

Bowling Green & Frankford Elementary 2023-2024 Student Handbook



700 W. Adams Street
Bowling Green, MO 63334
Or

500 School Street
Frankford, MO 63441

Ph. 573-324-2042 or
573-784-2550

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District Mission Statement

Empowering our students for life's endless opportunities.

Building Mission Statement

At BG Elementary & Frankford Elementary, we discover the Leader in You: Love, Learn, Lead!

Building Vision Statement

At Bowling Green Elementary & Frankford Elementary Schools, we are a community of students, parents, and staff dedicated to fostering success for today and preparing confident LEADERS for tomorrow. We create an environment where all learners are encouraged to be hardworking, self-sufficient, and productive members of society.

A Message from the Principals

On behalf of the Bowling Green R-I School Board, administration, and faculty, we welcome you to the 2023-2024 school year. We are pleased your family is a part of the Bowling Green R-I School District and look forward to seeing you at school as your children learn and grow. With your support and involvement in our school, we will create a cooperative, focused environment that fosters growth in your children and will help us reach our goals.

This parent-student handbook has been prepared to provide helpful information for the parents and students and to convey the policies and rules which govern the Administration of the Bowling Green R-I Elementary Schools. We attempt to address as many issues that will or could arise during the school year; but from time to time issues will arise that are not covered in this handbook and we encourage you to contact the school for clarification concerning these issues. Throughout the year, we invite your comments, suggestions, or questions concerning our school. We strive to be student-oriented and need your support to reach our goal of having an exemplary school.

Cory Kessler - Principal, Bowling Green Elementary
Maggie Brown– Assistant Principal, Bowling Green Elementary
Terri Bird – Principal, Frankford Elementary

Bowling Green School District Telephone Numbers

Bowling Green Elementary 324-2042
Frankford Elementary 784-2550
District Nurse 324-2042
Middle School 324-2181
High School 324-5341
Central Office 324-5441
Transportation 324-5196
Parents As Teachers 324-2255

Bowling Green School District Hours

Bowling Green Elementary 8:10 a.m. – 3:10 p.m.
Frankford Elementary 8:10 a.m. – 3:10 p.m.

BOWLING GREEN R-1 DISTRICT CALENDAR 2023-2024

BGE Meet the Teacher Night	Thursday, August 17 (2:30 pm -6:30pm.)
FE Meet the Teacher Night	Thursday, August 17 (5:00 pm- 6:00 pm)
First Day of School for Students	Monday, August 21
No School - Labor Day	Monday, September 4
No School - Professional Development Day	Monday, September 11
No School - Professional Development Day	Monday, October 2
No School - Parent Teacher Conferences	Thursday, October 26 (1:00 pm-7:00 pm)
No School	Friday, October 27
No School--Professional Development Day	Monday, November 6
No School- Thanksgiving Break	November 22, 23, & 24
Early Dismissal for Winter Break	Friday, December 22 @ 12:55
No School - Winter Break	Monday, December 25 - Friday, January 5
School Resumes	Monday, January 8
No School - Martin Luther King Jr. Day	Monday, January 15
No School- Professional Development Day	Monday, February 5
No School	Friday, February 16
No School - Presidents' Day	Monday, February 19
No School - Professional Development Day	Monday, March 4
No School - Spring Holiday	Friday, March 29 - Monday, April 1
No School- Professional Development Day	Monday, April 8
No School – Spring Break	Friday, April 19 - Monday, April 22
Graduation for Seniors— HS Gym	Friday, May 17 (7:00 pm)
Last Day of School Early Dismissal	Friday, May 17 (12:55)

Bad Weather Days

Winter weather sometimes forces missed school time. If the weather looks foreboding cancellations will be announced on:

- ✓ radio stations: KJFM, KWWR FM or WHMO AM any time after 6:00 a.m.
- ✓ T.V. stations: WGEM Channel 10, KHQA Channel 7, St. Louis Channel 5, Fox 2
- ✓ Bowling Green R-1 webpage at www.bgschools.k12.mo.us.
- ✓ BGR-1 app
- ✓ School Messenger calling system will also contact each family via phone

If the weather gets bad enough after arrival at school, children will be sent home early. Parents are urged to follow all of the above sources on days that have bad weather potential. **Early dismissals at Frankford are approximately 20 minutes later than the time announced.** Please give your child's teacher information regarding transportation in the event of an early dismissal.

Snow Days/AMI Days

This year we will continue to utilize our Alternative Method of Instruction (AMI) Plan . This allows us to send work home to be completed on snow days; therefore, removing the need for Snow Make up Days. Students in the elementary schools will have small work packets sent home in December, or earlier if inclement weather is expected. These packets only need to be completed when we have a snow day. Students are expected to return the work on the day they return to school after a snow day. Students will be given credit for their work and they will be counted as "Attended" for those AMI days. Students who do not return their work packets will not receive credit and will be counted "Absent" for that AMI day. More information will be provided when AMI packets are sent home.

Breakfast and Lunch Program – Subject to change at August School Board Meeting

Lunch Rates:			Breakfast Rates:		
Regular:	Daily	\$2.85	Regular:	Daily	\$2.25
	Weekly	\$14.25		Weekly	\$11.25
Reduced:	Daily	\$0.40	Reduced:	Daily	\$0.30
	Weekly	\$2.00		Weekly	\$1.50

Guidelines are as follows:

- **Parents are encouraged to pay on Monday.** Any amount will be accepted but a payment of at least once a week is strongly suggested. The amount of the payment will be recorded to the student's account.
- Extra milk cost is \$.41 per carton. Students who receive FREE or REDUCED meals will be responsible for paying full price for extra milk or entrée if taken. Students must have money in their account if they wish to purchase extra milk.
- Student accounts are expected to remain current. The office will send weekly updates via email regarding your child's account balance and will send home paper letters weekly to the parent of any student who is more than \$5.00 in debt.
- Financial assistance is available to families where need is established. Families may apply in the office at any time throughout the year.

