school by complying with the following instructions:

### **Prescription and Over-the-Counter Medication**

- Any student taking **prescription medicine at school** must have a **Medication Authorization Form on file** in the health office even if school personnel do not give the medicine. (See the insert of the student handbook for Medication Form.) All prescription medications shall be brought to the health office upon the student's arrival at school.
- All prescription medications must be in the most recent prescription.
- School personnel will give no prescription over 1 year old.
- **Over-the-counter** medications given at school must have written instructions as to how it is to be administered and a medication form on file.
- All medication at school will be in the **original container** with the name of the medication on it as well as the **student's name**.
- When appropriate, with the nurse's permission, the student may carry one day's dose with them; the medication(s) must be properly labeled in the original container and **medication form** must be on file.
- All prescription medication must belong to the student and have his/her name on the container and must be in original container.
- **Students should not take any prescription medication that has not been prescribed for him/her.**
- **Students should not give any prescription medication to another student.**
- **Students should not take any medicine given to them by another student or individual.**
- Medications brought in baggies, sacks, tissues, or any other container other than the original container will not be accepted at school. Most pharmacies will provide a second bottle for transporting medication to school, but the patient or a parent/guardian must ask for it.
- **All prescription/medication bottles will be returned home when medicine is finished.**
- Any over-the-counter medication not taken in 30 days will be returned home.

### **Emergency Medication**

Parents should provide the district with emergency medication to be administered in the event of a severe allergic reaction if the child has known reactions. The emergency medication and physician's orders for the medication shall be kept in a secure location but easily accessible to qualified designated personnel. The school does keep a supply of epinephrine available for any

student. Parents must write a letter or sign the medicine log in the handbook if they DO NOT want their child receiving epinephrine in an emergency situation.

### **Non-life Threatening Allergic Reaction Medication**

Antihistamine elixir or tablet/capsule is kept in the Health Office for the treatment of unexpected, non-life threatening allergic reaction for which parents/guardian/responsible person has not sent a medication from home. Oral request for administration from the parents/guardian/responsible person must be obtained prior to such administration. The request for administration must be documented in the phone log and student file. A note to the parents/guardian/responsible person regarding the administration of the medication and a request for a signed statement for the administration must be sent, received and placed in the student file.

### **Self-Administration of Medication**

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The student may self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:

1. The parent/guardians/responsible person must provide written authorization for the self-administration of medication, a written medical history of the student's experience with the respiratory illness, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.
2. The parents/guardians/responsible person must provide written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.
3. The Board must inform the parents/guardian/responsible person in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents: or as a result of providing all of the above-mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents, or in the absence of a school nurse, to the school administrator.
4. The parents/guardians/responsible person must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parents/guardians/responsible person shall indemnify and hold harmless the district and its employees or agents against any claims arising out the student's self-administration of medication. Request for the student to self-administer medication for the asthma or other potentially life-threatening respiratory illness is effective for the school year in which it is granted, and is renewed for each subsequent school year upon meeting the conditions set forth above.
5. The parent/guardian of the student has the responsibility for informing school personnel of any change in the student's health or in the student's medication.

## **Documentation**

Medication administration will be documented on the medication administration form signed by the parent/guardian/responsible person. Over the counter medications will be documented on the daily log sheet, including student name, reason for medication, time, dosage, amount and name of medication. Written notification will be provided to parents/guardian/responsible person regarding the administrator, date, time, dosage and amount of OTC medication that was administered.

## **THERE IS A MEDICATION FORM IN THE BACK OF THIS STUDENT HANDBOOK.**

The school district retains the right to reject requests for medication administration.

## **Immunizations**

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

## **Student Accident or Illness at School**

Students who become ill or injured at school should report to the Health Office. First aid and basic care will be provided according to "Recommended Procedures for Emergency Care of Illness and Injuries", as published and distributed by the Missouri Dept. of Health in cooperation with the Dept. of Elementary and Secondary Education.

If a student is considered too ill to return to class, every attempt will be made to contact a parent or guardian to pick up the student. Students will be released to home or to the doctor with parent/guardian consent, only. All injuries, no matter how slight, are to be reported to the nurse or, in the nurse's absence, the school principal.

## **KINDERGARTEN**

A full-day kindergarten is provided for children in the Laclede County R-1 School District.

