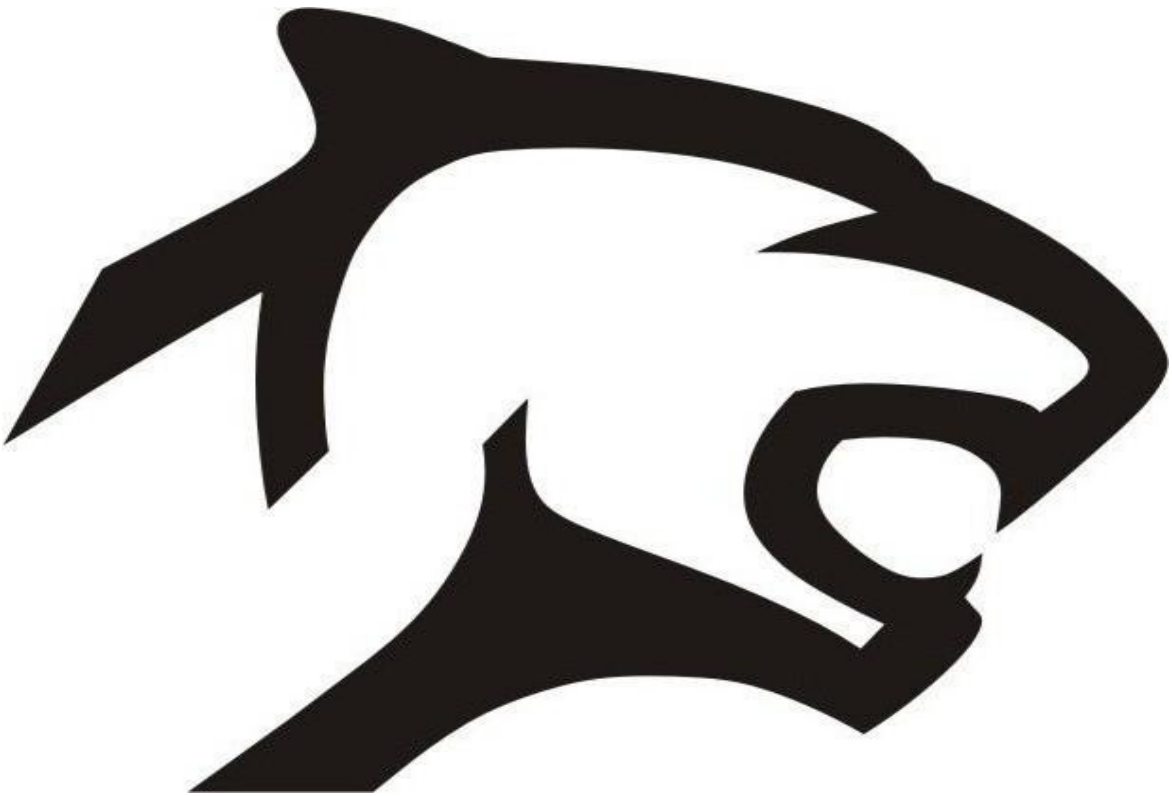


Crest Ridge Elementary
Student/Parent Handbook
2018-2019



Dear Crest Ridge Elementary Families,

Welcome to Crest Ridge Elementary, a building of teaching, learning and caring. This is going to be an exciting year! I am proud to be the principal of Crest Ridge Elementary and proud to be a community member of the Johnson County R-VII School District. My goal is to support our students, parents, teachers and community to ensure our students receive the best educational experience possible in a safe and caring school environment. I look forward to working with you and your child. I encourage you to become involved in your child's events at school. It is the goal of our staff to ensure that your child feels safe at school and for them to experience every opportunity to achieve daily success.

Your positive attitude about learning and the encouragement you provide your child will be an important factor in their success. Grade level expectations have changed over the years. Students today are offered numerous opportunities to assist them in becoming problem solvers and college and career ready. Testing for mastery of the objectives takes place regularly in the classroom by teacher-made tests, reading and math assessments, and teacher observations.

Our staff recognizes children learn at their own pace and provide every opportunity for every child to succeed. We have a professional, highly-trained staff willingly available to be your partner in education. Please take time to meet your child's teacher and the staff that will be working with your child. You are invited to join PTO, become a classroom volunteer, or volunteer within our building. We want to be your partner in assisting your child in reaching their full potential in academics, social development, and character development.

Communication is vital for a successful school program. Please feel free to contact me with your questions, concerns, and opinions. Our office hours are 7:30 a.m. to 3:30 p.m.

Very truly yours,

Kim Evans, Principal
Crest Ridge Elementary

Crest Ridge Elementary Handbook 2018-2019



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Centerview, MO 64019
Phone: (660) 656-3315
Fax: (660) 656-3411

School District Web-Site: www.crestridge.org

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kevans@crestridge.org
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jcave@crestridge.org

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Transportation (660) 656-3634
Cole Ohrenberg, Technology Coordinator

BOARD OF EDUCATION

Tony Matthews-President
Becky Brookshier-Vice President
Tony Reynolds-Treasurer
Melissa Livengood
Chris White
Drew Shanks
Katie Williams

PARENTS AS TEACHERS PROGRAM Mrs. Kristal Wyatt kw Wyatt@crestridge.org

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ELEMENTARY STAFF

Principal.....Kim Evans
Counselor.....Jennifer Cave
Secretary.....Amy Hurley
Nurse.....Crystal Mefford

Kindergarten.....Cindy Hoeper
Anita Panarisi

1st Grade.....Stormie Corwin
Katie VanderGeest

2nd Grade..... Monica Cross
Rachel Vasko

3rd Grade.....Alyssa Bush
Susan Seelinger

4th Grade.....Dannelle Chugg
Lynnea Lewis

5th Grade.....Susan Grant
Belinda Milton

6th Grade.....Laurel Bounds
Rose Ferguson

Special Ed.....Debbie Doney

Title Reading/Math.....Donna Palmer
Reading/Math Aide.....Brandy Roberson

Speech/Lang. Pathologist.....Amanda Taylor

Library/Media Specialist.....Kelli Meyrand
Music.....Robin Currence
Art.....Chastity Wilson
PE.....Brent Behler

Paraprofessionals.....Renee Kirk
Amanda Toole

Kitchen.....Nicole Burnap
Dawn Nimsgern
Holly Campbell
Misty Parker

After School Director.....Cyndi Fleming
Parents As Teachers....Kristal Wyatt

The Johnson County R-VII School District does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:
 Superintendent, Mr. Brett Gray
 92 NW 58 Hwy
 Centerview, MO 64019
 660-656-3391