- Lunch Card Policy – the student’s first lunch card will be provided at no charge. If a student needs a second lunch card, there will be a \$2.00 charge and students who do **NOT** have cards will be at the end of the breakfast/lunch line.
- If you have a question, please contact the office.

Parents may wish to eat lunch occasionally with their child. Please notify the office by 9:00 a.m. so additional lunches may be ordered. Adult lunches cost \$3.55. Visitors must stop at the office and purchase a guest lunch ticket before proceeding to the cafeteria. Visitors may sit with the students at the lunch tables.

- We ask parents **not to bring fast food** at any time to school for your child, due to the disruption.
- Children are **not permitted to have soda** in the cafeteria.
- The lunchroom staff **cannot** heat food up for students.
- Thank you, in advance, for your cooperation in this matter.

K-5 Lunch Schedule – Bowling Green Elementary

10:55 – 11:20	KA	11:08 – 11:33	1A
10:58 – 11:23	KB	11:11 – 11:36	1B
11:02 – 11:27	KC	11:14 – 11:39	1C
11:04 – 11:29	KD	11:17 – 11:42	1D
11:32 – 11:57	2A	11:45 – 12:10	3A
11:35 – 12:00	2B	11:48 – 12:13	3B
11:38 – 12:03	2C	11:51 – 12:16	3C
11:41 – 12:06	2D	11:54 – 12:19	3D
12:00 – 12:25	4A	12:13 – 12:38	5A
12:03 – 12:28	4B	12:16 – 12:41	5B
12:06 – 12:31	4C	12:19 – 12:44	5C
12:09 – 12:34	4D	12:21 – 12:47	5D
PreK – 12:21 – 12:46			

K-5 Lunch Schedule – FRANKFORD ELEMENTARY

11:35 – 11:55	Kindergarten	12:00 – 12:25	3 rd Grade
11:37 – 11:57	1 st Grade	12:02 – 12:27	4 th Grade
11:39 – 11:59	2 nd Grade	12:04 – 12:29	5 th Grade

Bowling Green Elementary PTO and Frankford Elementary Parent Club

The purpose of our parent groups is to establish a positive working relationship between parents and school staff through meetings, volunteer programs and support services. Active involvement in our parent clubs is encouraged for the betterment of the student body.

Student Arrival & Dismissal

School begins **at 8:10 a.m.** at both elementary buildings. Supervision is provided at Bowling Green and Frankford Elementary after 7:40 a.m. each morning. Doors will NOT be unlocked until 7:40 each morning. Students should not arrive before supervision is provided. Parents and guardians need to say their goodbyes at the door in order to protect our children's learning environment. You **will not** be allowed to walk to the classrooms in the mornings. This is to ensure the safety of all of our students. The only exception to this is the first day of school. Visitors and parents MUST check in at the office. If you need to meet with your child's teacher, then you will need to set up an appointment. **A note or phone call is required by 2:30 p.m. if the child is changing his/her usual routine at the end of the school day. NO changes will be accepted after 2:30 except for an extreme emergency.**

Student Release

If it is necessary to pick up your child early, the parent or designated adult must sign the child out in the office. **A child will only be released to parents/legal guardians and persons indicated on the emergency list.** Parents are encouraged to write a note to the teacher if they know in advance they will need to pick their child up early. Legal guardians are responsible for providing the office court documents describing custody rights of the legal guardian. **Visitors (including parents & grandparents) should go to the office to pick up children.** Teachers will not release students from their classrooms.

School Visitors-All Visitors Must Check Into the Office

Parents of students are welcome and encouraged to visit our school. Please keep the following guidelines in mind when visiting the school:

1. Visitation must be restricted to the class in which your child is a member and scheduled at a time convenient for the class.
2. Please do not bring preschool age children when visiting a classroom.
3. **Visitors must sign in at the office and secure a visitor's badge** that should be worn when visiting a classroom in order to maintain the safety of all students. Teachers are instructed to request such a badge when visitors are visiting.

School Volunteers - All Volunteers Must Check Into the Office

The school encourages and welcomes all parent and community volunteers. Background checks are required prior to volunteering. A badge must be obtained at the office prior to visiting the classroom. Teachers are required to question anyone without a badge. Siblings that are not school age are prohibited from visiting the classroom.

New this year, all visitors and volunteers will need to show a state issued photo ID in order to enter all BGR-1 school campuses. ID's will be scanned in order to run a quick background check before printing a visitor photo ID badge to be worn for the duration of their visit to our campuses.

Background Checks

Background checks must be submitted to the school no later than October 2, 2023 in order to be eligible to attend field trips, help in classrooms, or participate in any other student involved activities. No checks will be submitted after that date.

Upon passing the background check you will be sent an email with video links to view. These must be completed before a person is considered fully approved for contact with students.

Field Trips

Field trips are a voluntary extension of classroom activities and serve to enrich the curriculum. All students who do **NOT** choose to participate in a field trip must still attend school. A student, whose behavior in the days prior to a field trip is deemed unsafe for the field trip, may be required to remain at school, or have a parent attend the field trip at the discretion of the principal.

Parents will be allowed to transport their child from a school sponsored field trip, but they will NOT be allowed to transport the child of another parent unless that child's parent is also in the vehicle. Only authorized parents or significant others may attend field trips and must have completed the entire background check process. All parents and legal guardians attending field trips should make **prior arrangements** with their child's teacher, no siblings or additional people are allowed on the field trips. Size limits at various venues require advanced counts that must be submitted prior to the trip, identifying the size of the group. **Due to these limitations, it is possible that all parents wishing to be chaperones will not be able to chaperone.** Also, **background checks must be completed by October 2, 2023 and online training must be completed prior to October 31, 2023** for the safety of all children. **THERE ARE NO EXCEPTIONS TO THE BACKGROUND CHECKS AND ONLINE TRAINING IN ORDER TO ATTEND FIELD TRIPS.**

Enrollment

The following items are needed to enroll your child in school:

- A state issued birth certificate is required as proof of age.
- Social security number (voluntary)
- Immunization record, students must have current immunizations before they attend school.
- Proof of residency (i.e. copy of water, electric or gas bill).
- It is also helpful to bring your Medicaid card with you if you have one.

