

# Howell Valley R-1 Student/Parent Handbook

2023-2024



*Education is the Backbone of Democracy*

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**HOWELL VALLEY R-1 BOARD OF EDUCATION**

PRESIDENT.....	Mr. Cody Russell
VICE PRESIDENT.....	Mr. Chris Patillo
DIRECTOR.....	Dr. Alanna Temple
DIRECTOR.....	Mrs. Allena Holloway
DIRECTOR.....	Mr. Stan Dennison
DIRECTOR.....	Mr. Levi McWilliams
DIRECTOR.....	Mr. Wade Collins

The Howell Valley R-1 Board of Education is the governing body of the school district. The Howell Valley R-1 Board of Education shall have the power to amend, do away with, or establish school policy as they deem necessary for the welfare of the students of this school district.

**INTRODUCTION**

This handbook has been published to provide information for both students and parents concerning the programs and policies of Howell Valley R-1 School. It is designed to promote better understanding and communication among students, faculty, parents, administration and the Board of Education.

It is the special function of the school to serve the needs of the youth of this area during the early adolescent years. It must therefore provide an environment in which each individual may find the opportunity for wholesome growth and development. In this process of development there must be an ever-increasing sense of individual responsibility, strong scholarship, good sportsmanship, and worthy citizenship. We should work together to promote and achieve these goals and produce the highest quality of education available for our school.

**OFFICE**

- The school’s office is located in the main school building under the awning.
- Hours are from 8:00 a.m. to 4:00 p.m. on all regular school days.
- Students entering the office are to be courteous, quiet, business- like and should return to their class immediately when their business is completed.
- Students must obtain a pass from their supervising teacher before coming to the office.
- All visitors must sign in at the main office prior to entering any Howell Valley building.
- Office telephone number **(417) 256-2268**
- Office fax number **(417) 256-9696**

**HOWELL VALLEY R-1 GOALS AND OBJECTIVES**

The Board of Education is charged on behalf of the public with the responsibility of determining the goals of the school district. In discharging its responsibility, the Board has addressed four primary areas: education, professional personnel, school environment and operations.

It is the commitment of the Board to develop policies to implement the goals within each area. Furthermore, it is the commitment of the Board to annually review and restate as necessary the goals within each area so that the programs will at all times speak directly to the stated goals.

### **Education**

- To structure the overall instructional program to promote sufficient alternatives to meet the variety of individual needs, capacities, and aspirations in both individualized class offerings and offerings that extend the learning environment into the community.
- To promote a plan for the organized improvement of school curriculum including the articulation between elementary and secondary schools.
- To provide offerings which explore a wide range of career developmental experiences for each student
- To maintain a comprehensive and articulated program for handicapped students involving maximum inclusion of handicapped students in regular school programs.
- To help students gain an understanding of themselves as well as skills and techniques involved in living and working with others.
- To promote a relevant and challenging secondary school curriculum which will adequately prepare the student for his/her vocational goals or post-secondary education.
- To promote participation and recognition of achievement in all endeavors (academic, athletic, fine arts, performing arts, practical arts, etc.).
- To provide opportunities to assist students in forming attitudes and acquiring habits needed for responsible citizenship.

### **Professional Personnel**

- To improve district-wide performance in the teaching of reading, writing and mathematical skills
- To establish minimum acceptable professional performance standards for all professional personnel
- To provide in-service training and professional growth experiences for the professional staff
- To continue disciplinary procedures which promote a positive school environment
- To maintain and review an accountability system for the improvement of the instructional program

### **School Environment**

- To assure each individual a physical and emotionally safe teaching and learning environment
- To assure that each individual is treated fairly, respectfully and without bias by all members of the school community
- To assure accessibility of all facilities and educational programs for all student and staff members
- To have each individual in the school community know and fulfill his/her responsibility with regard to safety and respect to others

### **Operations**

- To make every effort to secure adequate funding for the district's educational program
- To operate within a balanced budget during the school year
- To maintain an up-to-date inventory of the supplies and equipment in the district
- To continually strive for more efficient use of all professional and support staff
- To maintain and review long-range plans for the efficient use of school facilities
- To assure immediate communication between the superintendent or his designee and the Board on critical occurrences within the district

## **HOWELL VALLEY R-1 NOTICE OF NON-DISCRIMINATION AND STUDENT RIGHTS**

### **Policy 1300 Prohibition Against Harassment, Discrimination and Retaliation**

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

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Principal Lynn Tackitt  
6461 State Route ZZ, West Plains, MO 65775  
417-256-2268  
[ltackitt@hvpantthers.org](mailto:ltackitt@hvpantthers.org)

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

### **Policy 1301 Prohibition Against Sexual Harassment and Retaliation under Title IX**

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Principal Lynn Tackitt  
6461 State Route ZZ, West Plains, MO 65775  
417-256-2268  
[ltackitt@hvpantthers.org](mailto:ltackitt@hvpantthers.org)

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

### **SCHOOL COLORS**

## **SCHOOL MASCOT**

Panthers

## **STUDENT CREED**

I am aware of the many opportunities available to me at Howell Valley.

I will take advantage of these opportunities.

I will, in turn, give back respect and a positive attitude.

I will follow the traditions and ideals of the school by always keeping this thought at the front of my mind—

*Is what I am about to say, or do, something every student could say or do without bringing harm to another or to my school?*

## **SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment (uninvited and unwelcome verbal or physical behavior of a sexual nature), of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Howell Valley R-1 School District.

## **CAMPUS SECURITY**

Be aware, certain staff members at the Howell Valley R-1 School are legally armed and will use whatever force necessary to protect our students and staff.

## **TOBACCO FREE FACILITY**

Howell Valley R-1 School is a tobacco-free facility and therefore does not allow tobacco of any kind in the buildings or on the premises. This includes smokeless tobacco, vape, JUUL, and all E-cigarettes.

## **DAILY SCHEDULE**

- Students are not allowed on campus before 7:30 a.m. as there will be no one on duty to supervise them.
- Parent drop off and bus riders are to report to the cafeteria immediately upon arrival on campus.
- Breakfast is served from 7:30 a.m.-7:55 a.m. (PK-8<sup>th</sup>).
- The cafeteria stops serving breakfast promptly at 7:55 a.m.
- School dismisses at 3:45 p.m. for all students. Students being picked up by parents/relatives should not be picked up before the dismissal bell rings as this causes a disruption in the normal classroom routine.
- Parents who wish to make changes to their student's transportation need to call prior to 3:00 p.m. the day of the change so students and classroom teachers can be notified in a timely manner. Changes cannot be made after 3:00 p.m.

### **PK-8 DAILY BELL SCHEDULE**

7:30 – 7:50	Breakfast
7:50 – 7:55	Transition to Classroom
7:55 – 8:27	Panther Pack/Morning Work
8:30 – 9:24	1 <sup>st</sup> Period
9:27 – 10:21	2 <sup>nd</sup> Period
10:24 – 11:18	3 <sup>rd</sup> Period
11:21 – 12:15	4 <sup>th</sup> Period
12:58 – 1:52	5 <sup>th</sup> Period
1:55 – 2:49	6 <sup>th</sup> Period
2:52 – 3:45	7 <sup>th</sup> Period

### **LUNCH/RECESS**

11:00 – 12:05	PK-K lunch/recess
11:15 – 12:05	1 <sup>st</sup> -4 <sup>th</sup> lunch/recess
12:15 – 12:58	5 <sup>th</sup> -8 <sup>th</sup> lunch/recess



# Howell Valley Panthers

## 2023-2024 School Calendar



### Howell Valley R-1 School District hvpantthers.org

JULY 2023						
S	M	T	W	T	F	S
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug. 14,15	Teacher Orientation/In-service
Aug. 15	PK-8 Open House 5-7 p.m.
Aug. 21	Classes Begin
Sept. 4	Labor Day (No School)
Sept. 18	Teacher In-Service (No School)
Oct. 9	Teacher In-Service (No School)
Oct. 13	End of First Quarter (37 Days)
Oct. 17/19	Parent/Teacher Conferences (By appointment only)
Oct. 20	Teacher Independent Work Day (No School)
Nov. 13	Teacher Independent Work Day (No School)
Nov. 20-24	Thanksgiving Break (No School)
Dec. 20	End of Second Quarter (40.5 Days) Early Dismissal 12:15
Dec. 21 –Jan. 2	Christmas Break-No School
Jan. 3	School Resumes after Christmas Break
Jan. 5	Issue Grade Cards
Jan. 15	Dr. Martin Luther King Holiday (No School)
Feb. 16	Teacher In-Service (No School)
Feb. 19	President's Day (No School)
Mar. 5	End of Third Quarter (42 days)
Mar. 5,7	Issue Grade Cards & P/T Conf (By appointment only)
Mar. 11-15	Spring Break (No School)
Mar. 29, April 1	Spring Break (No School)
April 15	Teacher Independent Work Day (No School)
TBA	MAP & EOC Testing
April 30	8th Grade Promotion (6:30 p.m.)
May 2	Last Day of Classes
May 2	End of Fourth Quarter (34 days) Full Day
May 6-May 24	Summer School

#### First Semester

August	9
September	19
October	20
November	16
December	13.5
<b>Total 1st Semester</b>	<b>77.5</b>

#### Second Semester

January	20
February	19
March	15
April	20
May	2
<b>Total 2nd Semester</b>	<b>76.0</b>
	<b>77.50</b>
<b>Total Days</b>	<b>153.5</b>

*\*In the event school is closed for more than 10 days due to inclement weather, the following dates may be used as additional instructional days:*