To be eligible for kindergarten, a child must be five years of age by August 1.

The following are required for students enrolling in school:

- (1) Birth Certificate
- (2) Social Security Number
- (3) Up-to-date Immunization Records

Any money sent with kindergarten students should be placed in an envelope with the student's name, the teacher's name, the amount of money, and how it is to be applied.

## **LEAVING SCHOOL**

Students are never permitted to leave school during the day by themselves.

Parents/guardians wishing to take a child from school during the day must make the request through the elementary office. A form will have to be signed before the student is released.

## **LIBRARY SERVICES**

Students may check out books from the library. Books must be returned before a student will be allowed to check out any more books. Parents/guardians of students will be required to pay for lost or damaged books.

## **LOST AND FOUND**

Lost items need to be turned into the elementary office where a lost and found box will be located. Anyone who has lost an item may claim it by identifying it.

Money in excess of that needed to pay a school bill should not be brought to school.

Coats, sweaters, gym clothes, caps, gloves, ball gloves, etc. should be marked plainly with the child's name so lost items can be easily returned to the owner.

## **MEALS PROGRAM**

Money for meals is collected on any day of the week. **Charges will be limited to 10 days**, this equals \$32.00 for regular priced meals. Parents are encouraged to use the Parent Portal on our website to view lunch account status.

Payment is best made by check. The check or currency should be placed in an envelope and marked on the outside of the envelope as to where the money is to be applied – breakfast, lunch, milk, or to make other payments.

The breakfast price will be \$1.45, lunch price \$1.95, and milk price will be \$.35.

One carton of milk is served with breakfast and lunch. Milk, when **not** served with a meal, is \$.35 per carton and is **not** covered under the free lunch status. Students bringing lunches from home may buy milk to drink with their lunch. An afternoon milk break is observed for kindergarten students who wish to drink milk. **NO SODA/POP IS ALLOWED.**

Students are encouraged to eat as much as they can from the meals provided by the school, but they are never required to eat everything on their trays. To receive “seconds” in the lunch line the tray must be empty.

Parents/guardians may fill out an application for free or reduced meals. These applications are sent out the first day of school and should be returned as soon as possible. These applications also include information about MO HealthNet for Kids Program. New applications may be filled out if your financial situation should change throughout the year.

## **NEEDS REQUIRING NOTES FROM PARENTS/GUARDIANS**

Several occasions arise requiring notes from parents/guardians. Listed below are some, but are not limited to, conditions requiring notes.

1. A child must be excused for a short period (one or two days) from physical education because of illness. An extended excuse for nonparticipation in P.E. must come from a doctor.
2. A child must remain inside from a recess because of illness.
3. A child should have extra restroom privileges because of physical problems.
4. A child needs medication administered by the nurse.
5. Change of telephone number, address, place of employment, babysitter, etc.
6. Change of information on Emergency Health Form.
7. To keep a student at school to be picked up by parents/guardians and not ride a bus home.
8. If a student is to ride a bus that is not his/her assigned bus.
9. To explain absences.
10. If a student is to be allowed to walk home.

### **NOTICE OF NONDISCRIMINATION**

The Laclede County R-1 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its program, activities or in employment.

The district will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability, regardless of whether the student is currently enrolled in the Laclede County R-1 School District, is encouraged to contact the district's compliance officer listed below.

#### 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 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.

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Melissa Snell  
209 S. Shiloh, Conway, MO 65632  
(417) 589-2171

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Shelly Dill  
209 S. Shiloh Avenue, Conway, MO 65632  
(417) 589-2171

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suit 2037  
Kansas City, MO 64114-3302  
1-816-268-0550 TDD: 1-877-521-2172  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Robert A. Young Federal Building  
1222 Spruce St., Rm. 8.100  
St. Louis, MO 63103  
OR:  
Gateway Tower II  
4<sup>th</sup> & State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
1-800-669-4000 TTY: 1-800-669-6820

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, NW

Disability Rights Section – NYAV  
Washington, DC 20530  
1-800-514-0301 TTY: 1-800-514-0383

Missouri Commission on Human Rights  
P.O. Box 1129  
Jefferson City, MO 65102-1129  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

OR:  
111 N. 7<sup>th</sup> Street, Suite 903  
St. Louis, MO 63101  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Implemented: May 2008  
Laclede County R-1 School District, Conway, MO 6563

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 migrant workers, and neglected or delinquent students. For more information, contact Janet Miller at 417-589-2941.