Kindergarten, First Grade Entry Statute

Per Missouri law, **students whose fifth birthday occurs before the first day of August are eligible for kindergarten** for state aid and other purposes. The “window” for early-entry evaluation has been eliminated. **To be admitted to first grade a student must be 6 (six) years old before August 1st preceding entrance.** However, students who have completed an accredited Kindergarten program will be considered for enrollment in the first grade regardless of the August 1st cut-off date (Board Policy, JEC).

Curriculum/Instruction Program

The instructional program is provided for students in Pre-Kindergarten through Fifth grade. Our first priority is to provide a nurturing environment where students successfully achieve the basic skills while feeling proud of their accomplishments. Classes are organized for optimum learning through heterogeneous grouping. We base our curriculum on the Missouri Learning Standards.

Support Services

Art, music, physical education, computers and library are taught weekly by specialists in those fields. The Comprehensive Guidance Program is designed to meet social, emotional, and academic needs of students through a variety of available services and activities. All students participate in guidance lessons in their classrooms in which topics such as social skills, conflict mediation, self-esteem, decision-making, study skills, bullying, and career awareness are taught to reinforce developmental needs of students. Group and individual counseling may be provided for those students who show a need and parents who wish to participate in our counseling program. Those counseling issues that may be addressed range from academic difficulties and social skills to grief, divorce, or abuse, etc. Parents may also feel free to call for possible resources or consultations.

Special Education Services

Children may be referred for additional help through special services. This resource provides an education program to address the student's needs on more of an individual basis. Participation in the special education program is dependent upon meeting state guidelines and eligibility requirements.

Title I Reading/Math Services

Title I is a federally funded program offering assistance to children having reading and math difficulties at designated grade levels. The program consists of working with a specialist in the area of deficiency in either a small group setting, one-on-one, or within the confines of the regular classroom.

Reading Circle Certificates

Reading for pleasure is encouraged all the way through school. The state of Missouri sets standards for children to meet in order to receive a Reading Circle Certificate at the end of the school year. In order to help and encourage children at home, the standards for each grade are listed below:

Grade: PreK-Second: 20 books

Third-Fifth: 16 books

Make-Up Work

Parents are encouraged to call the school office to report the absence and to request homework. When a student must be gone several days, the parent is asked to bring in finished assignments before picking up more work. All make-up work should be submitted to the teacher within three days of the student's return to school. Please see your child's teacher about grade level specific expectations in regard to late work.

Quarterly Reports

Parents will receive a report of the child's progress at the end of each quarter. Communication between parents and teachers is in the best interest of the student. Teachers will schedule a parent/teacher conference at the end of the first quarter.

Mid-Term Reports

At the end of the first five weeks of each quarter, all K-5 students will receive progress reports. This notice will be sent with the students and is an early notification to parents about their child's academic progress or difficulty. If a conference is desired with the teacher please schedule one at this time, especially if your child is experiencing academic difficulty or frustration.

Grades

The honor roll GPA is based on the following subjects:

Reading, Spelling, Writing/Grammar, Math, Science, and Social Studies (beginning in 3rd grade)

Revised Grading Scale 2012

The 2-5 grading scale is:

A 93-100
A- 90-92
B+ 87-89
B 83-86
B- 80-82
C+ 77-79
C 73-76
C- 70-72
D+ 67-69
D 63-66
D- 60-62
F 0-59

Kindergarten and 1st Skills Scale:

A Advanced 100+
M Mastery 80-99
P Progressing 60-79
U - Unsatisfactory

Behavioral Scale:

1-Usually Displays Behavior
2-Sometimes Displays Behavior
3-Seldom Displays Behavior

Retention

It is important for students in grades K-5 to understand that they are responsible for the successful completion of scheduled course work. Lack of participation, failure to complete or turn in assignments, and poor test performance is not acceptable. Grades earned in core classes (Reading, Writing/Grammar, Spelling, Social Studies, Math, Science) will be considered prior to promotion to the next grade level. Students who do not meet expected performance levels for two or more semester core classes may be required to successfully complete summer school before being promoted to the next grade level. Students who do not meet expected performance levels for both semesters of two or more core classes may be required to repeat the grade level. Students earning grades below expected levels may also be required to participate in after school tutoring or homework programs.

According to Missouri Senate Bill 681, all schools must hold a meeting with the parents of any child exhibiting a substantial reading deficiency at the end of grade 3 to consider whether retention is a good option for the child. The building principals will have final discretion whether a child is retained or not.

Birthdays

Students may celebrate their birthdays by bringing pre-packaged healthy treats to be passed out at the end of the day. ***All public schools must abide by provisions for healthy snacks according to the Healthy, Hunger Free Kids Act of 2016 (Board Policy ADF). Schools are now required to follow the Smart Snack guidelines set out by the USDA. Examples of acceptable treats will include pretzels, baked chips, teddy grahams, individual fat-free ice cream cups, goldfish crackers, string cheese, granola bars, and fruit cups.*** For a complete list of healthy choices you may visit the “Smart Food Planner” on the website of the Alliance for a Healthier Generation. ***Therefore, treats that are high in sugar (cupcakes, cookies, etc) will no longer be allowed as birthday treats.*** Cookies and/or slushies that meet the USDA guidelines can be purchased through OPAA, our food service provider, with at least two weeks advance notice and prior payment. Individual birthday parties are not celebrated at school. We ask parents not to send birthday invitations to school to be distributed, unless there is an invitation for every student in the class. **We ask parents or guardians to not send flowers or balloon bouquets to your child at school for any holiday due to the distraction.** We appreciate your cooperation.

Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities (Board Policy, JFCA-AP1).

- Any student dress that interferes with the educational atmosphere or the safety of the students will not be tolerated.
- It is recommended that students dress appropriately according to the weather conditions.
- Bare midriffs and backless or open back tops of any description are not permitted.
- Shirts with spaghetti straps may ONLY be worn if under a shirt with sleeves and/or collar (Grades 3-5).
- Clothing must cover the student's underwear. Shorts should be fingertip length.
- Shoes must be worn at all times
- Hats, caps, scarves or bandanas are not appropriate for classroom wear unless for a special school or teacher designated event.
- Clothing with obscene, suggestive or profane words; clothing with pictures or advertisements for liquor or tobacco; clothing promoting or glorifying death and destruction of life is considered inappropriate for school wear.

If a student's attire is deemed inappropriate, parents will be called and expected to bring alternative clothing.

Flip-Flop/Sandals

We ***STRONGLY DISCOURAGE STUDENTS*** from wearing flip-flops/sandals as they break easily and are responsible for **many accidents** on the playground. If your child does wear flip-flops/sandals, ***please send extra shoes.*** If your child's flip-flops/sandals break while at school and they do not have extra shoes with them, you will be contacted and asked to bring another pair of shoes for them.

Marked Clothing and Property

Children's names should be placed on all personal items. If there isn't a name or identifying mark, it is hard to determine the rightful owner. If items are lost at school, we encourage you to check in the office. Any unclaimed items will be donated at the end of each quarter of school.

Personal Belongings

While young children like to share or show off their toys, trinkets and teddy bears, we ask that you please keep these at home. It is very easy for a toy to be lost, damaged, or even stolen while at school which is very upsetting to students and teachers. The school and/or teachers will not be responsible for lost, damaged, or stolen items. Teachers may have special days throughout the school year where children may bring a special item to school. These requests will be sent to you in writing through newsletters. Any items that become a distraction (jewelry, toys, purses, watches, etc.) may be taken away during the school day. Teachers may choose to give the item back to the student at the end of the day or they may choose to have a parent pick the item up from the office.

Articles Prohibited in School

Electrical items such as but not limited to: headphones, I-pads, laser pointers, gaming devices, recording devices, and cameras are not to be brought to school without permission. Cell phones must remain off and in the student's backpack.

- 1st offense – The Principal will take possession of the device until the end of the school day. Parents will be notified.
- 2nd offense- The Principal will take possession of the device until the parent(s) pick up the device from the office.
- 3rd offense – Students will receive 1 day ISS.
- Future offenses – Students will receive 1 day ISS for each offense.

Textbooks/Library Books

A great deal of money is spent to provide students with up-to-date textbooks and library books. All students are responsible for taking good care of their books. If books are lost or badly damaged, the student will be required to pay the cost of replacement. Make sure all books are turned in or paid for prior to leaving the school district or at the end of a school year.

Social Activities

If a student is absent from school on the day of a high school, middle school or elementary school activity **the student is not eligible to attend the activity.** Students are only permitted at high school and middle school activities with adult supervision.

Absentees and Tardies

All students are expected to attend school regularly and to be on time for classes in order to benefit the most from the instructional program. This will also aid in the development of habits of punctuality, self-discipline, and responsibility. Parents/guardians have the responsibility to ensure regular attendance of their child(ren). The building principal will monitor the attendance of students under his/her supervision and notify parents of excessive absences. Our school-based social worker can also offer assistance in problem solving with the family. Excessive absences/tardies **may** result in retention or referral to the Division of Family Services and the Juvenile Court. Parent participation is a critical element in encouraging good student attendance. Parents are encouraged to call school prior to the start of the school day when their child is absent. If verification of an absence is not received, school personnel will attempt to contact the parent to verify the absence. If it is not possible to call, the parent should send a note with the child the day he/she returns to school following an absence. **The note should include the date of absence, the reason for absence as well as the parent's signature.** If the child was seen by a doctor/dentist he/she should bring verification from that office. The notification of absences will be as follows:

8 Accumulated absences or tardies

- Letter to Parent
- Doctor's excuses are **required** for any further absence.
- Doctor's excuses will only be accepted **within one week** of the child's absence.

10 Accumulated absences or tardies

- Letter to Parent
- **Mandatory** doctor's excuses are **required** for any further absence.
- Doctor's excuses will only be accepted **within one week** of the child's absence.

16 Accumulated absences or tardies

- Letter to Parent
- **Mandatory** doctor's excuses are **required** for any further absence.
- Doctor's excuses will only be accepted **within one week** of the child's absence.
- Parent conference with notification of the possible referral to the Division of Family Services for further absences.

After 16 absences (per year) the lack of attendance may be considered excessive. When this occurs, procedures to contact the Missouri Division of Family Services (DFS) and the Juvenile Court may be followed. The Principal and School-based Social Worker may use his/her discretion to determine if there were circumstances involved beyond the parents' control when making the decision to contact DFS.

Bowling Green R-I School District
Student Transportation Guidelines
2023-2024

It is the mission of the Bowling Green R-I School District to provide safe transportation to and from school in our district. To facilitate this process, guidelines are in place to help each of us understand bus behavior guidelines and the disciplinary actions taken to enforce safety of our students. It is the responsibility of each student and their parent/guardian to read these guidelines and Bowling Green R-I Disciplinary Action Plan.

Riding the bus is a privilege and not a right. If a student's bus privileges are revoked due to violation of this policy, it remains the responsibility of the parent or guardian to transport the student to and from school.