Jan. 15, Feb. 16, Feb. 19, Mar. 29

JANUARY 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## **HOWELL VALLEY R-1 SCHOOL DISTRICT STAFF**

SUPERINTENDENT .....	Dr. Jake Long
PRINCIPAL .....	Mrs. Lynn Tackitt
COUNSELOR.....	Ms. Liz Woodring
PRESCHOOL.....	Ms. Brandi Montgomery
KINDERGARTEN.....	Ms. Ashley Vannada
KINDERGARTEN.....	Ms. Laurie Shrable
1 <sup>st</sup> GRADE.....	Ms. Mary Dougherty
2 <sup>nd</sup> GRADE.....	Ms. Hanna Ellett
3 <sup>rd</sup> GRADE.....	Ms. Kimberly Rogers
4 <sup>th</sup> GRADE.....	Mr. Brad Vannada
1-8 P.E. & 6-8 SOCIAL STUDIES.....	Mr. Chad Dixon
5-8 SCIENCE.....	Ms. Jessica Dixon
5-8 MATH.....	Ms. Krista Medina
ALGEBRA 1/ TITLE MATH.....	Ms. Sally Watkins
7-8 ELA/READING.....	Ms. Teala Mahan
SPECIAL EDUCATION COORDINATOR.....	Ms. Cheryl Harvey
SPECIAL EDUCATION.....	Ms. April Morton
SPECIAL EDUCATION.....	Ms. Lesa Strosnider
TITLE I & 5-6 ELA.....	Ms. Mary Burgess
TITLE I.....	Ms. Karyn Vaughan
TITLE I.....	Ms. Liz Harris
TITLE I.....	Ms. Tina Hatley
MUSIC.....	Ms. Melody Miller
BAND.....	Mr. Jim Williamson
LIBRARY.....	Ms. Annette Chaney
ART.....	Ms. Ruby Collins
CLASSROOM AIDE.....	Ms. Amy Callahan
CLASSROOM AIDE.....	Ms. Bethany Roberts
CLASSROOM AIDE.....	Ms. Kate Lamberson
BOOKKEEPER/TREASURER.....	Ms. Natalie Rodgers
SECRETARY.....	Ms. Mary Ann Kenslow
NURSE/P.A.T.....	Ms. Cecily Butler
HEAD COOK.....	Ms. Shelly Saldana
COOK.....	Ms. Rhonda Hatley
CUSTODIAN.....	Mr. Lanny Fisher
CUSTODIAN.....	Mr. Lee Scaggs
CUSTODIAN.....	Mr. Jon Hatley
BUS DRIVER.....	Ms. Judy Harlan
BUS DRIVER.....	Mr. Fred Edgeller



## **HOWELL VALLEY R-1 EDUCATIONAL PHILOSOPHY, MISSION, and VISION**

### **PHILOSOPHY**

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Howell Valley Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

*We believe*, in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

*We believe* the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

*We believe* parents/guardians have definite responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

*We believe* the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

It is, therefore, the responsibility of the Howell Valley R-1 School District to provide an educational environment for children of the district which will foster and accelerate their intellectual, physical, social and career development.

### **MISSION**

The Howell Valley R-1 School District will ensure a positive learning environment that provides instructional strategies and expertise for the maximum development and performance for each student.

### **VISION**

Ensure students are equipped with the skills to become ethical leaders in their community.

## **VISITORS**

- Any parent wishing to visit the classroom must check in at the main office and obtain a visitor's pass prior to the visit.
- Any parent wishing to set up a conference with a teacher should do so through the office.
- Parents who wish to join their child for lunch are asked to contact the office by 9:00 a.m. so the cafeteria can have a lunch ready for the parent.
- We ask parents not to visit for lunch on state testing days to minimize distractions for all students.
- Parents are also asked not to accompany their child to the playground for recess.
- Individuals not in school (preschoolers, friends, relatives, etc.) are not allowed to visit during class time. Any exception must be cleared with the principal.

## **TARDY TO SCHOOL/CLASS**

- A student is considered tardy to school if he/she is not seated in the classroom with necessary materials when the tardy bell sounds at 7:55 a.m. (school time). Parents must sign-in their student at the office when they are tardy to school. If the front gates are closing or are closed, the tardy bell has sounded and the student is late.
- Students are to be seated with necessary materials ready when the tardy tone sounds for each class to begin. A tardy to class will be recorded by the classroom teacher and disciplinary consequences will be assigned for being tardy to class.
- A tardy (whether to school or class), counts against attendance minutes.
- Lunch detention will be assigned at the 3<sup>rd</sup> and each additional tardy.
- Tardy count restarts at semester.
- After the 6<sup>th</sup> tardy in a semester, after-school tutoring will be assigned.

## **ATTENDANCE**

The Howell Valley R-1 Board of Education believes regular attendance is essential to achieving success in school. Attendance is a key factor in maintaining a positive relationship with your school. Irregularity in attendance is the greatest contributing factor of school failure.

If a student accumulates more than six (6) absences in any semester, they will be excluded from all extracurricular activities not part of the educational process. This includes, but is not limited to:

- Athletics
- Field trips
- Classroom parties
- Clubs
- Band/Music programs

A student may become eligible to participate in extracurricular activities by attending tutoring sessions after the regular school day. Tutoring sessions will count for the same amount of time (hour for hour) that the student has been absent beyond the six (6) days of absences. Hours beyond the six (6) days in a semester must be made up in tutoring time before eligibility is restored. **Tutoring for attendance hours is to be provided by content area teachers in the student's areas of greatest academic need.** Consequences may be waived by administration if the absences were caused by an unavoidable event or long-term illness (with physician's documentation). **Students must be at school all day in order to participate in after-school extracurricular activities.**

### **In order to prevent academic difficulties, students who are absent should adhere to the following:**

- The student shall obtain assignments from appropriate staff members
- Assignments shall be obtained in advance if the absence is foreseen
- All assigned work shall be submitted upon returning to school

- All classroom work (including tests) shall be completed as indicated by the individual classroom teacher. Missed assignments have a makeup time equal to, and not exceeding, the length of absence, (unless the assignments have been picked up in advance of the absence). In this case, the work is due when the student returns to school.

A student shall be allowed twelve (12) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. Students with excessive absences will be reported to the Howell County Attendance Task Force and/or Juvenile Office).

**PERFECT ATTENDANCE**- Students who have missed zero (0) minutes of time during the school year will be recognized during the end of year awards assembly. Students who have monthly perfect attendance will be recognized during the school year.

### **ADMISSION OF HOME-SCHOOLED STUDENTS**

- Students who enroll in the district from home-schooled status must meet residency requirements.
- Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, grade placement tests administered by the district after registration, and consultation with parents/guardians.

### **DRESS CODE**

All students are expected to come to school clean and neat in appearance. Clothes must fit properly and not be a distraction to the educational environment. The wearing of any attire, cosmetics, or any unsanitary body condition which disrupts or interrupts scholastic endeavors, or threatens the health of other students is prohibited. If the dress code is violated, students will be required to correct their appearance immediately.

Second violations will result in disciplinary action. Administrators will make the final decision if questions arise. Dress and grooming regulations or temporary modifications may be imposed upon students who wear attire that could cause injury to themselves or other students. Dress code rules apply to all classes, including PE, Art, Music, Choir, etc.

The following items are **not** allowed for students:

- Items that cover the head (hats, caps, bandannas, hoods, etc.), are not to be worn in the building.
- Halter tops, spaghetti strap tops, muscle shirts, mesh shirts, altered clothing, torn or cut shirts, tank tops, shirts that show undergarments or undergarment area or any top which exposes the stomach.
- Clothing which depicts vulgar, obscene, derogatory language, illustrations of death, pain or suffering, violence, or clothing that promotes alcohol, tobacco, controlled substances or illegal weapons.
- Low-cut shirts that expose cleavage.
- Running shorts with the sides cut higher than the front, short shorts, cutoff shorts, biker shorts, mini-skirts etc. **All shorts/skirts must be long enough so the tip of the middle finger tip does not touch bare skin when the student is standing with arms down to the side at a normal position.**
- Jeans or pants with holes above the middle finger tip when standing with arms down to side in a normal position. Skirts and shorts with holes are not permitted since the holes would be above the middle fingertip. No attire that exposes undergarments when standing, sitting, stooping or squatting.
- Pajama pants
- Shirts with sleeves rolled/pulled up and tucked under other clothing to create sleeveless tops/tank tops.
- Chains/ropes hanging from clothing.
- Visible body piercings other than the ears.
- Visible tattoos
- Because of the potential for injury, students are not allowed to wear earrings/piercings during PE or during athletic events.
- Costumes and costume makeup (unless approved by administration)

**The following items are acceptable for 5<sup>th</sup>-8<sup>th</sup> students under the following conditions:**

- Sleeveless shirts (not tank tops) with material covering the shoulders at least the width of a dollar bill. Shirts may not be layered to meet this requirement.
- Yoga pants/spandex/leggings/jeggings are worn with tops long enough so the top extends below the tip of the middle finger when the student is standing with arms down to the side at a normal position.
- Natural hair coloring and/or highlights are encouraged.

**The following items are acceptable for PK-4<sup>th</sup> grade students under the following conditions:**

- Sleeveless shirts (not tank tops) with material covering the shoulders at least 2 fingers wide. Shirts may not be layered to meet this requirement.
- Shorts and skirts that are long enough so the tip of the pinky finger does not touch bare skin when the student is standing with arms down to the side at a normal position.
- Yoga pants/spandex/leggings/jeggings are worn with tops long enough so the hips are completely covered in the back and front (comes at least partway down the thigh)

**CELL PHONES**

Cell phones and/or other electronic devices, (including smart watches with phone/camera capabilities) are not allowed:

- On the Howell Valley campus during the school day
- By the participants of any school-sponsored activities (home or away)
- On Howell Valley buses

Cell phone/electronic violations will include confiscation of the phone/device and behavior consequences. Confiscated items will be available for parents to pick up between the hours of 8:00 a.m. and 4:00 p.m.

**LUNCH DETENTION RULES**

- Students will report to the lunch detention room promptly after requesting a Styrofoam lunch tray and white milk from kitchen personnel at their assigned lunch time.
- Students will take academic school work with them to lunch detention.
- Students are not to talk or visit with other students during lunch detention.
- Students will complete the lunch detention assignment before completing other school assigned work
- If the lunch detention assignment is not completed by the end of lunch detention, the student will complete it at home and turn it in the next day. If not returned, the student will receive an additional day of lunch detention.

**IN-SCHOOL SUSPENSION (ISS) RULES**

- Students will collect textbooks/daily materials, etc. and report to the principal's office when the bell rings at 7:50 a.m. each day of the ISS assignment.
- The ISS teacher will escort students to the ISS room.
- Students are to begin the ISS writing assignment while the ISS teacher takes attendance.
- If the ISS writing assignment is not completed by the end of the assigned ISS time, the student will remain in ISS until it is completed to the satisfaction of the ISS teacher and the principal.
- Students are not allowed to stay after school or participate in any after school activities on days of an ISS placement. This includes participation in activities occurring any time after the school day.
- ISS students are not to interact with other students during the school day. Breaks and physical activity periods will be given by the ISS instructor.
- Students who do not follow the ISS rules and guidelines will be sent to the principal's office for additional consequences.