2018-2019 District Calendar

August 15	Teacher Work Day, Meet the Teacher Night @ 5:30
August 16	First Day for Students
September 3	NO SCHOOL-Labor Day
September 21	NO SCHOOL-Teacher Professional Development
October 3	NO SCHOOL- Teacher Professional Development
October 12	End of First Quarter
October 17	Parent/Teacher Conferences PM
October 18	Early Release-12:15PM-Parent/Teacher Conferences
October 19	NO SCHOOL
Nov 21-23	NO SCHOOL-Thanksgiving Break
November 26	NO SCHOOL- Teacher Professional Development
December 20	Early Release-12:15PM-End of 1st Semester
Dec 21-Jan 1	NO SCHOOL-Winter Break
January 2	NO SCHOOL/Teacher Professional Dev/Work Day
January 3	Students return
January 21	NO SCHOOL-Martin Luther King Jr. Day
February 15	NO SCHOOL-Teacher Professional Development
February 18	NO SCHOOL-Presidents Day
March 1	End of Third Quarter
March 6	Parent/Teacher Conferences PM
March 7	Early Release-12:15PM-Parent/Teacher Conferences
March 8	NO SCHOOL
March 18-22	NO SCHOOL - Spring Break
April 5	NO SCHOOL- Teacher Workday
April 19-22	NO SCHOOL - Easter Break
May 16	Graduation
May 17	Last Day of School/Early Release - 12:15
May 20	Teacher Workday/ or Snow Make-up Day #1
May 21-24	Snow Make-up Days if needed

JOHNSON COUNTY R-VII PUBLIC SCHOOL MISSION/GOALS

District Mission Statement:

The mission of the Johnson County R-VII School District is to cultivate school, family, and community relationships which promote accountability, respect, and integrity and foster the development of career and college-ready individuals.

District Goals and Objectives:

Goal 1: Student Performance

The District will develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Goal 2: Highly Qualified Staff

The district will recruit, attract, develop and retain highly qualified staff to carry out the local educational agency/district mission, goals, and objectives.

Goal 3: Facilities, Support and Instructional Resources

The district will provide and maintain appropriate instructional resources, support services, functional and safe facilities.

Goal 4: Parent and Community Involvement

The district will promote and facilitate, and enhance parent, student, and community involvement in Local Educational Agency/District educational programs.

Goal 5: Governance

The district will govern the Local Educational Agency/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

ELEMENTARY MISSION STATEMENT

The mission of Crest Ridge Elementary is to provide a safe and caring learning environment.

ELEMENTARY VISION STATEMENT

Crest Ridge Elementary establishes school, family, and community partnerships that promote accountability, respect, integrity, and life-long learning.

ELEMENTARY VALUES

- We will provide our students with a safe and nurturing environment which promotes a love of learning.
- We will help students accept responsibility for their learning and conduct.
- We will keep parents informed of student progress and offer suggestions for assisting their children.
- We will model respect and accountability to students, parents, and staff members.
- We will use the results of assessments to make instructional adjustments and improvements.
- We will promote the success of every student.
- We will expand our community outreach to build relationships between our students and the community.
- We will unite as a team with families and community to provide for the education of our students.
- We will commit to the success of all students by supporting and encouraging each other and focus on student learning.
- We will have high expectations and promote active learning through appropriate and innovative curriculum.

In the event there is a conflict between board policy and handbook policy, board policy will always take precedence.

ACTIVITIES

Extra-curricular activities or school functions are considered to be an extension of the classroom. Therefore, all students in attendance as spectators or participants shall abide by the same codes of conduct adopted for the school day. This includes being at school-sponsored activities (home or away) or in any vehicle while being used to transport students for the school district.

ARRIVAL

Students should not arrive at school before 7:45 am. Bus riders will enter the building through the main entrance (east doors) and car riders will enter the building through the **north** doors. The school day begins at 8:10 am. Students will be marked tardy when arriving later than 8:10 am and will need to report to the office. **Parents need to accompany students arriving late and sign in students when arriving later than 8:10 am.**

ASSEMBLIES

Assemblies are designed for students to provide an enriching experience to help fully develop their school career. They are an extension of the classroom and students are to conduct themselves appropriately when attending assemblies.

ATTENDANCE (Policy 2310)

Regular attendance is vital to your child's academic success. In the event that it is necessary for your child to be absent, we ask parents to call the school office. Family vacations during the school year are discouraged. If this is unavoidable, parents are required to notify the office about the absence prior to the vacation and make arrangements with the teacher for completion of classroom assignments. Perfect attendance will be recognized at the end of each school year. Students may receive other attendance incentives throughout the year. In order for your child to receive perfect attendance for the entire year, your child cannot miss **any** days, hours or minutes. This includes doctor appointments, arriving tardy, or leaving early.

DISTRICT STUDENT ATTENDANCE POLICY (2310)

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

In accordance with the Johnson County Education/Attendance Court, when a student's attendance rate drops to 92%, a referral may be made to the Johnson County Juvenile Office and the Johnson County Prosecuting Attorney. Further action will be taken through the Johnson County Court system if attendance continues to decline. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (167.031 RSMo.).

Excusable Absences:

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of the absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or phone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family.
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen-each district shall define degree of emergency required to excuse absence.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

- the student shall obtain assignments from appropriate staff members. Assignments may be obtained in advance if the absence is foreseen.
- all assigned work shall be submitted upon returning to school.
- all classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences:

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

- After a student has been absent for three (3) consecutive days, it is the principal's responsibility to contact the parents/guardian by telephone or letter in order to inquire about the reason of the student's absence.
- If the principal is unable to contact the parent/guardian within three days or the parent/guardian does not give reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
- If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
- The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences:

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss material covered; they miss the opportunity to interact with the teacher as well as other students; and they miss the opportunities only available in the classroom interaction.

If a student's daily attendance rate drops to 92%, the building administration will review that student's attendance history and circumstances to determine with the Superintendent to send a referral to the Johnson County Education/Attendance Court. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be a factor considered in promotion/retention decisions. When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

It is the parents' responsibility to see that their children attend school as required under law. When a student is absent it is the responsibility of the parents to notify the building office on the day of the absence.

The following procedures will be followed for daily attendance:

1. Daily Absence Reporting:
 - (a) The parent calls or emails the school to report an absence by 9:00 a.m. for each day the student is absent.
 - (b) In addition, if the student is going to the doctor he/she must bring a note from the doctor on the first day that he/she returns following the absence.
2. Three (3) and Six (6) Day Absence Reporting:

When a student's absences reach three (3) and/or six (6) days, the principal will contact the parent/guardian by letter or phone call.

TRUANCY and EDUCATIONAL NEGLECT

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly by administration and other agencies.

Truancy is defined as deliberate absence from school on the part of the student with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115R.S.MO mandates reporting to the Johnson County Child Protective Services when there is reasonable cause to suspect that a student's non-attendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Child Abuse Hotline to the Johnson County Child Protective Services. The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

MAKE-UP WORK

Students will be given one day to make up work for each day they are absent. Example: If you are excused on Monday, then your work is due on Wednesday. Unless work was previously assigned, it is due when assigned. If a student is in school any part of the day it is the student's responsibility to turn in all work due that day and to get assignments for the next day.

AFTER SCHOOL PROGRAM

Crest Ridge Elementary provides after school child care for students in Kindergarten through grade 6. The goals of the program are to provide children and families with a safe and caring environment where they participate in a variety of enrichment activities during extended times of the school day. The after school program establishes and maintains opportunities for parent and community involvement in the program. The hours for The After School Care Program are from 3:00 PM to 6:00 PM and available on scheduled school days. If you are interested in our program or have any questions regarding the program and fees please contact Director, Cyndi Fleming, at (660)656-3315 or cfleming@crestridge.org

BEHAVIORAL EXPECTATIONS - Elementary

The discipline code set out in this regulation is intended to illustrate the behavioral expectations of our school. It is not intended to be an exclusive listing of all acts of misconduct and the consequences for each. Misconduct not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion, following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. Copies of all Johnson County R-VII School District Policy and Regulations are available at the Johnson County R-VII School District Administration Office.