Because a student's behavior on the school bus directly affects their safety and the safety of others, the following regulations apply at all times when students are riding the school bus, including field trips.

Responsibilities of the Student

- Students shall follow the instructions and directions of the bus driver at all times.
- Students should arrive at the bus stop on time, waiting in a safe place off the road.
- Students will wait until the bus comes to a complete stop before attempting to board.
- Students will not run when boarding or exiting from the bus.
- Students will remain seated while the bus is in motion and will not obstruct the aisles with legs, feet, or other objects.
- Students will be courteous to the driver and fellow passengers.
- Students who have not already been assigned to a seat by the driver, will be allowed to sit in any available seat.
- **Students will not bully, tease, threaten, harass, or hurt others.**
- Students are not allowed to eat or drink on the bus.
- Students are prohibited from **Loud** talking, laughing, yelling, singing, whistling, throwing of objects, standing, or changing seats. Serious safety hazards can result from noise and behavior that distracts the driver.
- Students will put no part of their body (i.e. hands, arms, legs, head) out the window.
- Students are prohibited from throwing anything from the bus.
- Students will keep the bus clean.
- Students will be respectful of the bus. Students and parents of students who damage or deface the bus or bus equipment will be responsible for payment of any repairs or damage.
- Possession of the following will not be tolerated: cigarettes, chewing tobacco, alcohol, illegal drugs, flame or spark producing devices (i.e. matches, lighters), and weapons (i.e. knives, chains, guns, laser pointers).

Violation of any of the above listed regulations will result in disciplinary action. **Violations will not be tolerated.** Students who do not follow these guidelines can be suspended from riding the school bus.

Students are assigned to a specific bus to and from school. Parents must request in writing any exception from this rule. Students will not be allowed on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request.

Parents and students are encouraged to contact the respective school official regarding any problems with school bus transportation. Students are encouraged to discuss issues with their bus driver, the principal, counselor, teacher, parent, or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, parents, school officials and bus drivers work cooperatively together to solve any problems that may arise.

Responsibilities of the Bus Driver

- Bus drivers are responsible for disciplinary action on the bus.
- Bus drivers will not use physical force on students except to defend themselves or to prevent injury to another student.
- Bus drivers will attempt to solve problems as they occur. Students should feel free to discuss issues with the driver.
- Bus drivers may assign specific seating on the bus if needed.
- Bus drivers will not refuse a student transportation home after school unless the student has been suspended from transportation.
- Bus drivers will complete a Bus Discipline Referral report when observing and/or knowing of any violation of safety regulations, including but not limited to inappropriate conduct on the bus or boarding or exiting the bus. These will be delivered to the appropriate school official for discipline actions.

First Student Transportation Referral

- The bus driver will counsel the student(s), discuss the behavior, and give a verbal warning. Assigned seating may be enforced. Following the above interventions, a description of the violation will be written up by the driver on a Bus Discipline Referral Form and submitted to the respective school officials.
- Disciplinary Action
The school official may have a conference with the student, review the Bowling Green R-I District Student Transportation Guidelines as appropriate per age level, and remind the student of the consequences of continued behavior. A copy of the report may be sent home to the student's parent/guardian. A copy of the misconduct form will be kept on file at the school for future review.
- 1st Bus Suspension: A minimum of 1-5 school days

Second Student Transportation Referral

- The above actions have been taken and the student's behavior continues to violate the policy a second Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.
- **Disciplinary Action**
The School official may have a second conference with the student discussing misconduct on the bus. A copy of the report may be sent home to the student's parent/guardian requiring a signature from the parent and student. The form will be returned to the school. A copy of the misconduct form will be kept on file at the school for future review. The student may be assigned in-school consequences to be determined by the respective school official.
- **2nd Bus Suspension**: A minimum of 6-10 school days and a conference with parent or guardian.

Third and Subsequent Student Transportation Referral

- The above actions were taken in the first and second violation. The student's behavior continues to violate the policy a third and subsequent Bus Discipline Referral Form is submitted by the driver and delivered to the respective school officials.
- **Disciplinary Action**
The school official may have a conference with the student and the Student's parent or guardian may be notified. A copy of the Discipline Referral Form may be given to the parent and student for review and signing. One of the following steps may be taken based on the severity of the behavior: (the action is left to the discretion of the school official)
- **3rd and Subsequent Bus Suspensions**: Long term suspension from bus and conference with parent or guardian.
- Missouri law requires a student's attendance in school. If bus privileges are revoked it will remain the responsibility of the parent or guardian to transport the student to and from school.

Actions that could Result in Immediate Bus Suspension

- The following behaviors will merit suspension from riding the school bus. Such suspensions will be determined by the respective school officials.
 - **Insubordination**: Defined as a direct refusal to follow instructions of the bus driver or others in charge.
 - **Smoking, Drugs, or Alcohol**: Defined to mean any act leading to or participating in these activities.
 - **Fighting**: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.

- *Abusive or Offensive Language*: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable. Bullying or verbal abuse fall into this category.
- *Destruction of Bus Property*: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus or bus property.
- *Repeat Offenders*: Defined to mean students who have three completed Bus Misconduct Forms in a calendar school year.

Playground Skills

1. Go down the slide feet first.
2. Sit on the merry-go-round.
3. Sit on the swings. One person per swing (three for a tire swing). Remain on the swing until it has stopped.
4. Keep hands, feet, and other objects to yourself.
5. Use only ladders, slides, or steps to exit equipment or platforms.
6. Classes lineup when the supervising teacher calls time.
7. Students should leave and enter the building in a quiet, organized manner.