## **SUSPENSION**

The Howell Valley R-1 Board of Education may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morals or good conduct of the pupils. (167.16 RSMo 1982)

## **GENERAL SCHOOL RULES**

- No touching
- No throwing
- No disrespectful language

## **BASIC CLASSROOM BEHAVIOR RULES**

- Student behavior that prevents a teacher from teaching in the classroom is unacceptable.
- Student behavior that keeps another student from learning in the classroom is unacceptable.
- Student behavior that is not in the best interest of others is unacceptable.

## **NIGHT ACTIVITY RULES**

- Parents should take responsibility for their children during after school activities.
- Children should be under supervised care while in the building.
- No student is to be outside without the supervision of an adult.

## **BUILDING RULES**

- Students are expected to keep their lockers/desks and area around them neat and orderly.
- No food will be eaten in the classroom unless special permission is granted by the classroom teacher.
- Items should not be shot, tossed or thrown in the classroom, including paper, paper wads, pencils, etc.
- Students shall not adjust, raise, or lower the blinds in any classroom.
- Students must obtain a hall pass in order to leave their classroom.
- Unsupervised running, loud talking, whistling, rough playing, fighting, or scuffling is not permitted.
- Restrooms are not loitering areas; students should remain no longer than necessary.
- No student shall be allowed in the gym unsupervised by a teacher. Upper grade students are not to enter the dressing rooms unless they have permission from their teacher.
- No toys will be allowed at school. Items for show-and-tell must be approved by the classroom teacher.
- No student will be allowed in the kitchen or to remove any equipment without permission.
- Students with siblings (that have after school practice), are not allowed to stay after school.
- Students are not allowed to assemble about the building, at an unreasonable time, before the opening of school or after school is dismissed.
- No students are to stay at school past 4:00 p.m. unless they are supervised by a district employee.

## **STUDENT CONDUCT CODE VIOLATIONS AND CONSEQUENCES (Minor)**

Teachers will deal with minor offenses of the following classroom behaviors before making a disciplinary referral to the principal. At that point, the principal will determine which step will be used to assign consequences. A discipline referral may be made immediately, at the teacher's discretion.

**1<sup>st</sup> offense-** Record as a behavior log in TeacherEase and send to parent. Assign consequences based on classroom rules, expectations and procedures (loss of recess, stop/think ticket, zero on assignment, etc.).

**2<sup>nd</sup> offense-** Record as a behavior log in Teacher Ease **and** make a report home (phone, email, etc.)

**3<sup>rd</sup> offense-** Record as discipline incident in Teacher Ease **and** notify principal.

All future occurrences will be discipline referrals to the principal.

Tardy to class is recorded as a behavior log by teachers for each class. At the 3<sup>rd</sup> tardy, and thereafter, a discipline referral will be made to the principal.

**STUDENT CONDUCT CODE VIOLATIONS AND CONSEQUENCES (Minor)**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
UNCOOPERATIVE BEHAVIOR	3 days lunch detention	5 days lunch detention or 1-2 days ISS	3 days ISS. parent conference	3-5 days ISS or OSS
DISRUPTIVE MISCONDUCT	3 days lunch detention	5 days lunch detention or 1-2 days ISS	2-5 days ISS + parent conference	3-5 days OSS
TARDY **after 6 tardies in a semester, mandatory after-school tutoring will be assigned.	3 days lunch/recess detention	5 days lunch & recess detention	1-3 days ISS + parent conference	3-5 days ISS + after school tutoring
CHEATING/PLAGIARISM (zero given for assignment)	3-5 days lunch detention OR 1-3 days ISS	1-3 days ISS or 1-3 days OSS	3 days OSS	5-10 days OSS
FAILURE TO BRING NECESSARY MATERIALS TO CLASS/FAILURE TO COMPLETE ASSIGNMENTS	Discretion of the Administration			

**STUDENT CONDUCT CODE VIOLATIONS AND CONSEQUENCES (Major)**

The following behaviors may be immediately referred to the principal for action. The principal will determine at which step action will be taken based on student's disciplinary history and/or the seriousness of the offense

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
INSUBORDINATION/DEFIANCE	1-3 days ISS or 1-3 days OSS	3-5 days ISS or 3-5 days OSS	3-5 days OSS	5-10 days OSS
TRUANCY	1-3 days ISS	3-5 days ISS, referral to JO	1-3 days OSS, referral to JO	3-5 days OSS, JO referral
INAPPROPRIATE LANGUAGE/ GESTURE TOWARD A STUDENT OR UNDIRECTED	1-3 days ISS	1-3 days OSS + parent conference	3-5 days OSS + JO referral	5-10 days OSS
INAPPROPRIATE LANGUAGE, COMMENT or GESTURE TOWARD A STAFF MEMBER	3-5 days ISS	3-5 days OSS	5-10 days OSS	10-90 days OSS
LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIALS	3-5 days Lunch/recess detention or 1-3 days ISS	3-5 days ISS	1-3 days OSS	5-10 days OSS
HORSEPLAY, TRIPPING, PUSHING, (or other actions that may cause injury).	3-5 days lunch detention OR 1-3 days ISS	1-3 days ISS	3-5 days ISS	3-5 days OSS
With injury.	1-3 days ISS or 1-3 days OSS	1-3 days OSS	3-5 days OSS	5-10 days OSS
DISHONESTY	1-3 days lunch detention	1-3 days ISS	3-5 days OSS	5-10 days OSS
CONTRIBUTING TO A FIGHT	1-3 days ISS	1-3 days OSS	3-5 days OSS	5-10 days OSS

	Step 1	Step 2	Step 3	Step 4
FIGHTING (will be reported to law enforcement)	1-5 days OSS	5-10 days OSS	10 days OSS	10-90 days OSS, expulsion referral
THREATENING BODILY HARM	The administration will investigate each reported incident and determine the level of consequences warranted and the incident will be reported to law enforcement.			
PUBLIC DISPLAY OF AFFECTION	3-5 days lunch detention	1-3 days ISS	3-5 days ISS	1-3 days OSS
DRESS CODE VIOLATIONS	Correction and 1-3 days lunch/recess detention	Correction and 1-3 days ISS or OSS	Discretion of the Administration	
BULLYING (including cyber bullying)	3-5 days ISS with parent contact	5-10 days OSS, report to law enforcement	10-90 days OSS	10-180 days OSS
POSSESSION OF HARMFUL DEVICE OR ITEM	Confiscation and 1-3 days ISS or 1-3 days OSS	Confiscation and 3-5 days OSS	Confiscation and 5-10 days OSS	Confiscation and 10-90 days OSS
ATTEMPTING TO EVADE OR FALSIFY THE RESULTS OF THE THERMAL TEMPERATURE SCANNER	1-3 days ISS	3-5 days ISS	1-3 days OSS+ parent conference	3-5 days OSS
USE OF HARMFUL DEVICE OR ITEM. Injury will result in movement to step 2 and a report to law enforcement (Items used as a weapon will be dealt with under “weapons”).	3-5 days OSS	5-10 days OSS	10-90 days OSS	10-180 days OSS and possible expulsion
THEFT/VANDALISM/DESTRUCTION OF SCHOOL PROPERTY (may be reported to law enforcement)	Restitution, 1-3 ISS	Restitution, 3-5 days OSS	Restitution, 5-10 days OSS	Restitution, 10-90 days OSS
FALSE ALARM OR REPORT, such as 911 calls, fire alarms. Telling others that there will be violence at school (will be reported to law enforcement)	5-10 days OSS	10 days OSS, referral for expulsion		
BOMB THREAT (will be reported to law enforcement)	10-180 days OSS, referral for expulsion			
ARSON (will be reported to law enforcement)	10-180 days OSS, referral for expulsion			
POSSESSION OF A WEAPON OTHER THAN A FIREARM (will be reported to law enforcement)	10-90 days OSS	10-180 days OSS, referral for expulsion		
POSSESSION OF A FIREARM (will be reported to law enforcement)	Referral to the Superintendent for suspension up to one calendar year and possible expulsion			
ASSAULT, (will be reported to law enforcement). Injury will move to step three	1-10 days OSS	10 days OSS	10-90 days OSS	10-180 days OSS, referral for expulsion
FORGERY	1-3 days ISS	3-5 days ISS	3-5 days OSS	5-10 days OSS