### **PARENT CONFERENCES**

Parents/guardians may make appointments for conferences with the teachers, counselors, or the principal by calling the elementary office at (417) 589-2171.

### **PARENT PORTAL AGREEMENT**

The Laclede County R-1 School District encourages all families with access to the internet to request a user I.D. and password to access Parent Portal. This online information system enables our students' families to regularly monitor student attendance, grade book summary, report card grades, discipline, and lunch account activity. A Parent Portal request form may be obtained during Open House or by contacting the school office. Please return completed form to the school office.

### **PLAYGROUND RULES AND REGULATIONS**

#### ***“Nifty Nine”--Playground Rules***

1. Walk up and down the ramp. Stay on this side of the “track sidewalk.”  
*Kindergarten is not allowed past the gravel toward the track.*
2. “Nothing in, Nothing out”---Keep all personal belongings in the classroom.  
(Ex: purses, cell phones, paper, pens, and pencils.)  
Treasures found on the playground stay on the playground. (Ex. Shells and rocks)  
Sticks and trash should be left alone.
3. Line up immediately when the teacher blows the whistle or the bell rings. Students will be released to walk into the school with their class once they’re silent. They shall remain silent and holding all equipment until they reach their classroom. All hats are to be removed before entering the building.
4. Students will *sit* on their bottoms, face front, with legs flat when sliding. Rocks must stay off of the slide.
5. Students will swing in a safe manner by sitting in the swing correctly. Swinging should only go back and forth without jumping from the swings.
6. Basketballs can be played with on the playground, using only our hands.  
*Kindergarten may kick balls on the blacktop.*
7. **KEEP YOUR HANDS TO YOURSELF.** Play with your friends without burying them in the rocks.
8. Students coming out for recess can begin play after students leaving the playground are

safely away from the basketball playing area. Basketball playground rules are the same as referee basketball rules.

9. Take care of all playground equipment including basketballs, nets and ropes.

### **PROHIBITED ITEMS**

At no time are students to bring unrequested items to school. These include knives, matches, rubber bands, water pistols, toys, games or any other item that may be broken, stolen, or lost. There is also no reason for the students to have baseball cards at school. Tobacco in any form shall not be brought to school. Skateboards will not be allowed on the bus or school premises. Some items may be confiscated and parents/guardians will be asked to pick them up. Students are discouraged from bringing cell phones to school. If they are brought to school they must be turned OFF and remain in their backpack. Cell phones seen, used to make a call, or used for texting will be confiscated and discipline procedures will be followed.

Parents/guardians should never allow a glass jar or bottle to be brought to school. These are very dangerous and are often broken before or after they reach a classroom.

Teachers may request at times that students bring items that may be on the list already stated without that teacher's written request.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA Affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. More information is available upon request in the elementary office.

### **READING PROGRAM**

Governor Bob Holden signed Senate Bill 319 on June 29, 2001. The measure emphasizes an early assessment of students' **reading** skills and requires school districts to intervene with students who are **reading** below grade level.

The law requires:

- Assessment of students in grades 3-6 (with some exceptions) to determine their **reading level**.
- Individualized "**Reading Improvement Plans**" for students in grades 4-6 who are substantially below grade level in **reading**.
- Additional **reading** instruction for students with **Reading Improvement Plans**.
- Retention of student in grade 4 if they are **reading** below the third grade level.

The Laclede R-1 School District implements **reading** programs based on a belief in the need to provide early and ongoing assistance to students, especially those who are at-risk. Our goal is for all students to possess **reading** skills critical for success in school and I life. In response to 167.645 RSMo, the Laclede County R-1 School District has established the following process to determine compliance with state law.

### **Reading Level Determination**

All students in third (3<sup>rd</sup>) through sixth (6<sup>th</sup>) grade will be assessed to determine a **reading** skill grade level during the first quarter of the school year. Assessment will include district created assessments, along with standardized tests. Additional assessment information will be gathered throughout the year based on the District's local Assessment Plan. A list of students will be compiled who are **reading** at or below their current **reading** grade level.