Behavioral Objectives:

All school personnel have the responsibility to instruct, guide, and supervise students during school and at school-sponsored activities. The behavioral objectives of our school shall be to promote positive learning and to provide students with positive experiences along with effectively responding to unacceptable student behaviors. The objectives of our actions shall be to promote appropriate and acceptable student behavior and develop student character and self-control.

Corrective Disciplinary Options:

Administrators have the authority to use discretion in determining the appropriate disciplinary steps, depending on the severity and frequency of incidents. Disciplinary action will be taken by staff members, with parent/guardian involvement, when appropriate, to correct unacceptable student behaviors. *When necessary, appropriate documentation will be filed in the student disciplinary records.* Every attempt will be made to exercise reasonable judgment, to respect the rights of the person, and to comply with legal procedural requirements while dealing with unacceptable behaviors.

Infractions that occur at school, at school-related activities, or on school grounds are subject to, but not limited to, the disciplinary actions/measures listed below. Individual cases will take into account the age of the student and the severity of the incident.

Behavioral Interventions:

Depending on the nature of the inappropriate behavior, the options for disciplinary action at Crest Ridge Elementary are:

- 1) **Student / Principal Conference:** A conference with the student to obtain a commitment, oral or written, for correcting behaviors.
- 2) **Assigned Tasks:** The student shall be assigned specific assignments/tasks to be completed.
- 3) **Loss of Privileges:** The student may lose the privilege of certain school activities, including field trips.
- 4) **Activity Restriction:** The student may be required to spend a period of time out of a specific classroom or area. During this time, the student may be isolated in the office/focus room for a period of time for the safety of self and others.
- 5) **Focus Room/Recovery Room:** A safe place where students go to calm down, reflect on behaviors and create a plan to make better choices.
- 6) **Intervention Plan:** A student plan of success may be developed by the staff, with input from the parents, to modify the student's school day and activities.
- 7) **Parent Contact:** The parents may be made aware of incidents via phone, email or in writing.
- 8) **Parent Conference:** A parent conference may be required to inform parents of the incident and consequences and to provide or obtain further information.
- 9) **Restitution:** The student may be required to clean up, repair, or compensate for lost or damaged property or articles.
- 10) **In-school Suspension:** The student may be assigned in-school suspension by the principal.
- 11) **Out-of-school Suspension:** The student may be suspended from school by the principal for a period of up to ten (10) days. The superintendent of schools may suspend a student from school for a period of up to one hundred and eighty (180) days.
- 12) **Expulsion:** Based on the severity of the incident, a student may be expelled from school by the Board of Education.
- 13) **Notification of legal authorities:** School personnel may contact the appropriate legal authorities when deemed necessary.

***In the event there is a conflict between board policy and handbook policy, board policy will always take precedence.**

BIRTHDAY AND PARTY INVITATIONS

Birthday party invitations may not be distributed at school unless invitations are issued to every student in the class. Birthday treats may be brought to school for sharing with classmates at the end of the day. Please make advance arrangements with your child's teacher so that he/she may prepare for this special time.

BUILDING USAGE

Arrangements should be made with the Principal/Superintendent for all activities occurring after school hours. Non-school organizations should contact the school to complete a building usage application. All building usage applications need to be approved by the Principal and Superintendent, and completed annually.

BUS INFORMATION

It is the philosophy of the Johnson County R-VII School District that riding a bus is an extension of the classroom, and students are reminded that all school rules apply. Any student that meets the criteria for ridership may ride a district bus until it is deemed by the district that the student has violated the district's code of conduct. A "Code of Conduct" is designed to foster responsibility, to create respect for the rights of others, and to ensure the orderly operation of a school district. Specifically, this code of conduct is designed to ensure the safety of your child and all other students as they are transported. Questions and concerns regarding bus schedules and transportation issues should be referred to

Transportation Director Robin Scrutchfield, 660-656-3634.

CAFETERIA PROGRAM

The Johnson County R-VII School District provides well-balanced breakfasts and lunches for students in grades K-12 on a daily basis. Each student is given an account, and money needs to be added to cover the cost of the student's meals on a weekly, monthly, or quarterly basis. Should your child be absent, his/her money will simply be carried over into subsequent days. You may write one personal check for both breakfast and lunch costs, and we ask that you put the check into a sealed envelope (with your child's name and the total amount enclosed and noted on the outside of the envelope) for your child to turn into the office when he/she arrives at school. Meals are expected to be paid for in advance. If family circumstances create a need for financial assistance, please contact the school office for a free/reduced lunch application. Breakfast is served from 7:45am to 8:05 am. Students wishing to eat breakfast should be to school by 8:00 to give them time to eat before the tardy bell rings at 8:10. If you have any questions about our lunch or breakfast programs, please call our District Director of Nutrition, Kayla Krewson, at (660)656-3316, Ext. 28.

BOARD POLICY 5550

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances. Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars. After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.

Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.

Meal Prices for 2018-2019

<u>Student:</u>		<u>Adult:</u>	
Breakfast	\$1.70	Breakfast	\$2.20
Lunch	\$2.25	Lunch	\$3.25

***If a financial hardship occurs, families are encouraged to apply for free/reduced meals at any time during the school year. These forms can be obtained by contacting the elementary office at 660-656-3315.**

CAFETERIA EXPECTATIONS

- Allow the adult to be in charge and follow adult directions the first time.
- Keep hands, feet and other objects to yourself.
- Walk in the lunchroom.
- Use an arm-length voice.
- Get permission from the adult in charge to get out of your seat.

CELL PHONES AND ELECTRONIC DEVICES (Policy 2656)

Developments in cell phone and hand-held electronic device technology in recent years have resulted in enhanced communication and video/audio recording opportunities. However, the use of the electronic hand-held devices and cell phones in the school setting poses increasing risks of disruptions to the educational environment, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student use of cell phones, digital cameras and similar electronic devices will be banned during instructional time, (7:40 AM- 3:20 PM, Monday through Friday), as well as, in locker rooms and dressing areas during extra-curricular activities. Violation of this policy will result in assignment of ISS, in school suspension, while the second and subsequent offenses may result in ISS and/or OSS, out of school suspension, being imposed in addition to confiscation of the device.

Students will be allowed to bring and use media devices with the permission of and under the supervision of their teacher. This may include laptops, Ipads, Kindles, notebooks, and other electronic devices which may be used for educational purposes. If such devices are brought to school, they must be used solely for educational purposes and will be subject to all school policies and rules. If a student violates a policy or rule with an electronic device, they will be subject to designated consequences and may lose the privilege of using electronic devices at school.

It is the student's responsibility to maintain the safety and security of any electronic device brought to school or to extracurricular activities. It is the the student's responsibility to have

parental approval before bringing any type of electronic device from home to school.
The District/school is not responsible for any lost, broken or stolen property.

CHILD ABUSE AND NEGLECT (Missouri Public Law, Section 210.220 to 210.165 - June 1975)

When school officials, including teacher, school nurses, principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Child Protective Services immediately.