	Step 1	Step 2	Step 3	Step 4
TOBACCO USE, DISTRIBUTION, POSSESSION (including electronic)	Confiscation, 1-3 days ISS or 1-3 days OSS	Confiscation, 3-5 days OSS + JO referral	Confiscation, 3-5 days OSS	Confiscation, 5-10 days OSS
POSSESSION, USE OR ATTENDANCE UNDER THE INFLUENCE OF: controlled substances, alcoholic beverage, prescription medication without Dr. note, energy enhancers, or substances represented to be such, possession of drug paraphernalia. (reported to law enforcement)	5-10 days OSS	10-90 days OSS	10-180 days OSS, referral for expulsion	The Safe Schools Act increases the criminal penalty for the possession of ephedrine or its derivatives to a class D felony.
SALE OR DISTRIBUTION OF ABOVE ITEMS (reported to law enforcement)	10-90 days OSS	10-180 days OSS, expulsion		
UNWELCOME PHYSICAL CONTACT	3-5 Days OSS	5-10 Days OSS	10-90 days OSS	Referral for expulsion
INDECENT EXPOSURE (related to inappropriate dress or otherwise) SEXUAL ACTS/ACTIONS ETC. (reported to law enforcement when applicable)	3-5 days OSS	5-10 days OSS	10-90 days OSS	10 - 180 days OSS, referral for expulsion
VERBALLY THREATENING BODILY HARM TOWARD A STAFF MEMBER (will be reported to law enforcement)	3-5 days OSS	5-10 days OSS	10-90 days OSS, referral for expulsion	
STRIKING, SLAPPING, KICKING AT A STAFF MEMBER (will be reported to law enforcement. Contact will result in movement to step 2)	5-10 days OSS	10-90 days OSS, referral for expulsion		
FALSE ACCUSATIONS TOWARD A STAFF MEMBER	10-90 days OSS	10-180 days OSS, expulsion referral		
THREATENING THE SAFETY/ SECURITY OF THE SCHOOL	10-180 days OSS, will be reported to law enforcement, referral for expulsion			
HUMILIATION (will be reported to law enforcement if related to gender, race, creed, national origin, sexual orientation or handicap.)	1-3 days ISS	5-10 days OSS, report to law enforcement.	10-90 days OSS	10-180 days OSS
DISRUPTION AND INTERFERENCE WITH SCHOOL	1- 3 Days OSS	3 - 5 Days OSS	5 - 10 Days OSS	10–180 Days OSS, expulsion referral
TECHNOLOGY MISCONDUCT Students are not to bring to school or use while at school <u>cell phones</u> , <u>smart watches</u> , personal laptops, or any other electronic device. (These items are also not permitted on HV school buses).	Confiscation, Principal/Parent conference, 1-3 days ISS + loss of technology use at school	Confiscation Principal/Parent conference, 1-3days OSS+ loss of technology use at school	Confiscation Principal/Parent conference, 3-5 days OSS+ loss of technology use at school	Confiscation Principal/Parent conference, 5-10 days OSS+ loss of technology use at school
EXTORTION	1-5 days OSS	5-10 days OSS, report to law enforcement	10 days OSS	10-90 days OSS
GAMBLING	1-3 days lunch detention	1-3 days ISS or OSS	3-5 days OSS	5-10 days OSS
BEHAVIORS NOT COVERED ABOVE	Consequences will be based on the seriousness of the incident and its impact on the safe and orderly operation of the educational environment and/or its impact on the safety and well-being of students.			

***The school staff and administration will handle all discipline.***

***The school reserves the right to use corporal punishment at any consequence step (with signed parental consent).***



## **PLAYGROUND RULES**

All students are to use the playground equipment properly. The subsequent rules are to be followed:

- No standing on or climbing up the slide
- No climbing up or sliding down the slide poles
- No standing on the teeter-totter
- No standing in or jumping from the swings
- No wrapping swing chains around the support bar
- No standing on top of the monkey bar or climbing bars
- No throwing rocks, sticks, snowballs, etc.
- No fighting
- No entering the building during recess or noon hour unless the playground supervisor gives permission
- No leaving the playground at any time without permission
- Students who take equipment to the playground are responsible for returning it to its proper place.
- Students are to play ball on the proper ball field and run in the designated running areas



## **GRADING**

At the end of each nine weeks of school, a report card will be sent home showing each child's progress. The grading system used is A, B, C, D, F, I. Grades may be withheld in any subject area if required work in that subject has not been completed. Work made up within 2 weeks after grade cards have been issued will receive a grade; otherwise, uncompleted work will receive zero points.

## **GRADE REQUIREMENTS**

Students are expected to obtain mastery of a minimum set of objectives in each subject area to be considered for promotion to the next grade level at the end of each school term. Students who are not working to their potential or who are failing to master the minimum objectives for a particular grade level may be retained in that grade level until mastery is completed or satisfactory working potential on the student's part has been achieved.

## **GRADE CARDS**

Grade cards are intended to give parents an evaluation of their student's scholastic achievement, study habits and attitudes toward school. Grade cards will be distributed during Parent/Teacher conferences at the end of the 1<sup>st</sup> quarter, but mailed home at the end of the 3<sup>rd</sup> quarter. Grade cards will also be mailed home at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarter. Parents are requested to examine the report and contact the student's teacher(s) with questions or concerns.

## **GRADING SCALE**

The following percentage grading scale will be used in determining quarterly grades:

100-97 = A	77-74 = C
96-93 = A-	73-70 = C-
92-89 = B+	69-67 = D+
88-85 = B	66-63 = D
84-82 = B-	62-60 = D-
81-78 = C+	59- = F



## **HONOR STUDENTS**

Students in grades 5-8 will be recognized as honor students for earning all A's and B's in all subjects in all four quarters.

### **8TH GRADE PROMOTION**

- Valedictorian and Salutatorian:
  - Will be determined by highest cumulative GPA from grades 5-8.
  - In the event of a tie for Valedictorian, GPA percentages will be taken to the third (thousandths) place to break the tie.
  - If a tie still exists at the thousandth's place, students will be named Co-Valedictorian.
  - To be considered eligible, students must have received in-person, seated instruction at Howell Valley for all 4 (four) middle school years (grades 5-8).
- Students with outstanding debt at the end of their 8<sup>th</sup> grade year will not be allowed to participate in promotion ceremonies and will not receive his or her diploma until such debt is satisfied.
- Students owing tutoring hours will not be allowed to participate in promotion ceremonies or other 8<sup>th</sup> grade promotion activities.

### **PROGRAM OF STUDIES REQUIREMENT FOR PROMOTION FROM EIGHTH GRADE**

- Each elementary student will receive regular instruction in and receive a passing grade for Reading, Language Arts, Mathematics, Science, Social Studies, Comprehensive Health (tobacco, alcohol and other drug prevention education, and career awareness education).
- Each elementary student will receive regular instruction in Art, Music, and Physical Education.
- Students in 7<sup>th</sup> and 8<sup>th</sup> grades will receive instruction in and must receive a passing grade in the United States and Missouri Constitutions and American History as required by Section 170.011, RSMO.
- Students in 7<sup>th</sup> and 8<sup>th</sup> grades will have access to a total of four exploratory classes.

*These requirements meet the Missouri School Improvement Program as addressed in the "Standards and Indicators Manual" developed by the Missouri Department of Elementary and Secondary Education.*

### **PROMOTION AND RETENTION**

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to their own needs and abilities.

It is expected most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when their standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. In recommending promotion or retention, the following factors will be considered:

- Academic achievement in all subject areas, especially attainment of grade level objectives
- Assessments
- Teacher assignments and work samples
- Chronological age
- Study habits
- Attendance
- Social/emotional maturity
- State-mandated retention requirements for primary/middle school students.

The decision for retention will be made by the classroom teacher and principal in accordance with the factors stated above and written notification of retention will be sent to the parent/guardian. Parents/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 (2) weeks after the close of school.

### **METHODS OF STUDY**

1. Set aside a special time each day to do homework and have materials ready.
2. Don't get behind in studying and don't switch back and forth between subjects.
3. Review new materials daily and write down new terms and learn them as you go.

## **TUTORING**

After School -**Grades K-4**: Parents of students in grades K-4 needing academic help should schedule tutoring directly with the classroom teacher. If tutoring is needed to make up attendance hours, parents should call the office to arrange tutoring.

After School -**Grades 5-8**: Tutoring for students in grades 5-8 may be arranged by appointment with the individual classroom teacher. Tutoring services are also available every afternoon Monday-Friday from 4:00 p.m. – 5:00 p.m. Students who are staying after school for tutoring need to sign up in the principal's office **prior to 2 p.m.** Parents may also call the office to schedule their student for tutoring. Parents are asked to call **by 2 p.m.** if they wish to schedule their child for tutoring that day.

**Tutoring for attendance hours is to be provided by content area teachers in the student's areas of greatest academic need**

## **TEXTBOOKS**

School-issued textbooks are the property of the school and their care is the responsibility of the student. Students will be charged for damaged or lost books.

## **HALL PASSES**

When it is necessary for a student to be out of the classroom, the student must have a hall pass from the teacher. This also includes all PE classes. Students should utilize restrooms during pass time, class breaks, or other designated times and should not ordinarily expect to be excused from class. Any student found out of their assigned class without a hall pass will be returned to class immediately and may be referred to the principal's office.

## **BUS RULES AND RESPONSIBILITIES**

Each student that rides a school bus (this includes high school students riding to and from Howell Valley), has an individual responsibility to maintain order and safety on the bus. The following school bus rules apply:

1. No electronic devices (phones, cameras, iPods, iPads, etc.), are allowed on Howell Valley buses
2. Students are not allowed to eat or drink while on the bus.
3. The bus driver is in charge of the students and the bus. Obey the driver promptly and cheerfully.
4. Students must be on time; the bus cannot wait beyond its normal stopping time for passengers.
5. Students should never wait in the roadway for the bus.
6. Unnecessary conversation with the bus driver is prohibited.
7. Classroom conduct is to be observed while riding the bus, except for ordinary conversation.
8. Students must not extend arms, head or any body parts out the bus windows at any time.
9. Students will not bring animals or any kind of weapon (guns, knives, water guns, etc.) on the bus.
10. Students will not move about or get on or off the bus while it is in motion.
11. Students are to sit in their seats facing the front of the bus. Students are not to have their knees or feet in the seats or be turned around facing the rear of the bus.
12. Any damage to the bus should be reported to the bus driver immediately.
13. Students must observe the directions of the driver when entering and leaving the bus.
14. Each driver will assign a seat for passengers on their respective bus.
15. Only Howell Valley students are allowed to ride Howell Valley
16. All school rules apply on Howell Valley buses. No drugs, alcohol, or tobacco products are allowed on buses at any time.

## **CONSEQUENCES FOR VIOLATING BUS RULES**

- 1<sup>ST</sup> OFFENSE:** Students who disobey the bus rules will be issued a **white** slip on the first offense. A white slip is a warning of the student's misbehavior. However, students may also go immediately to a blue slip if the violation warrants more serious action.
- 2<sup>ND</sup> OFFENSE:** Students who disobey the bus rules for a 2<sup>nd</sup> offense will be issued a **blue** slip. A blue slip results in an automatic five (5) day suspension from riding any Howell Valley School Bus.
- 3<sup>RD</sup> OFFENSE:** Students who disobey the bus rules for a 3<sup>rd</sup> offense will be issued a **red** slip. A red slip is an automatic suspension from riding any Howell Valley R-1 bus until the student and his/her parent/guardian meets with the Board of Education during a regular meeting and bus riding privileges are reinstated by the Board of Education. A special board meeting will not be called to discuss bus riding privileges.
- AFTER RED SLIP:** Violations occurring after a student's bus riding privileges have been reinstated by the Board of Education will result in immediate removal from the bus until appropriate consequences are assigned by the Administration/Board of Education.
- NOTE:** On a severe offense, a student may lose their riding privilege immediately until reinstated by the Howell Valley R-1 Board of Education.