School Rules

1. No gum chewing or toothpicks in school.
2. No soda should be brought to school unless for designated activities.
3. Toys or play items are to be left at home unless requested by the teacher.
4. No loitering in the parking lot or on the school grounds before or after school.
5. No bike riding after arriving at school.
6. No fighting, stealing, lying, back talking or profanity. Each student is expected to be honest, courteous, and responsible.
7. No selling or trading of items among students.
8. No dangerous items of any kind will be tolerated on school property including, but not limited to: matches, guns, knives, etc.
9. Our school is a tobacco free campus, therefore use or possession of these items is prohibited.
10. No running, noise, or misbehavior in the hallways or restrooms.
11. Follow the classroom, bus, playground and cafeteria rules.
12. Be respectful to all school employees.
13. Complete work, and return it on time.

**Failure to comply with any of the above school rules will result in a disciplinary action.
Please refer to the Discipline Plan.**

Discipline Plan

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

To help students achieve these ideas, the Bowling Green R-1 Elementary students will adhere to the following discipline guidelines.

1. Student behavior will allow teachers to teach and students to learn.
2. Student behavior will show respect for self and others at all times.
3. Students will know rules for proper behavior and consequences for improper behavior.
4. A student who goes beyond the teacher's discipline plan is subject to office/principal referral.
5. Student behavior on school buses will allow for the safe transportation of all students.

All teachers and administrators will have an approved discipline plan on file that states rules and consequences. Copies of the plan will be posted for students in the classroom. Classroom discipline plans will be sent home during the first week of school.

Discipline Guidelines

The following guidelines have been developed for the purpose of allowing students to know the consequences for particular infractions and for the purpose of enhancing the consistency with which consequences are implemented. In **ALL** disciplinary cases, the school officials reserve the right to waive or change any consequences if deemed necessary to protect the educational environment of the school.

Disciplinary Process

Routine Violations Requiring Discipline

Teachers will follow the procedure listed below to manage student behaviors.

Step 1 -First violation: As calmly and unobtrusively as possible, isolate the student to a specified safe seat. Talk to the student:

- a. Describe the behavior observed.
- b. Communicate your perception of the behavior.
- c. Explain the effect of the behavior.
- d. Explore alternatives of the behavior observed.

- e. Jointly agree on a plan of future action.
- f. Allow the student to return to class.
- g. Document the violation.

Step 2 -Second violation; Repeat the same steps as in the first violation except the teacher must explain to the student that his/her parents will be contacted by telephone or a personal note. Communicate what has happened up to that point and seek the parent's assistance in implementing a plan to improve the student's behavior. Be sure to help the parent and student understand that you want the behavior to be improved.

Step 3 and subsequent steps; Principal Referral -The teacher and student will meet with the principal.

- a. A written explanation of the supporting details of the incident shall be provided to the student and principal.
- b. An oral or written explanation of the sanction, which may be imposed, shall be provided.
- c. The student shall be provided the opportunity to present his/her explanation.
- d. A decision will be made and communicated to the student and his/her parents.

BIST – Behavior Intervention Support for Teachers

The focus of BIST is to deal with inappropriate behaviors in a consistent manner. Inappropriate behaviors will cause the teachers to follow a series of steps:

1. The Grace Space/Safe Seat -An alternative seat in the room where the student is asked to reflect and process with a teacher what he/she was doing wrong and how the issue can be solved.
2. The Buddy Room-An alternative room where the student can go to be removed from the situation to reflect and process with a teacher what he/she was doing wrong and how the issue can be solved. The student must return to the safe seat upon returning to their regular classroom.
3. If a student cannot handle the Buddy Room, then an alternative location with one on one staff will be utilized until the student is able to return to the Buddy Room.

These steps were developed to balance grace and accountability so students can learn and implement the skills it takes to be successful and productive in school and life. Continual behaviors will result in moving from one step to the next. A student will need to “process” the behavior with the teacher before being allowed to work back into the regular flow of class.

Flagrant Violations

The following are a few of the major infractions and their consequences. Major infractions will be dealt with in accordance with Bowling Green R-I Board Policy/Regulations JG-R1. False reporting of incidents, making false accusations, or giving false testimony to school personnel will result in consequences that will be based on the level of the offense that was reported falsely. Major infractions will not utilize the three-step process listed above. The building principal as fairly and consistently as possible will deal with unlisted infractions. (Board Policy JG-R1)

ACTIONS TO BE TAKEN:

INFRACTION	FIRST OFFENSE	REPEATED OFFENSE
Arson Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.		
Min.	1 day OSS, Report to Juvenile Office	10 days OSS, Report to Juvenile Office
Max.	10 days OSS, Report to Juvenile Office	180 days OSS or Expulsion, Report to Juvenile Office
Assault in the third or fourth degree Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.		
Min.	1-3 days ISS	1-5 days OSS
Max.	1-5 days OSS	5-10 days OSS with referral to the Superintendent for additional days
Assault in the first or second degree Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.		
Min.	10 days OSS	30 days OSS
Max.	180 days OSS	Expulsion
Bullying and Cyberbullying- Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. (See appendix B for Board Policy JFCF)		
Min.	1-10 days OSS	10 days OSS & referral to Superintendent for additional days.