### **Notification and Documentation**

After a **reading** grade level is determined early in the school year, parent(s) and/or guardian(s) will receive notification regarding those third and fourth grade students who are considered at risk for retention. The building principal or their designee will give notification. Notification will list intervention and remediation steps required for students with **reading improvement plans**. These steps will include a vision, hearing and health screening. Individual parent conferences will be scheduled quarterly to provide information to parents for use in reinforcing **reading** skills at home.

### **Remediation Plan**

Once a student has been identified as at-risk, having failing grades and/or being retained, a **remediation plan** will be constructed and signed by the parent(s) and/or guardian(s). Intervention and **remediation plans** should include the following factors: instructional skills to be reinforced, the person responsible for each step, monitoring procedures, and plans for modifications as necessary. Intervention and remediation plans may include, but are not limited to, the following strategies:

- Additional reading time.
- Before/After school tutoring and/or remediation focused on reading skills.
- Individual tutoring during the school day.
- Small group instruction during the school day.
- Summer school reading instruction.

### **Re-Evaluation**

All students with **Reading Improvement Plans** will be assessed by using district created assessments and standardized tests. **\*This assessment will be administered during the last quarter of the school year.** Any fourth grade students who are not **reading** at the state mandated level, as defined by 167.645 RSMo, will be retained according to the district's retention policy.

### **Retention**

At the conclusion of summer school, all at-risk students who have been attending the **reading** portion of the summer program will be assessed by using district created assessments and standardized tests. At this time there will be an exit interview determining retention or promotion. Those fourth grade students not **reading** at the state mandated level as defined by 167.645 RSMo, will be retained according to the district's retention policy.

### **Exemptions**

Due to extenuating circumstances, the district may decide to allow for a promotion to take place even though the student has not met the **Reading Improvement Plan** criteria. An Instructional Plan for receiving teacher and any additional focus of attention is designed to ensure the student's academic progress.

**\*As assessment listed and/or assessments included in the District's Local Assessment Plan.**

### **RELEASE OF STUDENTS**

**If a change of custody for the student occurs this must be immediately accompanied by legal proof of such change.**

Students are not permitted to leave the school grounds by themselves at any time during the school day.

Parents requesting release of a child for dental or doctor appointments or for emergencies must make the request in the principal's office. For safety of the child Parents are required to come to the office and sign the child out.

The principal may release a child because of illness. This release must be to a parent or to authorized adults, if a parent is not available. Every effort will be made to contact a parent in all cases.

**If someone other than a parent is to pick up a student, the teacher must be notified. If there is any change from the usual routine a child is to follow after school, a note should be sent to the teacher. If the teacher or school is not notified, the child will be sent home following his/her usual routine.**

### **RETENTION POLICY**

Retention of a student in any given grade is used only in special situations. It is used only after lengthy evaluation of the student's needs. Conferences are held with parents/guardians before the school year's end to inform them of any consideration given to retention.

### **SALE OF ARTICLES AT SCHOOL**

Students will not be allowed to sell items at school unless there is permission and authorization from the administration.

### **SCHOOL PARTIES**

Classroom parties are scheduled for Halloween and Valentine's Day. Individual classrooms may have their own parties for Christmas and Easter.

**\*\*Due to the risk of possible transmittal of infectious disease, homemade food items may NOT be served to our students. Parents wishing to provide party treats are welcome to bring commercially prepared food items.\*\***

Birthday parties, special treats, and/or surprise parties must be discouraged in order to prevent disruption of other classes and daily activities. Vases of flowers and balloons are **NOT** allowed on school buses

Parents/guardians should check with their child's teacher regarding special events, parties, room mother assignments, etc.

### **SCHOOL PICTURES**

Pictures are taken in color each fall. All children will have pictures taken, however, parents are not required to purchase pictures. A picture of each child is needed to use in the office for identification and permanent records. At times, pictures will be taken in the spring. There is no requirement to purchase spring pictures either. Often times group pictures are provided by the photography studio at no cost to the parents.

### **SPECIAL SERVICES**

#### **Grading/Mainstreaming - PL 94-142**

In most cases handicapped students enrolled in the regular classroom will be graded by the same criteria as those non-handicapped students in the same class. Handicapped students may be appropriately placed in the regular classroom with modifications to be determined by the I.E.P. conference, the annual I.E.P. review or at a meeting called for the purpose of revising the I.E.P., when the need for modification has been evidenced.

#### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Laclede County R-1 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Laclede County R-1 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Laclede County R-1 Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The Laclede County R-1 School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan

contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the special services office of the Laclede County R-1 Schools during regular school business hours. This notice will be provided in native languages as appropriate.

### **STUDENT INFORMATION RELEASE**

Directory information may be prepared for mass release (school directory, athletic programs, military recruiters, colleges, etc.) unless parents/guardians or eligible students indicate in writing to the office they do not wish the information to be published. The request not to disclose directory information must be made within two weeks of the beginning of the current school year.

Directory information consists of the following:

- Name of the student
- Telephone number, present address
- Name of the parent or guardian
- Sex, age, school and grade

### **SURROGATE PARENT PROGRAM**

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

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

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

### **TARDINESS**

Promptness to class is very important. Students are to be in their seats and ready to work by 8:25 a.m. Thus, it is important that students arrive by 8:20 a.m. in order to be ready by 8:25 a.m.

If a student is tardy, it is necessary to report first to the elementary office to get a pass and then the student may go to class. By the fifth tardy, administration will notify the parent/guardian.

## **TEACHER QUALIFICATIONS**

Professional teacher qualifications (Public Law 107-110) will be provided to students and/or parents upon request. Requests must be made in the Superintendent's office or Federal Programs Coordinator.

## **TECHNOLOGY USER PRIVACY FOR DISTRICT**

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

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

## **TESTING PROGRAM**

A systematic program of testing is carried on during the school year. These tests include not only achievement and scholastic aptitude tests, but also a wide variety of individual tests when they are needed. Test scores are kept in each student's file, and may be reviewed by a parent/guardian upon request.

## **TITLE 1 PARENT INVOLVEMENT POLICY**

Each building conducting Title 1 programs will develop a building parent involvement policy to include specific, scheduled activities designed to increase and conduct parent involvement programs. This policy was developed through the efforts of the Title 1 committee and will be reviewed annually for additions or omissions.

1. Each fall, Title 1 teachers will be available during Open House to inform parents of Title 1 programs, its requirements and their right to be involved.
2. During the school year, parents will be involved in an organized, ongoing and timely way, in the planning review and improvement of programs. This will be done through direct parent contact and committees. Each fall there will be a committee composed of parents, teachers and administrators to develop and revise the Title 1 program plan and involvement policy. This committee will review student achievement data and make program recommendations to the board of

education. Our school district will have a district wide school evaluation committee that will have Title 1 advisory committee members involved.

3. An invitation will be issued to all Title 1 parents inviting them to participate in parent-teacher conferences to discuss their child's progress. These conferences will have flexible times to meet the needs of individual parents. Each participating child's progress, placement and methods the parents can use to compliment the child's instruction will be discussed.
4. Parents of participating Title 1 students will be given timely information about the Title 1 programs through letters of placement, calendars, notices in the newspaper, newsletters and Title 1 meetings.
5. Information will be supplied to the parents explaining the curriculum, forms of assessment used to measure the child's progress and the proficiency levels students are expected to meet. This information is distributed through the local newspaper, conferences, parent letters and Title 1 meetings. An interpretation of the school's performance profile results and their child's individual assessment results will be given on the MAP, Terra Nova, DIAL-IV and Kids tests.
6. Parents will be permitted to observe Title 1 program activities.
7. Parents will be given the opportunity to assess the Title 1 programs through written and verbal responses. Parents will be surveyed annually as to their evaluation of the services provided to their Title 1 student.
8. During revisions, comments of Title 1 parents who find any aspect of the school plan unsatisfactory will be considered.
9. The parent involvement policy will be distributed to all participating parents.
10. A written quarterly report will be made to each child's parents.
11. There will be an effort to coordinate and integrate parent involvement strategies with other programs. Title 1 advisory members will be represented on the district school improvement committee.
12. Parents will be allowed to serve as volunteers through the district's volunteer program and under the district's volunteer guidelines.

### **TITLE 1—PARENT COMPACT**

In an ongoing effort to increase the success of students, the Laclede County R-1 School establishes this parent compact as a partnership between parents, community and staff. This compact will serve as a guideline for establishment, review, participation, and communication of the Title 1 program. This compact is designed to build and develop a partnership between parents and the school. This compact is designed through the input of the Title 1 committee, which is comprised of parents, teachers, administrators and staff. It will be reviewed each year. This compact will be sent home with all Title 1 students on an annual basis.