CODE OF CONDUCT-ADULTS (Policy 1431)

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors. Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

COMMUNICATING WITH PARENTS

- Newsletters are sent by many classroom teachers and the elementary newsletter is sent home with each student every Wednesday. Newsletters contain information and updates for the upcoming week.
- Text caster, (Cougar Alert) will be used to send information to parents via text. This is a service you can sign up for on the district website at www.crestridge.org. Sign up for Cougar Alert and receive important information about the Crest Ridge School District sent as text messages directly to your cell phone. Text may include information about school cancellations, two-hour delays, and early dismissals, as well as info about events.
- Students' grades and lunch accounts can be checked on SIS (School Information System) which is accessible through our district website.
- The district webpage is continually updated with new information.

CONTACTING SCHOOL PERSONNEL

We look forward to and welcome contact from parents/guardians. School personnel can be reached in the following ways:

- A note in the school planner or note to the teacher or office.
- A phone call to the office. You will be transferred to voicemail, your call may be returned during plan time. The school office can be reached at (660)656-3315.
- All staff members can be contacted through e-mail. District email addresses include the first letter of the first name followed by the last name followed by @crestridge.org.

COUGAR EXPECTATIONS

- I will respect myself and everyone and everything in my world.
- I will be in control of myself and my actions.
- I will give it my personal BEST.

STUDENT DISCIPLINE (2600)

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

Reporting to Law Enforcement

It is the policy of the Johnson County R-VII School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

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

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

For Crest Ridge Elementary Student Discipline Codes refer to the following pages, Johnson County R-VII Discipline Codes.

Johnson County R-VII Discipline Code

Definition	First Offense Options	Subsequent Offenses Options
<p>Academic Dishonesty/Cheating / Plagiarism Cheating/plagiarism will not be tolerated. Dishonesty while completing schoolwork plagiarism, and/or falsifying or altering records</p>	Parent Contact, Student/Principal Conference, Loss of Privileges, Zero for the Assignment/Project, In School Suspension	Parent Contact, Student/Principal Conference, Loss of Privileges, Zero for the Assignment/Project, In School Suspension, Out of School Suspension
<p>Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises</p>	Parent Contact, Student/Principal Conference, Loss of Privileges, documentation in student’s discipline record, In School Suspension, 1-180 days of Out of School Suspension, notification of law enforcement.	Parent Contact, Student/Principal Conference, Loss of Privileges, documentation in student’s discipline record, 1-180 days of Out of School Suspension, expulsion, notification of law enforcement.
<p>Arson - Intentionally causing or attempting to cause a fire or explosion with the intention to damage district property or buildings.</p>	Parent Contact, Student/Principal Conference, Loss of Privileges, documentation in student’s discipline record, In School Suspension, 1-180 days of Out of School Suspension, notification of law enforcement.	Parent Contact, Student/Principal Conference, Loss of Privileges, 1-180 days of Out of School Suspension, expulsion, notification of law enforcement, documentation in student discipline record
<p>Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)</p> <p>Attempting to cause injury to another student, placing a person in reasonable apprehension of imminent physical injury, physically injuring another person</p> <p>Attempting to kill or cause serious physical injury to another, killing or causing serious injury to another</p> <p>Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.</p>	Principal/Student Conference, parent contact, Loss of Privileges, In School Suspension, 1-180 days Out of School Suspension, notification of law enforcement, documentation in student discipline file	Principal/Student Conference, parent contact, Loss of Privileges, In School Suspension, 1-180 days Out of School Suspension, notification of law enforcement, documentation in student discipline file

Definition	First Offense Options	Subsequent Offenses Options
<p>Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655) by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. Bullying occurs when a student:</p> <p>1. Communicates with another by any means including telephone, writing, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or</p> <p>2. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching although it may be included.</p>	<p>Principal/Student Conference, parent contact, Loss of Privileges, In School Suspension, 1-180 days Out of School Suspension, notification of law enforcement, documentation in student discipline file</p>	<p>Principal/Student Conference, parent contact, Loss of Privileges, In School Suspension, 1-180 days Out of School Suspension, notification of law enforcement, documentation in student discipline file</p>
<p>Bus Conduct- Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense has been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.</p>	<p>First Report Student/ Principal Conference, Parent Contact, Warning, In School Suspension</p>	<p>Second Report Student/Principal Conference, Parent Contact, 8th Hour, Detention</p> <p>Third Report Student/Principal Conference, Parent Contact, 1-3 day Suspension From bus</p> <p>Fourth Report Student/Principal Conference, Parent Contact, 3-5 day Suspension From bus</p> <p>Fifth Report Student/Principal Conference, Parent Contact, 5-10 day Suspension from bus</p> <p>Sixth Report Student/Principal Conference, Parent Contact, Removal from Bus For the remainder of the school year</p>
Definition	First Offense Options	Subsequent Offense Options
<p>Defiance of Authority/Insubordination - Refusal to obey directions or defiance of staff authority-the willful failure to respond or carry out a reasonable directive by authorized school personnel</p>	<p>Parent Contact, Principal/Student Conference, Detention, Loss of Privileges, In School Suspension, Saturday School, 1-180 days Out of School Suspension, documentation in student discipline record, notification of law enforcement.</p>	<p>Parent Contact, Principal/Student Conference, Loss of Privileges, Detention, In School Suspension, Saturday School, 1-180 days Out of School Suspension, documentation in student discipline record, notification of law enforcement, expulsion</p>

<p>Disruptive Speech, Appearance, or Behavior (Disruption of the Educational Process) - Conduct which has the intentional effect of disturbing education or the safe transportation of a student. Conduct, appearance, or verbal/written/pictorial/symbolic language, which materially and substantially disrupts the educational process in the classroom, hallways, during transitions, during school, or at school functions/activities</p>	<p>Parent Contact, Principal/Student Conference, Detention, Loss of Privileges, In School Suspension, Saturday School, 1-10 days Out of School Suspension, Documentation in Student Discipline Record</p>	<p>Parent Contact, Principal/Student Conference, Loss of Privileges, Detention, In School Suspension, Saturday School, 1-180 days Out of School Suspension, Documentation in Student Discipline Record</p>
<p>Disruptive, Disparaging or Demeaning Language or Conduct - Use of words or actions, verbal, written, or pictorial/symbolic language meant to harass or injure another person due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions. Verbal, written, or symbolic language, or gesture directed at a staff member, which is rude, vulgar, defiant, or considered inappropriate for public settings</p>	<p>Parent Contact, Principal/Student Conference, Detention, Loss of Privileges, In School Suspension, Saturday School, 1-180 Days of Out of School Suspension, Documentation in Student Discipline Record</p>	<p>Parent Contact, Principal/Student Conference, Detention, Loss of Privileges, In School Suspension, Saturday School, 1-180 Days of Out of School Suspension, Documentation in Student Discipline Record</p>
<p>Drugs/Controlled Substance/ Prescription Medicine Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property. Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug-related paraphernalia.</p> <p>Definition Drugs/Controlled Substance/Prescription Medicine (Cont.) Possession of a prescription medication without a valid prescription for such medicine on school premises, on a school bus, or at a school activity –not following school procedures for prescription medicines at school.</p> <p>Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.</p>	<p>Parent Contact, Principal/Student Conference, Loss of Privileges, In school suspension, 1-180 days of Out of School Suspension, documentation in student discipline record, notification of law enforcement</p>	<p>Parent Contact, Principal/Student Conference, Loss of Privileges, 1-180 days of Out of School Suspension, documentation in student discipline record, notification of law enforcement, Expulsion</p>
<p>Extortion – Threatening or intimidating, either verbally and/or physically, any student for the purpose of obtaining money or other valuables.</p>	<p>Parent Contact, Principal/Student Conference, In School Suspension, Loss of</p>	<p>Parent Contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days Out of</p>