Max.	30 days OSS	180 days OSS or Expulsion
Cheating/Academic Dishonesty - taking or copying of another student's work in an attempt to avoid completing the work or turning the work in as their own; plagiarism; any act of lying, whether verbal or written, including forgery.		
Min.	Principal/Student Conference, loss of credit.	1-3 days ISS, loss of credit.
Max.	1-3 days ISS, loss of credit.	1-5 days OSS, loss of credit.
Disruptive Conduct- When a student has caused a disruption in a classroom, on school grounds, that causes or limits the educational progress of other students.		
Min.	Principal/Student Conference	1 day ISS
Max.	3 days ISS	5 days OSS
Disrespectful Speech- All students and adults will be treated equally and respectfully and refrain from the use of slurs against any person on the basis of race, language, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief.		
Min.	Principal/Student Conference	1 day ISS
Max.	3 days ISS	5 days OSS
Drug/Alcohol/Tobacco/Fireworks/Explosives Possession- Any product that can be ingested into the body that is determined by law to be against the law to possess or ingest. CBD oil or any similar product that has a controlled substance at any level is banned from school property or school events. All drug related offenses are reported to law enforcement.		
Min.	Parent Conference	3 days OSS
Max.	3 days OSS	180 days OSS or Expulsion
Drug/Alcohol/Tobacco/Fireworks/Explosives Use- Any product that can be ingested into the body that is determined by law to be against the law to possess or ingest. CBD oil or any similar product that has a controlled substance at any level is banned from school property or school events. All drug related offenses are reported to law enforcement.		
Min.	3 days ISS	5 days OSS
Max.	5 days OSS	180 days OSS or Expulsion
Extortion- Obtaining or attempting to obtain money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).		
Min.	Principal/Student Conference	3 days ISS
Max.	3 days OSS	180 days OSS or Expulsion
False Alarms- Purposefully reporting an alarm that is not valid or tampering with emergency equipment, setting off false alarms.		
Min.	Principal/Student Conference	3 days ISS

Max.	180 days OSS or Expulsion	180 days OSS or Expulsion
Fighting-		
Unless it is perfectly clear that a fight is the fault of one party, both parties will be disciplined equally. A student must not name call, give gestures, “dirty looks”, place his/her hands on someone else, or provoke others. In tense situations, it is best to WALK AWAY AND SEEK ASSISTANCE from a teacher, counselor or administrator. DON’T FIGHT! The above rules apply to all school functions, whether they are on the school grounds or away from school. All assaults will be reported to the juvenile office.		
Min.	1 day ISS	2 days OSS
Max.	3 days OSS	3-10 days OSS & referral to Superintendent for additional days.
Harassment		
Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.		
Min.	Principal/Student Conference	1-3 days ISS
Max.	3 days OSS	180 days OSS or Expulsion
Leaving School without Permission		
Student knowingly leaving campus without school consent or knowledge.		
Min.	Parent Conference	1-3 days ISS
Max.	1-3 days ISS	1-5 days OSS
Nuisance Items		
Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.		
Min.	Confiscation and Conference with Principal	Confiscation and 1-3 days ISS
Max.	1-3 days ISS	1-10 days OSS
Sexual Harassment		
The district will not condone, permit, or tolerate sexual harassment of employees or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion. Sexual harassment is defined in Board Policy as unwelcome physical contact of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.		
Min.	1-3 days ISS	1-180 days OSS

Max.	1-180 days OSS	Expulsion
Technology Violation Any violation of the student technology user agreement as outlined in Board Policy EHB and EHB-API		
Min.	Principal Conference	Loss of user privileges
Max.	1-3 days ISS	1-180 days OSS
Theft Knowingly taking anything of value, personal, tangible, or intangible.		
Min.	1-5 days ISS, restitution of property, and possible referral to law enforcement.	1-10 days OSS, restitution of property, and possible referral to law enforcement.
Max.	1-10 days OSS, restitution of property, and possible referral to law enforcement.	Expulsion, restitution of property, and possible referral to law enforcement.
Threat Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.		
Min.	Parent Conference	1-3 days OSS
Max.	1-3 days OSS	3-10 days OSS with referral to the Superintendent for additional days.
Truancy Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district. Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians. (Board Policy JED)		
Min.	Parental Involvement	Parental Involvement
Max.	Referral to Division of Family Services	Referral to Division of Family Services
Vandalism Destruction/defacing of school or personal property.		
Min.	1-3 days ISS, restitution of property, and possible referral to law enforcement.	3-5 days ISS, restitution of property, and possible referral to law enforcement.

Max.	3-5 days OSS, restitution of property, and possible referral to law enforcement.	3-10 days OSS, restitution of property, and possible referral to law enforcement.
Weapons The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon is defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim or as any instrument or device to inflict physical injury or harm to another person. According to law the following items are considered “weapons” and are prohibited: a firearm as defined under 18 USC 921 and items defined in Section 571.010 of Missouri Revised Statutes, including blackjacks, concealable firearms, explosive weapons, firearms, firearm silencers, gas guns, knives, switchblades, knuckles, machine guns, rifles, shotguns, spring guns, and projectile weapons.		
Min./ Max.	Students who violate this policy will be suspended for no less than one year and are subject to permanent expulsion. However, the superintendent may recommend to the Board a modification of the suspension on a case-by-case basis (Board Policy JFCF)	
Weapons-Other Ammunition, weapon components, and other weapons not categorized under 18 U.S.C section 930 or Mo Revised Statute 571.010.		
Min.	Parent Conference and confiscate the object	1-5 days ISS
Max.	1-180 OSS or expulsion	1-180 OSS or expulsion

In School Suspensions of Students (ISS)

Procedural guidelines for the administration of the Elementary In-School Suspension process shall be as follows:

I. Reasons for Referral

- a. Any flagrant violations listed above.
- b. Other behavioral problems that have a detrimental effect on other students or the school.

II. Rules and Regulations

- a. Students will be productive in course assignments.
- b. Any student who refuses assignment to ISS will be suspended **OUT OF SCHOOL**.
- c. Students who are dismissed from ISS for misbehaving may be suspended out of school or be assigned additional days of ISS.

III. Absenteeism

Absences will delay, not eliminate, ISS. The time must be served upon returning to school.

Out of School Suspension (OSS)

A student who is suspended is not to be on school property or at any school function while serving their OSS time. If a student is suspended at the end of the school year and there is not sufficient number of school days remaining in the school year for the student to complete his/her

suspension time, the student's suspension will continue through the next school year until all suspension time is completed.

While a student is assigned to OSS, it is expected that all work assigned to him/her is completed. Upon return to school, students will be allowed to complete all tests and quizzes missed as a result of their assignment to OSS.