**In an effort to provide high quality curriculum and instruction the activities will include, but are not limited to:**

The school will establish a District-wide Title 1 committee composed of staff, parents and community. This committee will be responsible for the approval of the LEA plan, review of student data, plan or revise effective parent involvement, and conduct an annual review of the program. The school will provide assistance to participating parents by providing a parent resource library, hold parent-teacher conferences, and allow parents the opportunity to volunteer in the classroom. The school district will provide quarterly student achievement reports for all students in the Title 1 program.

**In order to educate school personnel:**

The Title 1 committee will provide access to the Program Review and minutes of all meetings. Title 1 teachers will meet regularly with classroom teachers to review grade-level curriculum. Title 1 committee members will serve on the district SIT team.

**Activities suggested for Parental Support of the Title 1 program include:**

- Participation in parent/teacher conferences
- Participation in the classroom through a school-wide parent volunteer program
- Provide at home intervention resources to parents
- Attend Title 1 meetings when possible
- Establish contact with the Title 1 teacher whenever possible
- Review procedures for the utilization of Parent/Teacher resource library

**Ensure that information related to school and parent programs, meetings and other activities is sent to the homes of Title 1 children in the family's primary language by:**

Upon enrollment in school, each family will be surveyed as to the student's primary language spoken at home and vital information in that language will be provided.

**TORNADO/STORM INSTRUCTIONS**

**SIGNAL – One Long Continuous Bell/Whistle**

Students should walk single file to their appointed position. Children may sit facing the wall until the **“DUCK AND COVER”** direction is given. Children must remain quiet in order to hear instructions.

**“DUCK AND COVER”** – get in “crouch” position, facing wall, hands over back of neck.

In case of power failure, the signal will be given with a whistle. The signal will remain short and fast sounds.

## **TRANSFERS**

Students transferring from another school district should bring immunization records and grades at the time of withdrawal from the previous district to the counselor's office.

Transfer students will not be enrolled until the counselor has determined that the student's immunizations are up-to-date and the student is not under disciplinary action at the school he/she is transferring from. If no such action is found, the student will be enrolled on a tentative basis until the school records of the transferring student are received. At that time, the counselor will inform the student if changes need to be made in scheduling or in grade placement.

Students transferring from the district must complete a withdrawal form. All school records will be sent to the receiving district upon receipt of a request from that district.

## **USE OF TELEPHONE**

We will deliver all emergency telephone messages to teachers or students. We request that students and teachers not be asked to come to the telephone during class time. Use of telephone by students is limited to emergencies. No calls are allowed home because of forgotten books, assignments, musical instruments, physical education clothes, or to arrange plans for the evening with a friend, etc. The classroom teacher and/or the elementary principal must approve all outgoing telephone calls.

## **VISITORS**

Parents, guardians, grandparents, and other school patrons are always welcome to come to school to visit, as well as eat lunch with a student by either calling before 9:00 a.m. that day or by making arrangements with the classroom teacher at least one day in advance.

Any visitation by a parent/guardian, grandparent, and other school patrons must be arranged with the classroom teacher. Upon entering the elementary school, please check in at the office to obtain a visitor's pass. Visitors are not allowed beyond the lobby without a visitor's pass.

Students should not bring visitors to school such as cousins, siblings, out-of-town friends, etc.

## **VOLUNTEERS**

Volunteers are welcome at Ezard Elementary! We have an established Watch D.O.G.S. program and a network of parent volunteers who help our teachers and students during the school year. We do require a current background check for all volunteers and that information can be obtained by contacting the elementary office at 589-2171.

### **WALKING HOME**

Students are discouraged from walking home from school, instead of riding the bus, due to the heavy traffic and no sidewalks.

In the event that a parent/guardian wishes their child to walk, a written request must be presented to the elementary principal to be kept in our files.

### **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

### **WELLNESS – HEALTH**

Wellness is very important in helping to provide a child with a good education. Therefore, we suggest that a student get to bed at an appropriate time, and eat good wholesome meals, as well as get adequate exercise. Baths, brushing of teeth, and clean clothes are essential to physical wellness and self-esteem.

Parents/guardians will be notified if a student is having problems staying awake in class, is complaining of being sick or hungry, etc.