## **TRAFFIC GUIDELINES**

The timing and traffic flow is essential at the beginning and dismissal of school. We depend upon our parents' full cooperation as we provide safe and efficient student arrival and dismissal. Teachers and/or administrators will be directing pedestrian and vehicle traffic during morning drop-off and afternoon pick-up between the hours of 7:30–7:55 a.m. and 3:45–3:55 p.m. respectively. Drop-off and pick-up lane gates are open during this time.

## **SAFETY FIRST! ALL FAMILIES MUST FOLLOW THESE SAFETY GUIDELINES**

- Please drive slowly on the Howell Valley Campus, and remain alert for pedestrians and small children.
- The crosswalk must be used when crossing lanes of traffic (when gates are open). Children and parents may walk across the student drop-off/pick-up traffic lane only at a designated crosswalk. **Parents, please help your children learn to obey this important safety procedure.**
- Children and parents are not allowed to access trunks, hatchbacks, etc. or exit/enter on the (left) driver's side of a vehicle at any time while in the drop-off/pick-up lane. If you need to access the rear or the driver's side of a vehicle, for safety reasons, please park your car in the parent parking lot before exiting the vehicle. This will allow those using the lane to move more freely and reduce the chance of a pedestrian being struck by a vehicle.
- Cars should pull up close to the solid yellow line (passenger side) and as far forward as possible, within the yellow line, when picking up or dropping off children.
- All students being dropped off or picked up by parents are required to exit or enter their vehicle within the section of the yellow line on the sidewalk in front of the rock building.
- If you need to use your cell phone, please do so outside the drop-off/pick-up lane.

Please be mindful, the only designated parking area for parents and visitors is the area in front of the rock building on the south side of the Howell Valley Panther Pride gates (Please do not park in front of, or block, the entrance/exit gates).

## **CLOSED CAMPUS**

Howell Valley R-1 has a closed campus policy. Students are not allowed to leave campus at any time unless permission has first been obtained from the administration or office. Students should not ask to be excused from school during the day except in cases of emergency. Students authorized to leave during the day must sign out in the office.

## **STAYING INSIDE FOR RECESS**

Recess is a time for students to release excess energy that cannot be released in the classroom. All children are expected to participate when weather permits.

## **COURTESY**

Students are expected to maintain an attitude of respect toward each other, teachers and school staff at all times. Consideration, respect, behavior, and attitude are all a part of becoming a good citizen.

## **CARE OF SCHOOL PROPERTY**

School property, including school buses, books, buildings and fixtures, should be treated with proper care. Students who damage or deface school property shall be required to pay for all damages or restoration.

## **PRESCHOOL POLICY**

All preschool students are required to be potty-trained **prior** to the first day of school. In the event a student has an accident, the parents will be notified and the incident documented. If, after the first month of school, the student continues to have accidents on a regular basis, the student must be taken out of preschool until the issue is resolved. If a student must wear a pull-up at any time while at school, they are **not** considered potty-trained and the policy will then be enforced.

If a student has an accident at school, the parent/guardian will be contacted to pick up the student to allow privacy in getting cleaned up in the comfort of their home. The student may then return to school (unless the child has diarrhea).

## **PHYSICAL EDUCATION (PE) PROCEDURES**

### **5-8 Grades**

- Students will enter the FEMA gym by sidewalk and walk along the mat to locker-rooms
- All bags/non-P.E. equipment must be kept in the student's assigned locker-room locker
- Bathroom/drink requirements should be taken care of before going to the designated activity area
- Students are required to wear shorts or athletic pants that are in compliance with the dress code
- Athletic shoes that cover the heel and have laces must be worn
- Seasonal fitness routines will immediately begin once entering the designated activity area
- Announcements and instructions will be given to students
- Students will be encouraged to pick up announcements/practice schedules from the information station in the FEMA gym
- Physical Educational skills/activities will be administered
- At dismissal, students will re-enter the gym by the sidewalk and get all personal non-P.E. items from their respective locker(s)
- Students will be released from class at the bell
- For safety purposes, students are not allowed to wear earrings/piercings during P.E class
- If your child has an illness or injury that prevents him/her from participating in school/class activities (such as P.E.), a note with a description of the illness/injury signed by your child's physician on his/her stationery is required to be turned in to the office in order for the student to be excused from P.E. The same is required when they are able to return to P.E.

## **LOCKS AND LOCKERS**

The school will assign a P.E. locker and hall locker in grades 5-8. Students must rent their combination locks from the office. All valuables, including money, should be kept locked at all times. Any large amount of money taken to school should be left with the teacher. Students are expected to clean out and wipe down their sports and hall lockers entirely at the end of the year.



## **ATHLETICS**

The school offers team sports for grades 5-8 in baseball, softball, cross country, basketball, volleyball and track. In some instances, lower grade students may participate in team sports. Team sports offer many benefits to the participants such as physical and mental development, character development, coordination, skill development, fair play, sportsmanship, self-discipline, initiative, self-restraint, loyalty, respect, teamwork, an appreciation of the skill of others, and a positive attitude toward giving complete self-effort.

- Brothers and sisters are not allowed to stay after school and practice with their siblings
- To prevent possible injuries, athletes are not allowed to wear earrings during practice or games.

## **ACADEMIC AND ATHLETIC TRIPS**

Trips are a privilege and must be earned. Students must be eligible before they can participate. Parents are not to accompany their child on field trips unless cleared through the office or administration.

**Parents are not to drop-off or pick-up children during the school day using the entrances beside or behind the FEMA shelter or pass around the preschool building. These are for buses and school employees only. Parents may pick up their children after practices at the FEMA shelter.**

## **STUDENT INSURANCE**

Student insurance is available to all students on a “school time” or “full time” (24-hour coverage) basis. Please contact the Howell Valley front office if insurance coverage is desired.

## **TITLE IX COORDINATOR**

Title IX regulations require that school districts receiving federal financial assistance from the Department of Education designate at least one employee to coordinate the school’s compliance with Title IX. Ms. Tackitt is the designee for the Howell Valley R-1 School District.

## **ASSEMBLIES**

Assemblies offer an opportunity for developing correct attitudes and conduct that will serve the individual in audiences. The school offers a variety of learning experiences through assembly programs for the students in school. Courtesy toward speakers, performers, guests, other students, and adults are the responsibilities of every individual student. Teachers are to monitor proper behavior in all assemblies.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are considered to be those activities that are not part of the educational/instructional process. That includes, but is not limited to: participation in athletic practices/events, non-required field trips, classroom parties, assembly programs, clubs, awards programs, participation in band, music and/or choir productions.

### **Absences**

- If a student accumulates more than six (6) absences in any semester, he/she will be excluded from all extracurricular activities that are not part of the educational process.
- A student may become eligible to participate by attending tutoring sessions scheduled by the principal/designee.
- The tutoring sessions will count for the same amount of time (hour for hour) the student has been absent beyond the six (6) days.
- Hours beyond the six (6) days must be made up in tutoring time before eligibility is restored.
- Consequences may be waived by the administration if the absences were caused by a specific unavoidable event or long-term illness (with physician’s documentation).
- Students must be in school the entire school day in order to participate in extracurricular activities.

## **CODE OF CONDUCT**

Students who are part of any Howell Valley extracurricular or athletic program are required to sign a Code of Conduct Contract, which will outline those characteristics expected of all Howell Valley participants. The Code of Conduct shall be constructed by the Howell Valley sponsor and/or coach and approved by the administration.

## **ACADEMIC REQUIREMENTS/INELIGIBILITY**

- Students with one (1) D and zero (0) F's in any subject area will be considered to be on academic probation. Probationary students must attend before/after school tutoring at least two times per week until the D grade is removed to remain eligible to participate in extracurricular activities
- Students with multiple D's and/or one (1) F, in any subject area will be considered to be academically ineligible. Students "owing" tutoring hours will also be ineligible. Ineligible students must attend before/after school tutoring at least three times per week until the D/F grade is removed to become eligible to participate in extracurricular activities.
- Students who have been assigned in-school suspension or out-of-school suspension shall be ineligible to participate in or attend the extracurricular activities scheduled for those days. This also includes any extracurricular activities scheduled for the weekend or holiday and fall within this term of ISS or OSS

It is the student's responsibility to schedule tutoring. If a student is ineligible, they may not attend practice, dress out, or participate in any activity held that week. Student grades will be checked each Friday to determine eligibility in extracurricular activities for the following week.

## **OUTSTANDING DEBT/EXTRACURRICULAR PARTICIPATION**

Outstanding debt includes, but is not limited to:

- Breakfast and lunch bills
- Lost/damaged library books/supplies
- Lost/damaged textbooks.

When a student's outstanding debt has exceeded \$75, he/she will be excluded from all extracurricular activities until parents/guardians make the following arrangements to satisfy the debt:

- Complete an application for free or reduced-price meals
- Arrange a payment plan with the district
- Make a full payment

Parents/Guardians will be notified in writing of their debt and be informed of the possibility of their student's exclusion from all extracurricular activities. Parents/Guardians will be given 10 calendar days to make satisfactory arrangements with the district once notification has been made. Lunch bills are sent home with students at the end of each month.

***Students with outstanding debt at the end of their eighth-grade year will not be allowed to participate in promotion ceremonies and will not receive his or her diploma until such debt is satisfied.***

## **SOLICITING**

No selling is permitted without special permission from the office or administration.

## **COURTSHIP/PUBLIC DISPLAY OF AFFECTION**

Courtship is not a part of the curricular or co-curricular activities of the school; therefore, public displays of affection (holding hands, kissing, embracing, passing notes, pairing off, etc.) is unacceptable behavior during school hours or at school activities. Teachers will encourage group participation in all activities at school and in all extra-curricular activities. Students are not permitted to pair off at any time at school or at school activities. Physical contact between students at school, on buses, or at any school activity is strictly prohibited. Teachers have the authority to govern any situation concerning these relationships they deem necessary. Any teacher responsible for a group of students at any activity shall have the authority to make any decision necessary for the welfare of any student or the entire group. Any rules broken in this section will be dealt with as a discipline issue.