	Privileges, Saturday School, detention, 1-10 days Out of School Suspension, documentation in student discipline record, notification of law enforcement	School Suspension, expulsion, documentation in student discipline record, notification of law enforcement.
False Alarms- Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property; including but not limited to: false bomb threats, pulling the fire alarm, false 911 calls, or any false catastrophe is prohibited.	Restitution, Parent Contact, Principal/Student Conference, Loss of Privileges, In School Suspension, 1-180 days Out of School Suspension, Report to Law Enforcement, documentation in student discipline record	Restitution, Parent Contact, Principal/Student Conference, Loss of Privileges, In School Suspension, 1-180 days Out of School Suspension, expulsion, Report to Law Enforcement, documentation in student discipline record
Fighting - Physically striking another in a mutual contact as differentiated from an assault. Occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence towards each other, in any angry or quarrelsome manner or do each other willful mischief, or if any person shall assault another and strike him while on district property, or the bus, or at a school function or activity	Parent contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, Expulsion, documentation in student's discipline record, Report to Law Enforcement	Parent contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, Expulsion, documentation in student's discipline record, Report to Law Enforcement
Definition	First Offense Options	Subsequent Offense Options
<p>Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)</p> <p>Possession of a weapon: Possession or use of any instrument or device other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010 RSMo, which is customarily used for attack or defense against another person.</p> <p>Possession of a Firearm: Possession or use of firearm, as defined in 18 U.S.C 921, 18 U.S.C. 930(g)(2) or 571.010 RSMo, or any instrument or device defined as dangerous weapon in 18 U.S.C.</p>	Parent Contact, Student/Principal Conference, In School Suspension, Loss of Privileges, 1-180 days Out of School Suspension, Expulsion, notification of law enforcement, documentation in student discipline record.	Parent Contact, Student/Principal Conference, Expulsion, Loss of Privileges, notification of law enforcement, documentation in student discipline record.
<p>Harassment (Refer to Policy 2130 - Harassment) The Johnson County R-VII School District does not condone or tolerate any form of physical or sexual harassment of or by staff or students. Sexual harassment is defined as an unwelcome sexual advance, request of sexual favors, and other inappropriate verbal, written, symbolic language, or physical conduct of a sexual nature. Physical touching of another student in the area of the breasts, buttocks, or genitals Use of sexually intimidating language, objects, or pictures.</p> <p>Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location</p>	Parent Contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, documentation in student discipline record, notification of law enforcement	Parent Contact, Principal/Student Conference, Loss of Privileges, 1-180 days of Out of School Suspension, expulsion, documentation in student discipline record, notification of law enforcement

Physical contact that is sexually inappropriate (i.e. physical touching of another student in the area of the breasts, buttocks, or genitals)		
Improper Display of Affection – Physical display or contact that is inappropriate for the school setting, including but not limited to consensual kissing, fondling, groping, or embracing	Parent Contact, Principal/Student Conference, detention, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, documentation student discipline record	Parent Contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, documentation in student discipline record
Definition	First Offense Options	Subsequent Offense Options
Improper Language/ Profanity/ Vulgarity Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property. Use of Obscene or Vulgar Language- The use of profane, obscene, or vulgar words or phrases (written or spoken). This may include but not limited to language depicting venous sexual acts, human waste, or blasphemy.	Parent Contact, Principal/Student Conference, Detention, Loss of Privileges, In School Suspension, 1-10 Days of Out of School Suspension, documentation in student discipline record, possible notification of law enforcement	Parent Contact, Principal/Student Conference, Loss of Privileges, In School Suspension, 1-10 Days of Out of School Suspension, documentation in student discipline record, possible notification of law enforcement
Misconduct - Lack of cooperation, general malfeasance, or negligence of school rules or authority	Parent Contact, Principal/Student Conference, detention, In School Suspension, Loss of Privileges	Parent Contact, Principal/Student Conference, In School Suspension, Saturday School, Loss of Privileges, Out of School Suspension, documentation in student discipline record, possible notification of law enforcement
Posturing -The preliminary argument, gestures, and/or body language, which could potentially lead to a physical confrontation	Parent Contact, Principal/Student Conference, Detention, In School Suspension, Loss of Privileges	Parent Contact, Principal/Student Conference, In School Suspension, Saturday School, Loss of Privileges, Out of School Suspension
Theft/Possession of Stolen Property – Theft, attempted theft, or knowingly in the possession of stolen property. Nonconsensual taking or attempt to take the property of another	Restitution, Parent Contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, Documentation in Student Discipline Record, Notification of Law Enforcement	Restitution, Parent Contact, Principal/Student Conference, In School Suspension, Loss of Privileges, 1-180 days of Out of School Suspension, Documentation in Student Discipline Record, Notification of Law Enforcement
Tobacco – Possession of or use of tobacco or tobacco products on school grounds, bus, or at any school activity.	Parent Contact, Principal/Student Conference, In School Suspension, Saturday school, Loss of Privileges, 1-3 days Out of School Suspension, Confiscation of Tobacco Product, Documentation in student discipline record,	Parent Contact, Principal/Student Conference, In School Suspension, Saturday school, Loss of Privileges, 1-10 days Out of School Suspension, Confiscation of Tobacco Product, Documentation in student discipline record, Possible notification of Law Enforcement

	Possible notification of Law Enforcement	
Definition	First Offense Options	Subsequent Offense Options
Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.) Absence from school without knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Multiple consecutive days of truancy may result in detention days exceeding the offense and will begin the notification process with the Johnson County Attendance/Education Court process.	Parent contact, Principal / Student Conference, 1-3 Days In School Suspension, Saturday School, Documentation in Student Discipline Record, Loss of Privileges, Notification of Johnson County Attendance/Education Court-once attendance drops to 92%, notification of law enforcement	Parent contact, Principal / Student Conference, 3-10 Days In School Suspension, 2-Saturday School, Documentation in Student Discipline Record, Loss of Privileges, Notification of Johnson County Attendance/Education Court-once attendance drops to 92%, notification of law enforcement
Vandalism – Intentional, willful damage or attempt to cause damage to real or personal property belonging to the staff, students, or the District	Restitution, Parent Contact, Principal/Student Conference, Loss of Privileges, In School Suspension, 1-180 days of Out of School Suspension, Notification of Law Enforcement, Documentation in Student Discipline Record,	Restitution, Parent Contact, Principal/Student Conference, Loss of Privileges, In School Suspension, 1-180 days of Out of School Suspension, Notification of Law Enforcement, Documentation in Student Discipline Record,

Administrative Discretion

Discretion may be used in interpreting use and intent of weapons. A student who finds a weapon on the way to school, on school property or in the school building and takes the weapon to the principal's office immediately may not be considered to be in possession of a weapon.