Health Related Information-Please be sure to carefully read the green School Nurse Packet found online. You may request a paper copy if you wish.

Parents are asked to inform the school of any special health concerns their children may have as soon as possible.

Administering Medication

If a child needs to take oral medication during school hours and the parent is unavailable to administer the medication, the school nurse, or the principal's authorized person, will do so in compliance with the school board policy JHCD. **All medication (including over the counter medication) must be brought to and from school by an adult.** No medicine is to be sent with your child or another school age sibling.

Prescribed medication must have a current pharmacy label attached to the bottle or inhaler box. No medication or inhalers will be accepted without the above.

It is not necessary to have a pharmacy label attached to over the counter medications.

Medication given at school must be accompanied with the following information: date, student's name, medicine name and dosage, and time medicine is to be given. **An authorized adult must bring medication to the office. No medication is to be sent on the school bus. Students are not to take medication (prescribed or over the counter) to and from school.** Students are not allowed to self-medicate while at school or after school activities.

Dietary Request

All dietary requests or restrictions require a physician's order. This includes allergic reactions to food products.

Head Lice

Head checks are done randomly in the classroom. We understand this requires a lot of time, work, and cost to the family to get "nit free". When a student in the classroom is sent home, a letter will also be sent home asking you to frequently check your child's head. This reminder will be on "green" colored paper. If you find nits or lice on your child, please call the district nurse as soon as possible.

Illness During School Hours

The school attempts to provide an environment in which the children will be safe from injuries. If a minor accident does occur, standard first aid treatment will be administered. In the event the school nurse or principal feels an examination by a qualified physician is needed, parental contact will be made and the parent or guardian will be asked to assume the responsibility of securing further treatment.

During the school year, there are increased health concerns due to close proximity to others on a daily basis, weather changes, prevalence of communicable diseases, etc. With the increased possibility of exposure to colds, flu, COVID 19, strep throat, and respiratory infections during the school months, it is a good time to review health practices and school attendance with regard to illness. A parent will be notified and child will be excused home if exhibiting one or more of the following symptoms:

- A temperature of 100 degrees or greater*
- Vomiting or diarrhea*
- A persistent cough*
- A generalized rash*
- Other ongoing symptoms of illness or discomfort*

*Consult your healthcare provider before sending your child to school with these conditions. To decrease the spread of communicable diseases, it is recommended that students not attend school if they exhibit **one or more of the above symptoms during the previous 24 hour period after the last episode without any over the counter medication.**

School Violence Hotline Number (1-866-748-7047)

The State of Missouri, through a grant from the Department of Public Safety, has established a statewide School Violence Hotline to help school districts and law enforcement agencies be aware of reports of school violence as early as possible and to ultimately make schools safer. The School Violence Hotline is staffed Monday through Friday from 7:00 a.m. to 6:00 p.m. Calls are accepted; information is gathered and entered into a centralized database. The information is then communicated to the appropriate law enforcement agency and schools.

Student Rights (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) all public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district if you wish to review the requirements provided by FERPA.

Public Law 107-110

The Bowling Green R-1 District is required to inform parents of certain information according to “Every Student Succeeds Act of 2015” (PL 114-95).

Upon request, our district is required to provide, 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 the teacher is teaching under emergency or other provisional status through which state qualifications 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, the district must provide to each individual parent:

- Information on the achievement level on MAP. (Missouri Assessment Program) assessments required under Title IA.
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

DISTRIBUTION OF NON-CURRICULAR ITEMS

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non curricular purposes, any exchange of unofficial material that is delivered or accessed using district technology resources is also subject to Board Policy. For more information, see Board Policy IGDBA.

Notice of Non-discrimination

The Bowling Green R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Bowling Green R-I School District is an equal opportunity employer. (Board Policy, AC)
Any person having inquiries concerning Bowling Green R-I School District compliance with applicable regulations should contact the Superintendent of Schools, 700 W Adams, Bowling Green, Missouri (573) 324-5441.

DISTRICT 504 COORDINATOR CONTACT INFORMATION

Janese Bibb
700 W Adams St, Bowling Green MO, 63334
573-324-5441

DISTRICT TITLE IX COORDINATOR CONTACT INFORMATION

Dr. Matt Frederickson
700 W Adams St, Bowling Green MO, 63334
573-324-5441

MOCAP/MOVIP

Students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll part-time or full-time in the Missouri Course Access and Virtual School Program. A student with a documented medical or psychological condition that prevented the student from attending school during the previous semester shall be exempt from the requirement that a student is enrolled full-time in and attended a public school for at least one semester in order to enroll in Missouri Course Access and Virtual School Program courses. For more information, see board policy IGCD.

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 <public agency> assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning

alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). To review the plan please contact: Janese Bibb, 573-324-5441.

This notice will be provided in native languages as appropriate

FOOD SERVICE MANAGEMENT (*Nondiscrimination in School Nutrition Programs*)

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by: 1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, DC 20250-9410; 2. Fax: 202-690-7442; or 3. E-mail: program.intake@usda.gov. This institution is an equal opportunity provider. * * * * * Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

- 1. What is a complaint?**
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- 2. Who may file a complaint?**
Any individual or organization may file a complaint.
- 3. How can a complaint be filed?**
Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?**
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
- 5. What happens if a complaint is not resolved at the local level (LEA)?**
A complaint not resolved at the local level may be appealed to the Department.
- 6. How can a complaint be filed with the Department?**
A complaint filed with the Department must be a written, signed statement that includes:
 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
- 7. How will a complaint filed with the Department be investigated?**

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

The following activities will occur in the investigation:

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
4/17

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

ANTI-BULLYING POLICY AND PROCEDURES

In order to promote a safe learning environment for all students, the Bowling Green R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

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

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

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

Designated Officials

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

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

Reporting Bullying

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

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

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

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the

principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

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

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

Consequences

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

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

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

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.