## **DIRECTORY INFORMATION**

Directory information is information in a student's education record that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. Directory information includes name, address, telephone number, date of birth, parent's names, grade level, dates of attendance, and photograph.



## **ILLNESS POLICY**

Students with an illness or injury at school will be assessed on an individual basis to determine if they are able to remain at school. As a general rule, if your child has a temperature of 100 or above, or vomits repeatedly, you may be called to pick up your child. If your child comes to school in the morning feeling ill, the above conditions apply.

## **CHRONIC ILLNESS HEALTH POLICY**

If your child has a chronic illness, please notify the school so we can make sure proper care is given to your child. A note with a description of the illness signed by the child's physician on his/her stationery is required.

## **SCHOOL MEDICATION POLICY**

If a student is on any type of medication, the medicine must be left in the school office until the time needed. Student medications should be given during home hours if at all possible. This decreases the chance of errors such as missed or forgotten doses. Medications will only be given during school hours by complying with these guidelines:

- Medication consent form(s) must be completed and signed.
- Prescription medications must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medications given on a regular basis (inhalers, Ritalin, etc.) **must** have the newest refill and send no more than a month's supply at a time. Medications will only be given during school time if prescription reads: *at noon, every four hours or every six hours*. Three times a day medication will not be given during school hours.
- Over-the-counter medication (other than those listed on the Medication Consent Form) must come in the ORIGINAL CONTAINER and must have a note signed from Parent/Guardian stating: student's name, name of medicine, dose to be given, and times to be given.
- All medication must be turned in to the Nurse's office along with a dated note giving permission to administer the medication. Medications such as Ritalin, codeine products including cough medicine, **may not be sent on the bus**.
- Medication bottles will be sent home when the medication course is completed or medication expires.
- Medication will not be given after 3 p.m. unless it is stated on the prescription.
- No visits to the nurse or the office (medically related) after 3 p.m., except for emergency situations.

## **HEAD LICE**

Once head lice are found, you will be asked to pick your child up from school to prevent further contamination in the school. Below are the requirements for readmission to school:

- Student must have all nits (eggs) removed from their hair. The school nurse will examine to be sure all nits have been removed.
- Student will need a signed and dated note from parent stating proper treatment has been given.

## **FOOD ALLERGIES**

If your child has a food allergy, a physician's note (signed by your child's physician on his/her stationary), with a description of your child's allergy, must be turned in to the office.



## **LUNCH/BREAKFAST PROGRAM**

- School lunch/breakfast is served daily in the cafeteria.
- Meals brought by students are to be eaten in the cafeteria. No food is to be taken from the cafeteria (except for the ISS room).
- Students will be asked to pay for school lunches/breakfasts on a monthly basis. Statements will be sent home with the student the first of each month.
- Extra milk may not be charged, it must be purchased with cash.
- Free and Reduced Lunch/Breakfast Applications will be sent home with each student at the beginning of school. We encourage every family to apply for this program. Participation can begin at any time during the school year.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Parent-Teacher Organization (PTO) is an organized group of parents and teachers concerned with the well-being of the Howell Valley School. This organization offers assistance in various activities, conducts fundraisers, and invites all parents to become involved. Please contact the office if you are interested in joining.

## **TELEPHONE**

The telephone at school is a business phone. Calls are limited to emergencies only, and then only when the office gives approval. Each student must have a hall pass from a teacher before coming to the office. Students are not to use classroom telephones.

## **LOCKS AND LOCKERS**

The school will assign a P.E. locker and hall locker in grades 5-8. Students must rent their combination locks from the office. All valuables including money should be kept locked at all times. Any large amount of money taken to school should be left with the teacher. Students are expected to clean out their sports and hall lockers entirely at the end of the year and wipe them down.

## **PARTY INVITATIONS**

Students are not permitted to hand out party invitations at school. Parents may request directory information for their child's grade from the office to send invitations by mail.

## **ROOM PARTIES**

Room parties at Howell Valley are organized by the Room Parents for all grades in conjunction with the teacher for each party. Room parents are chosen through PTO (see 8th grade graduation section). Snacks and prizes are on a donation basis and we ask that they be kept reasonable. All treats must be pre-packaged. Healthy snacks/treats are preferred. Room parents help with classroom holiday parties and contact parents for other items as needed. Two holiday parties will be observed during the school year in grades PK-4: Christmas and Easter. Upper grade students will have a Christmas party in the cafeteria. All parties will take place during the last hour of the school day. The teacher has the final decision on what can or cannot be done at room parties. Teachers will contact room parents about party dates, etc. Birthday parties are not allowed for grades 5-8 and parties of any nature must have administrator approval.

## **CHANGES OF ADDRESS**

Students and parents must advise the office of any change in address during the school year.

## **RESIDENCY POLICY**

- For the purpose of school enrollment, a student will only be considered a resident student if:
  - student physically resides in the district with the student's legal guardian or
  - the school receives verification the student resides with a relative caregiver per RSMo 431.058.

Persons enrolling a student will be required to provide the district with documentation for proof of residency. These documents may include: rental contract, real estate contract, utility bill, deposit receipt, or any other documentation deemed necessary by the administration to verify residency.

- If a parent/guardian owns property in the Howell Valley R-I School District, the student may attend school at Howell Valley; however, the parent/guardian will be required to pay tuition to the Howell Valley R-I School District. The tuition payment option is only available to property owners in the Howell Valley R-I School District. Students attending on a tuition payment basis must prepay by semester. The district will use average daily attendance to determine tuition. Any refund due will be mailed after the close of the school year.
- Provisions are available for students to request a hardship waiver to attend Howell Valley R-I School in the case the student does not meet the above-mentioned requirements for attendance at Howell Valley R-I School. These waivers will be available in the office.
- Any provisions set forth by the Missouri Department of Education regarding residency will be adhered to by the Howell Valley R-I School District as well as Missouri Revised Statutes 167.020 and 167.151.

## **ADMISSION OF RESIDENT STUDENTS**

All students, five to twenty-one (5-21) years of age, which reside within the boundaries of the district, may attend District schools, tuition free. In order to "reside" within the District, the student must be physically domiciled within District boundaries. The domicile of a minor student is the domicile of a parent, relative caregiver, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

## **LOST AND FOUND**

Students who lose or find articles should report them to the office. All student property should have the owner's name on it if it is to be returned quickly.



## **STUDENT COUNCIL**

Student Council is a representative group of the entire student body, voted on and selected by the students. The purpose of the student council is to promote a sense of responsibility and harmony between the students and their school. Student Council Officer positions, including President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms will be occupied by 6-8 grade students only. Two students from each grade, 3-8, will serve as representatives.

## **LIBRARY**

The library is designed for your help and is part of your education. Students are encouraged to use the library at every opportunity available. The librarian is available to assist anyone that needs help at any time. Library periods are scheduled so each classroom will have access to all available materials.

### **1. Responsibilities:**

- Be respectful to each other and with school property
- Listen carefully and follow instructions
- Use quiet voices

### **2. Consequences:**

- Warning
- Go to a time-out space
- Report to classroom teacher

## **READING LEVELS AND STATE-MANDATED RETENTION**

*Senate Bill 319* calls for the early assessment of students' reading skills and requires school districts to intervene with students who are reading below grade level. The law requires an assessment of students in grades 3-6 to determine their reading level.

### **THIRD GRADE STUDENTS**

Third grade students who cannot demonstrate a reading level at or above the third-grade level will be administered a reading assessment within forty-five (45) days of the end of their third-grade year. If this assessment reflects the student is reading below the second-grade level, the district will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth-grade year. In addition, the district may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

### **FOURTH GRADE STUDENTS WITH READING IMPROVEMENT PLANS**

Within forty-five (45) days of the conclusion of the fourth-grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that the student is reading below a third-grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third or fourth grade reading standards. However, the district may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

### **FIFTH AND SIXTH GRADE STUDENTS**

The reading assessment process shall be repeated on a yearly basis through the end of the students' sixth grade years, accompanied by a corresponding increase in the required reading level. The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level. The permanent record of students who are determined to be reading below the fifth-grade level at the end of the sixth grade shall carry a notation stating the student has been unable to meet the minimum reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

### **EXCEPTIONS**

- Students receiving special education services under an IEP or 504 plan that include an element addressing reading.
- Students who have Limited English Proficiency.
- Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with the law.

### **APPEAL OF RETENTION DECISIONS FOR READING LEVELS**

Parents/guardians who wish to appeal a decision regarding a student's 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 (2) weeks after the close of school.

### **READING CIRCLE CERTIFICATE REQUIREMENTS**

All students are encouraged to read and report on outside reading books in order to obtain a yearly Reading Circle Certificate. After completing 5 years of meeting the yearly criteria for the Reading Circle Award, they

become eligible to obtain a Certificate of Life Reading Membership from the Missouri State Department of Education.

The types of books chosen for outside reading are indicated by the chart below, and reading a variety of fiction and non-fiction books is strongly encouraged. The table below indicates the minimum number of books by grade level.

PK/K books can include read with and read independently.

<b>Grade Level</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Number of Books	20	20	20	16	16	16	14	14	14

### **BONUS: SEVEN GOLDEN TIPS FOR READING**

1. Read aloud to your child every day.
2. Give books as gifts.
3. Talk about the characters and events in stories.
4. Encourage your child to read to you.
5. Help your child choose the right books.
6. Let your child see you reading.
7. Set aside a regular time for family reading



### **SEARCHES**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a **reasonable suspicion** that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. A student who refuses a search may be appropriately disciplined by school officials.