Chronic Misbehaving Students

Chronic misbehaving is defined as, but not limited to, one or more of the following: more than five (5) office referrals resulting in detentions, or loss of recesses, or more than two (2) office referrals resulting in suspension; or a combination of the two previously mentioned definitions. The student may be placed on a behavioral contract.

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools. A staff member may, however, use reasonable restraint against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

The teachers and staff at Crest Ridge Elementary believe that teaching student's responsibility is an important element of an effective discipline plan. The foundation for student success is set through establishment of high expectations for students' behavior, positive reinforcement of appropriate behavior, and logical consequences for misbehavior. This structure teaches students to make choices and accept the rewards/consequences for their choices in terms of behavior.

DISMISSAL

- School is dismissed each day at **3:05 pm**.
- Bus riders exit through the front doors.
- Car-riders will exit through the front doors after the buses have left and all the cars in the line have come to a complete halt.
- Children will not be allowed to leave school in a different way/route without daily written consent from their parent/guardian. Please remember to send written directions, each day, if your child will be traveling home in a way other than his/her normal routine.
- You may also call the office with dismissal changes until **2:30PM**. The last minutes of the day are set aside for preparing for dismissal. Unless absolutely necessary, we ask that you do not pick up your child early. This is an important organizational time for the students to gather materials for home and receive final instructions from their teachers.
- Discuss procedures for early dismissal with your child. Should you leave your children in the care of others while you are out of town, please inform school personnel of contacts to make in case of an emergency or questions that may arise regarding changes in transportation to and from school. Children will be released only to the custodial parent or their designee.
- The school must be advised if custody or guardianship changes with legal documentation.
- Please use extreme caution and drive at a slow rate while on school grounds.

DRESS CODE

The school expects student dress and grooming to be neat and clean. This expectation includes the school day and school-sponsored extracurricular activities. To assist in the maintenance of a school climate, the following types of clothing are considered inappropriate and are not to be worn at school or school functions:

Bare midriff or strapless garments

Short shorts and skirts

Clothing made of fishnet material

Clothing that displays questionable language, slogans, or drawings (i.e. depicting or promoting alcohol/tobacco products)

Hats, visors, or any head coverings in the building (except on designated days)

Face/hair painting

Shoe skates

Clothing should generally be worn as designed (i.e. wearing shorts or slacks below the waist is inappropriate).

Tops should cover the child's shoulder. Halter, spaghetti straps and tank tops are not acceptable.

The principal will make the final determination on the appropriateness of student attire.

EMERGENCY PLANS

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted, or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in non disclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

Emergency Drills

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the

door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services, and local emergency planning committees.

District Emergency Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

If parents arrive at the buildings during drills or actual emergency conditions, parents will be directed by CRE personnel to go to the nearest safe designation.

FIELD TRIPS

Each grade level will typically go on a field trip sometime throughout the school year. We ask that other arrangements be made for students' siblings for that day so that this may be a special day for your student. Students need to stay with the group and abide by the guidelines set forth for all of the students in the group as this is a school trip. We may not be able to have all willing parents help with these trips as there may be ticket limits and transportation restrictions. We know that our parents will understand the circumstances and will appreciate and assist our efforts to provide the children with this opportunity. Parents wishing to attend field trips must have a Volunteer Form, (filled out annually), on file in the office. **Students are required to ride to and from the school event on the bus.**

Extra-Curricular Trips

These trips are designed for students to provide an enriching experience to develop their school career. Students are required to attend the entire event. Students must ride the bus to the event. Parents may transport the student home after signing the student out with the advisor.

FOCUS ROOM

The function of the FOCUS room is to provide a place for students who may be struggling while at the same time meet their educational needs. Students may go to the FOCUS room as a way to refocus behaviors as well as to complete classroom assignments or tests that may be missing.

The objectives of the program are to keep students in school, to establish a positive rapport with parents, and to maintain better attendance patterns.

The FOCUS room is a means of dealing with discipline problems that would normally result in suspension or out of school. Sending students home on suspension usually results in little improvement in attitude toward school and frequently increases negative tension within the family.

The principal will be in charge of this program with the FOCUS supervisor(s) serving as the backbone for its success. Periods of assignment for the students to the FOCUS room will vary from one day to ten days, depending upon the severity of the misconduct. For penalties not predetermined, the administrators will be guided by, but not restricted by, such things as:

1. Student's 1st offense
2. Seriousness of the misconduct
3. Student's previous conduct record
4. Student's attitude
5. Advisement of the person referring the student

GOOD THINGS TO SHARE AT SCHOOL/LEAVE HOME

State law requires that all school districts comply with the Missouri Safe Schools Act. We need to ensure that all students are safe at all times. We ask that students don't wear shoe skates. If they have share time we ask that they bring items such as photos, favorite stuffed animals, and books. Other items such as toys, radios, games, and articles not directly related to educational goals are not allowed at school. In addition, it is recommended that students bring only the amount of money required for meals to school, since the risk of loss is ever present. Students' school supplies, coats, jackets, etc. should be clearly marked with their first and last names.

COUNSELING

Our counselor is here to help students be successful at CRE. She provides weekly classes with lessons about topics such as problem-solving, grades, study habits, testing, and careers. Individual and group counseling meetings are also part of our counseling program as needed. The counselor may also be able to help families find outside resources when needed. You can contact our counselor by calling 660-656-3315 or email her at jcave@crestridge.org.

HALLWAY EXPECTATIONS

- Let the adult be in charge and follow adult directions the first time.
- Walk quietly in single file line.
- Keep hands, feet, and objects to yourself.
- Go directly where you are supposed to go and return quickly.

HEALTH SERVICES (District Wellness Program)

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. It is the policy of the Johnson County R-VII Schools that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines. **The Wellness Committee has made the following recommendations: Candy and soda pop are discouraged at all times. Serving more whole grain, milk, water, fruit, and vegetables is always encouraged. Please keep these recommendations in mind when providing or planning for food and drinks at school events or sending in student lunches.**

The school health program promotes optimal wellness for each student.

Students must have a pass from the teacher to report to the Nurse's Office.

An Individual Student Health Summary must be completed and signed by the parent/guardian and proof of immunizations or exemption verified and a copy on file in the Nurse's Office for a student to be enrolled in the district.

MEDICATION ADMINISTRATION

All over-the-counter and prescription medication requires a physician's order and must be brought to the health room by the parent/guardian or other designated adult in the original pharmacy labeled bottle or unopened original container. The school nurse dispenses medication following the district's medication administration policy #2870. The student is NOT allowed to transport/carry any medication (prescription or over-the-counter) to and/or from school on the bus. The current prescription label will serve as the physician's order. The student's physician shall provide a written request that the student be given over the counter medication during school hours. The request shall state the name of the student, diagnosis/indication for use; name of drug, dosage, frequency of administration, route of administration and duration the medication is to be given. The parent/guardian must sign a request adding the school district to comply with the physician's orders. This may be done when the medication is delivered to school.