### **\*GUN-FREE SCHOOL & DANGEROUS WEAPONS POLICY**

The Board of Education has adopted and implemented a gun-free school policy for all students that, at a minimum, include:

- The expulsion from school for a period of not less than one year of any student who brings a firearm to school
- An exception is that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act

*\*Any person utilizing a school facility is not to carry, conceal, or directly or indirectly sell, deliver or loan any kind of firearms, bowie knives, spring back knives, razors, metal knuckles, Billy clubs, sword canes, dirks, slingshots, daggers or other similar deadly weapons in school buildings or on or about the school district's grounds. Violations of this provision will be referred to the*

appropriate legal authorities. In addition, any student who violates this provision will be subject to suspension and/or expulsion from school. CROSS REFERENCE: P-2662, Student suspensions, and P-2663, Student expulsion

### **PLEDGE OF ALLEGIANCE**

*I pledge allegiance to the Flag of the United States of America,  
And to the Republic for which it stands, One Nation under God, indivisible,  
With Liberty and Justice for all.*

### **THE STAR-SPANGLED BANNER**

*Oh, say, can you see, by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming  
Whose broad stripes and bright stars, thro' the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air,  
Gave proof thro' the night that our flag was still there.  
Oh, say, does that Star-Spangled Banner yet wave  
O'er the land of the free and the home of the brave?*



### **INTERNET**

We are pleased to offer students of Howell Valley access to the district computer network and the internet. To gain access, all students under the age of 18 must obtain parental permission.

Access to the internet will enable students to explore thousands of libraries and databases. Families should be warned, some material accessible via the internet might contain illegal items, defamatory, inaccurate or potentially offensive to some people. While our intent is designed to make access available to further educational goals, students may find ways to access other materials as well. We believe the benefits exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using information sources. The Howell Valley R-1 School supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature and school rules for behavior and communications apply. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. **Access is a privilege – not a right.**

Individual users of the district's networks are responsible for their behavior and communications using those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.


Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district computers would always be private.


Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they use with television, telephones, movies, radio and other potentially offensive media. As per Board policy and procedures on student rights and responsibilities, the following are not permitted:

- Using the internet without a teacher being present at all times
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes


Students must follow teachers' directions and adhere to posted policies at all times. Violations may result in a loss of access as well as other disciplinary or legal action.

**FIRE OR EVACUATION:** *CONTINUOUS SIREN SOUND*

This applies for any reason the building should be emptied immediately. Students and all personnel leave the building in an orderly fashion. Walk with the teacher and do not run. Students should stay in an orderly line with the group and follow all directions of teacher/school personnel. 

- **LOCATION OF FIRE EXTINGUISHERS:** In both hallways & kitchen of elementary building, gym near door in the southwest corner, near north, south, east & west doors of middle school. Near front door & lab in the library and near west door of Annex
- **OPERATION OF FIRE EXTINGUISHERS:**   
Hold upright, pull pin, press lever, direct discharge at base of flame with side-to-side motion.

**SEVERE WEATHER WARNING:** *SEVERE WEATHER SIREN*

**GENERAL INSTRUCTIONS:** Students and all personnel leave the building in an orderly fashion and go immediately to the FEMA shelter. Walk with the teacher and do not run. Students should stay in an orderly line with the group and follow all directions of teacher/school personnel. 

**LOCKDOWN:** *VOICE COMMAND*

**GENERAL INSTRUCTIONS:** Students should immediately follow all directions given by their teacher and/or school personnel.



**EARTHQUAKE**

Because our school is located in an earthquake-prone area, we want to remind you that in the event of an earthquake...

1. No student will be dismissed from school unless a parent/designee checks the student out.
2. No child will be allowed to leave with another person unless we have written permission to that effect or that person is listed on the student's emergency sheet in our files. If your child's sheet is not up-to-date, please request a new sheet from our office.
3. All parents/designee must have them signed out at the office or at the temporary Student Release Station at the entrance to the school. Signs will be posted for the location.
4. We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people trained in first-aid and we will be in communication with local emergency services. We do ask for your help in the following areas:
  - Please do not call the school-we must have the line open for emergency calls.
  - Following an earthquake or other emergency, do not immediately drive to the school. Street and access to our school may be blocked. The school access route and street entrance areas must remain clear for emergency vehicles.
  - Turn your radio on to KWPM (1450 AM), KSPQ (93.9 FM) or KKDY (102.5 FM). They are a primary common program control station with the Emergency Broadcast System and will be giving information and directions over the radio.

**Howell Valley R-1 School District  
Title I  
Student- Parent/Guardian-Compact**

Students participating in Title I programs, activities, and services receive a wide variety of assistance aimed at improving academic achievement. Because this is a team approach, this compact is prepared to outline the responsibilities of the student receiving Title I services, the responsibilities of the parent/guardian and those of Howell Valley R-1 School.

We agree that the student receiving Title I services, the parent/guardian of that student and the school staff will share the responsibility for improving student academic achievement as outlined below:

**Student Responsibilities**

I, as the student, will assume my share of the responsibilities to improve my academic performance to meet the Missouri Learning Standards by:

- *Coming to school every day possible*
- *Treating others with respect*
- *Completing assigned homework daily to the best of my ability*
- *Reading at least 20 minutes every day outside of school time*
- *Making choices at school and at home that keep my academic performance first*
- *Sharing all notes/school information with my parents immediately as they are sent home*
- *Attending after school tutoring sessions when I am struggling with school work and homework*
- *Communicating with my parent/guardian frequently about my what is going on at school regarding my education*

---

Student Name \_\_\_\_\_

Date \_\_\_\_\_

**Parent/Guardian Responsibilities**

I, as the parent, will share the responsibility of improving my child's academic performance to meet the Missouri Learning Standards by:

- *Making sure my student attends school every day possible as rested and refreshed as possible with all homework completed*
- *Monitoring and limiting the amount of television watched as well as time spent with electronic devices (gaming, social media, texting, etc.)*
- *Communicating regularly and positively with my student's teacher and school personnel about academic progress, areas of difficulty, grades and other issues regarding my student*
- *Providing structure and routines at home to help your student successfully manage the responsibilities of homework, chores and extracurricular activities (e.g. bedtime, getting up time, etc.)*
- *Keeping up with school activities, tutoring hours and extracurricular events that your child may participate in*
- *Inform the school of changes at home that might affect the student's performance*
- *Respond appropriately to all communication from the school in a timely manner and participating in parent/teacher conferences throughout the year*

Parent/Guardian Signature

Date

**School Responsibilities**

We, as school personnel, will support the student and parent responsibility of improving the child's academic performance to meet the Missouri Learning Standards by:

- *Providing highly qualified administrators and instructors who incorporate best practice instructional practices in a safe, supportive and effective learning environment*
- *Communicating frequently with the parent/guardian about the student's academic progress or struggles during the year through the parent information system portal, email, phone contact, progress reports, quarterly grade cards, parent/teacher conferences and other appropriate avenues*
- *Identifying students who are struggling academically and offering support services targeted towards remediating the areas of difficulty through after-school tutoring, summer school, Title I pull-out, push-in and other available services*
- *Maintaining a positive classroom environment at all times that is conducive to learning and challenges students to become independent learners and critical thinkers.*
- *Presenting opportunities for parents to participate in their child's education with them through activities such as: Family Reading Night, Math Club, Enrichment Nights, etc.*

---

Teacher

Date

Lynn  
Tackitt

Principal

Date

---

School Personnel

Date



## **TITLE 1**

*The Howell Valley Title I.A Schoolwide Program Plan is available to view upon request. Please contact Mrs. Lynn Tackitt, at 417-256-2268 for a copy of the plan or instructions to view the plan online.*

In order to implement the Howell Valley R-1 Board's commitment to parent/family involvement in students' education, the Howell Valley R-1 School District has implemented an educational involvement plan with the following features:

- Regular two-way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
- Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
- Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
- Involve parents in meaningful activities to enhance student learning.
- Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
- Affirmatively involve parents in school decisions which affect their children.
- Utilize community resources to promote and strengthen school programs, family practices, and student learning.
- The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.
- Full opportunity for parent participation will be provided to all parents including, but not limited to, parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Conduct an annual evaluation of the policy to identify and resolve any barriers that would limit the involvement of parents. (Examples of barriers include, but are not limited to, economically disadvantaged, limited English proficiency, limited literacy, disabled or are of any racial or minority background).

The Howell Valley R-1 Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

**Howell Valley R-1 School District**  
**Title I**  
**Complaint Procedures**

Board of Education's Designated Official: Mr. Jake Long, Superintendent

Date filed: \_\_\_\_\_ Type of complaint: \_\_\_\_\_ Telephone: \_\_\_\_\_ Written: \_\_\_\_\_

Date of alleged violation: \_\_\_\_\_ Time of alleged violation: \_\_\_\_\_

Place of alleged violation: \_\_\_\_\_

Nature of alleged violation: \_\_\_\_\_

Person(s) filing the complaint: \_\_\_\_\_

Person(s) against whom the complaint is filed: \_\_\_\_\_

Complainant's statement: (Please be specific. You may write on the back or attach your statement.)

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Since your school board views all written complaints, we ask that you sign this complaint and allow your board to contact the above individual and have both views considered so that no one is treated unfairly.

We will ask the above individual to appear at our next board meeting and for you to be present also.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Defendant's response: (You may use the back or attach your statement.)

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Defendant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attested by \_\_\_\_\_ Date: \_\_\_\_\_

Board Designated Official

(Note: Provide the complainant(s) with Title I Board adopted policies governing complaint procedures.)

## **2023-2024 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS**

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing. <http://www.cdc.gov/vaccines/schedules/index.html>
- To remain in school, students "in progress" must have an Immunization in Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV (Meningococcal) <sup>3</sup>									1				2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>6</sup>	2	2	2	2	2	2	2	1	1	1	1	1	No doses required, however vaccination is highly recommended

- Last dose on or after the 4<sup>th</sup> birthday and the last dose of pediatric pertussis before the 7<sup>th</sup> birthday. Maximum needed: six
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- 8-11 Grades: One dose of MCV is required. Dose must be given after 10 years of age.
- 12<sup>th</sup> Grade: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-9 Grades: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
- 10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV by 4-6 years of age constitutes a complete series. Maximum needed: four doses.
- First dose must be given on or after 12<sup>th</sup> month of age.
- First dose must be given on or after 12<sup>th</sup> month of age.
- Kindergarten-6 Grades: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
- 7-11 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

## **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 Boards of Education of the West Plains R-7, Glenwood R-8, Richards R-5, Fairview R-11, Howell Valley R-1 and Junction Hill R-12 School Districts assure that they 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 above listed boards of education assure that they 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 Boards of Education of the West Plains R-7, Glenwood R-8, Richards R-5, Fairview R-11, Howell Valley R-1 and Junction Hill C-12 School Districts assure 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 Boards of Education of the West Plains R-7, Glenwood R-8, Richards R-5, Fairview R-11, Howell Valley R-1 and Junction Hill C-12 School Districts have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Superintendent's office at any of the individual school districts during regular school hours.

Howell Valley School's annual accountability report card is on file in our library to view, if desired.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child, parent/legal guardian's name/address, birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district at the following location:

Howell Valley Board of Education,  
6461 State Route ZZ, West Plains, MO 65775  
(417) 256-2268.

*This notice can be provided in any language as may be necessary.*

### **EARLY CHILDHOOD SPECIAL EDUCATION SERVICES**

- Early Childhood Special Education is an extension of your public school, available to children three to five years of age who live in the West Plains R-7, Fairview R-11, Glenwood R-8, Howell Valley R-1, Junction Hill C-12 or Richards R-5 districts, and are referred to the Early Childhood Special Education program by parents, teachers, doctors, etc. They must be handicapped or demonstrate a significant deficit in one or more of the areas listed:
  - Vision
  - Social/Emotional/Behavioral
  - Hearing
  - Cognitive/Adaptive Behavior
  - Gross Motor/Fine Motor
  - Academic/Developmental
  - Speech/Language
- The program is provided free of cost to eligible children.
- There is a screening process to determine if development is age appropriate in the areas of motor skills, cognition, speech/language, vision and hearing.
- A team of professionals evaluates each referred child to determine eligibility for the Early Childhood Special Education Program. Informal assessments are an ongoing part of the program.
- If a child meets eligibility, they may be placed in the Early Childhood Special Education program. The Early Childhood Special Education teacher will work with the child and family to help each child develop as fully as practical. Speech Therapist and Physical Therapist aid the Early Childhood Special Education teacher if the child requires these services. The program is available throughout the school year (9 months).



### **PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM**

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

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

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

## **HOMELESS, MIGRANT AND ENGLISH AS SECOND LANGUAGE (ESL) STUDENTS**

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

The District Coordinator of Programs for Homeless, Migrant and ESL students is also responsible for the implementation and maintenance of the District's program for these students. The school Counselor shall serve as the District Coordinator of Homeless, Migrant, and ESL student programs.

## **PARENTS' RIGHT TO KNOW**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **STUDENT ALCOHOL/DRUG ABUSE POLICY**

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the Howell Valley R-1 School. Therefore, the use, sale, transfer, possession or being under the influence of intoxicants, alcohol and/or physical or mind-altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities, events, or in any vehicle while being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good discipline and school citizenship are necessary for the proper learning environment to take place. It is not reasonable to ask those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students under the influence of drugs and alcohol or in possession of these substances.

**1.** For the purpose of this policy a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended period of time. The substance

may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system or injection into any of the body's fluid systems.

### **STUDENT ALCOHOL/DRUG ABUSE POLICY cont.**

**2.** Any student of the Howell Valley R-1 School in possession of or under the influence of drugs without prior notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. Any quantity of drugs in the student's possession not previously cleared in Section 3 below shall be in violation.

**3.** The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the nurse or respective principal or superintendent before being taken. While this action may seem overly harsh, it is the only way this policy may be fairly enforced to put all students on an equal basis. Students will need to daily notify one of the above people of the need for medication as long as the medication is taken.

**4.** The school administration or teachers shall have the right to search the person, clothing, lockers, books or any other personal belongings of any student, under their supervision, suspected to be in violation of this policy as often as necessary, whether during school hours, at or away from the school buildings, or at any school event, formal or spontaneous, whether at the school or at some alternate location.

**5.** Any student found by the administration and/or staff to be in violation of this policy shall be automatically suspended from all activities for a minimum of one semester. The student may also receive a five (5) day unexcused suspension from school and will not be re-admitted without being accompanied by a parent or guardian at the time of re-admittance.

Because this student does not exhibit qualities befitting special honors or privileges, all honors, earned letters, offices, special trips, etc., may be forfeited by the student for any school activity of record during the suspension.

- A semester for purposes of this policy shall be defined as a ninety (90) day period counting only day's school is actually in session. The ninety-day period may span actual semesters or school calendar years.
- An activity shall be defined as any school event outside of academic class time necessary for units of credit. Examples of activities would include athletic events and contests, field trips, club meetings, student government activities, and any other qualified by the above definition.

**6.** All substances confiscated may be routinely analyzed by a state approved lab as to content. Substances in violation of current state law may cause the school to notify proper law authorities and file any appropriate charges deemed necessary.

**7.** A second violation of this policy may result in expulsion from school for one calendar semester with loss of credit units for the semester. This section shall apply to any calendar semester regardless of what time in the semester the violation occurs. (E.g. A violation occurring in the last week of the calendar semester shall carry the same penalty as a violation occurring in the first week of the semester.) A student must have school administration approval before being readmitted to school classes and events.

**8.** A third violation of this policy may result in permanent expulsion from the Howell Valley R-1 School.

### **STATEWIDE ASSESSMENTS**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each

student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

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

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents/guardians of the students.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program that requires students to reveal personal information concerning:

- Political affiliations of the student or student's family
- Mental and psychological problems of the student or his/her family
- Sexual behavior and attitudes
- Illegal, antisocial or self-incriminating behavior
- Critical appraisals of other individuals with whom respondents have close family relationship
- Religious practices and affiliations
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children.

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school. Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Students enrolling in kindergarten or first grade will be required to receive a vision examination for a state licensed optometrist or physician.

### **ASBESTOS**

The District shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies, and will be available for public review in the Superintendent's office. The report shall be filed as required by law. The District shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency (EPA).



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school

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

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**Complaints filed with the Department**

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9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

**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:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA

or the Department, and

- 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 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **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.
- **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).
- **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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

Revised 4/17

<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304 (a) (3) (C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## WELLNESS

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



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

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

This regulation outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure:

- 
- Students in the District have access to healthy foods throughout the school day, both through reimbursable school meals and other foods available throughout the school campus, in accordance with Federal and state nutrition standards.
  - Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
  - Students have opportunities to be physically active before, during and after school.
  - Schools engage in nutrition and physical activity promotion and other activities that promote student wellness.
  - School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
  - The community is encouraged to support the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.
  - The District establishes and maintains an infrastructure for management, oversight, implementation and communication about and monitoring of the policy and its established goals and objectives.

This wellness policy and progress reports can be found on the District's Website. [District Website Link](#)  
This policy applies to all District students, staff and schools. Specific measurable goals and outcomes are identified within each section on the following page.

## **NUTRITION**



### **School Meals**

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

1. Are accessible to all students and are appealing and attractive to children
2. Are served in clean and pleasant settings
3. Meet or exceed current nutrition requirements established by local, state, and Federal statutes/regulations
4. Promote healthy food and beverage choices using at least ten of the following **Smarter Lunchroom techniques**:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans)
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All available vegetable options have been given creative or descriptive names
  - Daily vegetable options are bundled into all grab-and-go meals available to students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas
  - Student artwork is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options

### **Nutrition Education**

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote/protect their health
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods

- Emphasizes caloric balance between food intake and energy expenditure links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services
- Teaches media literacy with an emphasis on food and beverage marketing
- Includes nutrition education training for teachers and other staff

The District will include, in the health education curriculum, a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from **MyPlate**
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- **Dietary Guidelines**
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

## **BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to

the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

### **BULLYING cont.**

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

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





## Bullying Incident Report Form

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

Date Filed: \_\_\_\_\_ Your Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

**You are a:** \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

\_\_\_\_\_

\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No If so, who? \_\_\_\_\_

\*Signature of Complainant \_\_\_\_\_

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

■

*This section is for District Administration use*

Date Received by Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_

\_\_\_\_\_

Results of Investigation/Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Principal: \_\_\_\_\_

*Mickes O'Toole, LLC*  
*Attorneys At Law*

**2023-2024 Howell Valley R-1 School District  
Technology/Chromebook Use Agreement**

**Student Name** (please print) \_\_\_\_\_  
Last Name First Name

**Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_

I have read Howell Valley *Internet Usage* policy #6320, I am familiar with its contents, and agree to abide by its guidelines. I agree to:

- Take good care of my Chromebook
- Never loan out my Chromebook to other individuals
- Never remove the provided case from the Chromebook
- Know where my Chromebook is at all times
- Fully charge my Chromebook at the end of each day
- Keep food and beverages away from my Chromebook
- Not disassemble any part of my Chromebook or attempt any repairs
- Use my Chromebook in ways that are educationally appropriate
- Keep my Chromebook free of any decorations (stickers, markers, writing, etc.)
- Not deface the serial number sticker or tag located on the Chromebook (damage to the labels will result in replacement charges)
- Present the Chromebook for inspection at any time, without notice, as it is the property of the Howell Valley School District

I understand use of the school network may be monitored, and by signing below, I acknowledge I have read the Internet Usage Policy and my child and I both understand the agreement and the disciplinary actions for misuse. I authorize my child or dependent to access computer services offered by the Howell Valley School District under these conditions. I also acknowledge all information including, but not limited to, electronic data, files, attachments, pictures, and instant messages originating from or stored on district computers, file servers, mail servers, personal digital assistants, cell phones, etc. is subject to auditing and electronic discovery for the purposes of complying with district policies, state, and federal law. I understand it is the responsibility of all staff members to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

I also understand cyber bullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices and cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. I acknowledge any engagement in these activities will result in consequences as outlined in the student handbook and in district policy. As a student I will not give my home address, location of my school phone number or any personal information about myself and/or other students or school personnel to anyone via the internet.

During the school year, teachers, principals and organizations may want to put student pictures and/or publish student work on the district web site, on social media, or in the newspaper. Students may or may not be identified by name. Place a check mark on the line to the left of the statement(s) of your choice.

***Please mark all that apply.***

- \_\_\_ My child's picture or student work **MAY NOT** be used on the district web site, social media, or newspaper.  
\_\_\_ My child's picture/student work may be used on the district web site, social media, and/or published in the newspaper.  
\_\_\_ My child has permission to utilize Howell Valley R-1 School internet services.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*\* THIS PAGE MUST BE SIGNED AND RETURNED BEFORE YOUR STUDENT IS ISSUED A CHROMEBOOK OR  
ALLOWED ACCESS TO DISTRICT COMPUTERS\*\****