The State Department of Health recommends that school officials send students home if the student's oral temperature is 100 degrees or higher. Students may be readmitted to school when there has been no fever in the preceding 24 hours without fever reducing medication.

HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases, then the materials and instruction shall be medically and factually accurate. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. Parents will be notified in writing prior to any presentation in regards to development.

LIBRARY

Crest Ridge Elementary School has a supervised library/media center. Parent volunteers may also assist with library tasks. Library classes are scheduled on a regular basis to instruct students in the skills needed to effectively use the resources available. Students also participate in library time and may check out books. The library provides audiovisual materials and equipment, computer software, and a professional collection for teachers. Students are responsible for library materials they check out. No fines are charged for overdue materials; however students are expected to return materials on-time and in good condition. Students may be billed for the replacement price of lost or damaged books. Grade cards may be held if a student has an outstanding bill. If materials are found and returned in good condition, paid fines will be refunded.

The Crest Ridge Elementary library will be available for student and faculty use from 7:30 am to 3:15 pm. Arrangements for additional use are available upon request.

PARENTS AS TEACHERS

Parents as Teachers is a program for families with children prenatal up to entering kindergarten. The program provided by the Johnson County R-VII School District in cooperation with the Missouri Department of Elementary and Secondary Education provides the following services free of charge:

- *screening for children starting at 3 months old
- *activity nights for preschool children
- *personal visits in which developmental information is shared

Goals of the program are to provide factual, helpful information about your child's development, identify conditions which might interfere with normal development, education and sensory development, and reduce the stress and maximize the pleasure of parenting. If interested in enrolling in this program, contact Mrs. Kristal Wyatt at kw Wyatt@crestridge.org or call our office, 660-656-3315.

PARENT TEACHER ORGANIZATION (PTO)

The CRE PTO is comprised of parents of Crest Ridge Elementary students. The objectives of CRE PTO, as stated in the bylaws, are to promote the welfare of children and youth within our community.

Additional objectives include bringing closer the relationship of the home and the school, cooperating intelligently in the education of children and youth, developing between educators and the general public such united efforts to secure for every child the highest advantages in physical, mental, social education. All parents are encouraged to get involved in this organization during the school year by volunteering for PTO committees, the classroom, or building activities. You may contact or come by the office for more information about becoming a volunteer.

PLAYGROUND EXPECTATIONS

- Follow the directions from the teacher the first time
- Allow the adult to be in charge
- Use playground equipment for its intended purpose and in a safe manner
- Respect others by taking turns and sharing equipment

- When recess is over, immediately hold equipment and line up quickly and quietly
- Do not walk or climb up the slides
- Do not jump out of the swing while they are moving.

PROGRESS REPORTS

The Crest Ridge Elementary faculty is committed to working closely with parents to provide the best possible education for their children. Effective and frequent communication is an important part of this process.

Mid-term reports are sent home with students approximately halfway through each quarter. Report cards are issued at the end of each quarter. Parent visits, conferences, phone calls or emails regarding student achievement are always welcome.

RECESSES & PHYSICAL EDUCATION CLASSES

All students are expected to join classmates on the playground for daily recess activities. Recesses may be moved indoors at the discretion of the school staff because of weather or playground conditions. If your child has a health problem and needs to stay inside from recess or not participate in P.E., a doctor's note and or school nurse note will be honored. The excuse should state the problem and the specific period of time that the student will need to remain indoors and/or not participate in PE.

These guidelines are from Children's Mercy Hospital.

- 32-90 degrees-----unlimited time
 - 20-32 degrees-----children can stay out 10-15 minutes
 - 10-20 degrees-----children can stay out for 5 min.
 - 10 and below-----children should not go out
- Temperatures should include wind chill.

RETENTION PROCEDURES (Policy 2520)

Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives. Teachers will keep parents and guardians frequently informed of the student's achievement.

Retention Policy

If a teacher is recommending retention, then these factors will be considered:

1. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, progress with Student Intervention Team, and student work samples.
2. The teacher will arrange to meet with the principal and counselor to review the student's academic record, current test scores, and work samples. The teacher will request a Light's Retention Form and the Crest Ridge Elementary Retention Form (available from the counselor) to be completed by the teacher and returned to the counselor for scoring. Results will be shared with the principal for the purpose of review.
3. Next, the parent/guardian will be notified as soon after the review as possible that retention is being considered. A parent teacher conference will be scheduled by the teacher for the purpose of informing them their child is not meeting grade level expectations and will be retained in the same grade unless there is significant and positive improvement in the student's performance. The teacher will document the conference.
4. A follow up conference will be scheduled by the teacher for the parent/guardian with the principal or the principal's designee to review the student's progress.
5. An academic program including remediation will be offered to the student. This may include, but not be limited to, attending tutoring and Summer School.
6. The decision for retention will be made by the principal and the classroom teacher and written notification of retention will be sent to the parent/guardian by the principal.
7. Parents and guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two weeks after the close of school.
8. All pertinent documentation regarding retention will be kept on file in the student's permanent folder

SCHOOL CLOSING

On occasion, inclement weather or other emergencies may necessitate the closing of school, late start or early dismissal. The directive to close school comes from the Superintendent's office. Notice of closing, late start or cancellation will be sent out on Cougar Alert and TV and radio stations see below for details. You may also check the web page: www.crestridge.org. Please do not call the school unless it is an extreme emergency. Incoming calls tie up the line when it is necessary for the school to make important calls to help ensure the safety of the children.

Option 1: Two Hour Delayed Start

If inclement weather (snow, ice, etc.) is nearing an end, the district may choose to have a two-hour delayed start. School will begin exactly two (2) hours later than normal starting time. School will be dismissed at the normal dismissal time. If we use this option, the school will not open for student drop off at the regular time. They will open two hours later. Buses would run their regular routes, exactly two (2) hours later.

Option 2: Cancellation

If the inclement weather entails extreme conditions (wind chill, excessive snow or ice, etc.) school will be cancelled.

Option 3: Early Dismissal

If the inclement weather moves in during the school day and we believe it would be in the best interest of safety for our students and staff to dismiss early, we will do so. This is usually two (2) hours early but that could change due to the situation.

The district will try to make the determination to have a delayed start or cancel school no later than 6:00 AM. See below for ways to receive information about school closings.

1. **District Website:** www.crestridge.org

2. **District Notifications/Cougar Alert:** Sign up for this on the district website at www.crestridge.org to receive important information about the Crest Ridge School District. Text may include information about school cancellations, two-hour delays, and early dismissals.

3. **Kansas City TV Stations:** KMBC-9, KCTV-5, WDAF-4 and KSHB-41

4. **Area Radio Stations:** KOKO 1450AM, The Bar 98.5 FM, KMZU 100.7FM, KMMO 102.9FM, KDKD 95.3AM, The Classic 1280AM, KSIS 1050AM and KXXK 105.7FM.

SEARCH AND SEIZURE

The school administration shall have the right to search the person, clothing, books, or any other personal belongings of any student as long as there is reasonable suspicion that the student is concealing materials not belonging to them or prohibited by law. This may be done as often as necessary, whether during school hours, at or away from the school building, or at any school event, whether at the school or at some alternate location. It is recommended this search take place in the presence of another adult (Policy 2150)

STUDENT CONDUCT

Parents/guardians will be contacted by written notice or phone call. In many instances, a parent signature may be required to verify that the parent has been notified. If telephone contact is not achieved, or if the offense involves Out of School Suspension, a written notice will be given to the student for delivery and an additional written notice will be mailed.

TECHNOLOGY USAGE

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

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions

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

Technology Resources - Technologies, devices and resources used to access, process, store, or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware, and software.

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

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

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

Technology Administration

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

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

TELEPHONE

The school office will take emergency messages to deliver to students. Please do not ask to speak to the child because of the interruption it causes to classroom instruction. Messages should be phoned before 2:30 p.m. In keeping with the building philosophy of encouraging student responsibility, students will not be allowed to use the phone to call home for forgotten books, assignments, or lunches. Student use of the telephone will be limited to emergencies only.

TEXTBOOKS AND SUPPLIES

Textbooks are furnished by the Johnson County R-VII School District and distributed to children by the classroom teacher. Should a textbook become lost or damaged, the student to whom the book is checked out will be held responsible and will be charged according to the age of the text. Please stress to your child the importance of respect for school materials and property.

Please check frequently to see that your child has supplies such as pencils and paper.

VIDEOS & PUBLICATIONS INFORMATION (including yearbook)

The Johnson County R-VII School District is involved with many innovative programs, and we are often asked to share information about our programs with other groups. As a part of the sharing process, we may elect to videotape or take photographs of pupils engaged in a particular learning activity (i.e. musical performances, sports program photographs, student teacher evaluative procedures by supervising universities, and various other activities.)

These videotapes/photographs would be used for educational purposes, as we share our programs with other professionals, students, or civic groups. Parents will be given a permission form to sign upon registration. If you have any questions, please call the school office. Any parent or guardian that does not wish to have their child's picture or name in any public publication, including yearbook, should notify

the school office. Examples of these publications, although not limited to, are the yearbook, school newsletters, school or local newspaper, district webpage or bulletin boards.

VISITORS

We are proud of the high quality teaching & learning and facilities here at CRE and welcome visitors. To ensure the safety and security of our students, staff and visitors we ask that all visitors come to the main door and push the silver button for office personnel to allow access.

- All visitors must sign-in at the office
- All visitors must wear a visitor's pass
- All visitors must sign-out at the office when leaving

In order to avoid teaching/learning disruptions, we ask that you schedule parent/teacher meetings in advance.

VOLUNTEERS

Volunteers at Crest Ridge Elementary School help students and teachers in many ways. Volunteers are a valuable part of our school team. Cooperation between the education community and the community at large serves to enrich and unify. Volunteers with Crest Ridge Elementary serve as a bridge between those two communities, therefore, serve to enrich and unify both. The goals of the volunteer program at Crest Ridge Elementary are:

- To use adult/community resources to enrich students' experiences and improve student performances
- To improve the quality and productivity of education in our district
- To utilize the wealth of talents and experiences that is abundant in our area
- To stimulate the interest and broaden the scope of understanding between school and community
- Volunteers may be asked to complete a background check at the expense of the volunteer. If you would like to volunteer, please call the elementary office or your child's teacher. Volunteer requests need to come from the teacher. If a request has not been sent from the teacher to the office, the office reserves the right to reschedule the volunteer visit until the teacher can be contacted outside of instruction time. **All volunteers are expected to complete a volunteer form and have it approved by the principal. Volunteer forms are required to be filled out on an annual basis.**

WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw your child from school, please notify the office at least two days in advance by a note or phone call. It will allow time for accounting for personal property, textbooks, and library books.

ADMISSION OF HOMELESS STUDENTS

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

ADMISSION OF MIGRANT STUDENTS (Policy 2270)

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students.

FERPA ANNUAL RIGHTS NOTIFICATION

Each year the Johnson County R-VII School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Johnson County R-VII School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Johnson County R-VII School District in compliance with FERPA. A copy may be obtained in person or by mail from:

Mr. Brett Gray, Superintendent
Johnson County R-VII School District
92 NW 58 Hwy
Centerview, Missouri 64019
(660)-656-3316

NOTICE OF NON-DISCRIMINATION UNDER TITLE VI TITLE IX, SECTION 504, AGE DISCRIMINATION ACT, TITLE II OF THE AMERICANS WITH DISABILITIES ACT.

The Johnson County R-VII School District does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs and activities. A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parent, and other that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. & 110.6(d); Title IX, 34 C.F.R. & 106.9; Section 504, 34 C.F.R. & 104.8; Age Discrimination Act, 34 C.F.R. & 110.25; Title II, 28 C.F.R. & 35.106. Additionally, Johnson County R-VII School District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding the non-discrimination policies may be addressed to:

Mr. Brett Gray, Superintendent
Johnson County R-VII School District
92 NW Hwy 58
Centerview, MO 64019
660-656-3316

Public Notices

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Parental Information and Resource Center (PIRC)

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

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

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

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

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

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

Student Educational Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. **It is the responsibility of the parent/guardian or eligible student to inform the District in writing of that desire.** Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Definitions

1. Directory information: information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.
2. Educational records: records that are directly related to a student and are maintained by the District.
3. Disclosure: to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
4. Eligible student: a student who has reached 18 years of age or attends an institution of post-secondary education.
5. Parent: includes a natural parent, guardian, or an individual acting as a parent/guardian in their absence.
6. Personally identifiable information: includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
7. Student: any individual who is or has been in attendance in the District and about whom the District maintains educational records.

LISTING OF ADDITIONAL POLICIES

Testing calendar and additional information and policies can be accessed through our district webpage, www.crestridge.org. Go to district tab at the top of the page, refer to the left side of the screen for the district testing calendar, Board of Education, policies and frequently used district forms.

Policy 1424 School Community Relations/Public Solicitations/Advertising in District Facilities

Policy 1425 School Community Relations/School Volunteers

Policy 1480 School Community Relations Public Complaints

Policy 2230 Students/Admission and Withdrawal of Resident Students

Policy 2240 Students/Admissions and Withdrawal of Non-resident Students

Section 504

Johnson County R-VII School District will screen and/or evaluate, and make eligibility determinations under Section 504 for any student who has or the District believes may have a mental or physical condition that substantially limits a major life activity. The assurance provided in this paragraph shall include students found to be ineligible for services under the Individuals with Disabilities Education Act (IDEA) when the information received by the District during the screening and/or evaluation process under the IDEA indicates that screening and/or evaluation under Section 504 should be conducted. If you have questions regarding Section 504, please contact:

District Section 504 Coordinator, Jenny Steward jsteward@crestridge.org 660-656-3316

Building Section 504 Coordinator, Jennifer Cave jcave@crestridge.org 660-656-3315

SPECIAL EDUCATION 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Johnson County R-VII School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Johnson County R-VII School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office Monday through Friday 8:00 a.m.-3:30 p.m.

This notice will be provided in native languages as appropriate.

EARTHQUAKE SAFETY FOR MISSOURI SCHOOLS

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 - 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to

be a 25-40% chance for a magnitude 6.0 - 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U. S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Parent Notification

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEA's must annually disseminate DESE's ESSA Complaint Procedures to parents of the students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/ guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment require by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and,
 - f. the time and format for disseminating results.

