

Blackwater R-II School District  
2022-2023 Student Handbook



300 Doddridge, PO Box 117

Blackwater, MO 65322

Phone: 660-846-2461

Fax: 660-846-2431

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# Staff Contact Information

Office Telephone: 660-846-2461

Office Fax: 660-846-2431

School Office Hours: 7:45 a.m. - 4:15 p.m.

Staff Member	Position	E-mail
Tanya Brown	Superintendent/Principal	tbrown@blackwater.k12.mo.us
Bailey Devlin	Secretary/Bookkeeper	bdevlin@blackwater.k12.mo.us
Jordan Root	Preschool	jroot@blackwater.k12.mo.us
Kacie Neel	Kindergarten	kneel@blackwater.k12.mo.us
Amanda Watring	1 <sup>st</sup> Grade	awatring@blackwater.k12.mo.us
Dianna Heckman	2 <sup>nd</sup> Grade	dheckman@blackwater.k12.mo.us
Kelsey Schutjer	3 <sup>rd</sup> Grade	kschutjer@blackwater.k12.mo.us
Chelsea Conaway	4 <sup>th</sup> Grade	cconaway@blackwater.k12.mo.us
Olivia Browning	5 <sup>th</sup> Grade	obrowning@blackwater.k12.mo.us
Patty Smith	6 <sup>th</sup> -8 <sup>th</sup> Math; 7th Geography	psmith@blackwater.k12.mo.us
Shawn Spence	6 <sup>th</sup> -8 <sup>th</sup> Science; 6th World History	sspence@blackwater.k12.mo.us
Kelsey Schrader	6 <sup>th</sup> -8 <sup>th</sup> ELA; 8th American History	kschrader@blackwater.k12.mo.us
Amanda Peeks	PE/Health/Computers	apeeks@blackwater.k12.mo.us

Christine Rose	Title I	crose@blackwater.k12.mo.us
Christy Hendrix	Special Education	chendrix@blackwater.k12.mo.us
Lisa Rehmer	Speech Implementer/Art	lrehmer@blackwater.k12.mo.us
Gerald Echelmeyer	Music	gechelmeyer@blackwater.k12.mo.us
Sarah Broadbent	Counselor/Librarian	sbroadbent@blackwater.k12.mo.us
Lorri Neidig	Nurse	lneidig@blackwater.k12.mo.us
Reba Raines	Teacher's Aide	rraines@blackwater.k12.mo.us
Brooke Neel	Personal Assistant	bneel@blackwater.k12.mo.us
Vicki Craft	Parents as Teachers	vcraft@blackwater.k12.mo.us
Tina Ricklin	Assistant Cook	tricklin@blackwater.k12.mo.us
Marlese Williams	Assistant Cook	mwilliams@blackwater.k12.mo.us
Melody Willis	Custodian	mwillis@blackwater.k12.mo.us
Mike Kelly	Bus driver/Custodian	
Ken Tounzen	Bus Driver	

## 2022-2023 School Board Members

John Hiller	President	660-346-8363
Eric Harvey	Vice President	660-815-2090
Amanda Blank	Treasurer	660-537-0522
Austin Painter	Secretary	660-537-4577
John Jurco	Member	913-558-2972
Scott Hern	Member	660-537-4872
Andrew Dann	Member	660-998-2754

# **Blackwater R-II School District**

## **Mission Statement**

Blackwater School will RISE.

- Responsible
- Inspiring
- Safe
- Educational Success

## **Beliefs**

We believe:

- all students can learn and be continually challenged to develop to their maximum potential.
- all students have a right to a high quality, individualized public education.
- a meaningful, challenging academic program will connect all students to learning and honor their differences.
- all individuals shall be responsible and accountable for their actions.
- all individuals shall be provided a safe and secure physical and emotional educational environment.
- all stakeholders share in the responsibility for learning, character, and climate.
- effective communication is essential to the educational process.

## **Vision Statement**

Blackwater R-II School District is a caring place, offering a quality education so all students reach their full potential while being valued as individuals.

## **Notice of Non-discrimination**

The Blackwater R-II School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

Any person having inquiries concerning Blackwater R-II School District's compliance with regulations implementing the acts listed above are directed to contact the Superintendent of Schools, 300 Doddridge, P O Box 117, Blackwater, MO 65322, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

# Important Dates

## **Basketball (A-Season)**

To be determined

## **Basketball (B-Season)**

To be determined

## **BOE Meetings**

The Board of Education meets the second Thursday of each month at 6:00 pm in the Board Meeting Room.

## **Book Fairs**

To Be Announced

## **Engineering Olympiad**

To be determined

## **Math Contest**

To be determined

## **Music Programs**

Christmas Program December 20, 2022 @ 6:30 pm

Spring Program April 27, 2023 @ 6:30 pm

## **Parent/Teacher Conferences**

Monday, November 7, 2022

Monday, March 20, 2023

## **Pictures**

Fall - September 28, 2022

Retakes & A-Season b-ball - November 30, 2022

Spring & B-Season b-ball - To be scheduled

## **Progress Reports**

Mid Quarter Dates

September 23, November 22, February 3, April 14

Quarter Dates

October 21, December 21, March 10, May 19

## **Spelling & Geography Bees**

To be determined

## **Track Meets**

To be determined

# **General Information**

## **Academic Dishonesty**

Academic Dishonesty is defined as copying someone else's work or allowing someone to copy your work. All work must be completed by the student, not by other students or parents. Plagiarism is also a form of academic dishonesty and will not be tolerated. In addition, forgery and/or falsifying a note is also considered academic dishonesty. Students who exhibit academic dishonesty will be subject to the following disciplinary actions:

- 1<sup>st</sup> Offense:** Conference, lunch detention, phone call to parents/guardians, and a score of "zero" on the assignment.
- 2<sup>nd</sup> Offense:** One day of in-school suspension, phone call to parents/guardians, and a score of "zero" on the assignment.
- 3<sup>rd</sup> Offense:** Three days of in-school suspension, conference with parents/guardians and principal, and a score of "zero" on the assignments.
- 4<sup>th</sup> Offense:** Five days of in-school suspension or out of school suspension, conference with parents/guardians and principal, and a score of "zero" on the assignment.

## **Access to Information**

In accordance with the provision of the Family Education Rights and Privacy Act, student's records maintained by Blackwater School remain confidential except to

authorized personnel. Parents or legal guardians have full access to school records of their children and may make reasonable requests to change or delete any information they feel is inaccurate, misleading, or otherwise inappropriate. School authorities will maintain a record in each student's folder to be signed by all persons gaining access to student information and the reason for the access.

## **Aid to Students**

Blackwater R-II School District participates in the Federal Free and Reduced Priced Lunch Program authorized through the U.S. Department of Agriculture. Standard eligibility forms are sent home. If at any time a family feels their needs have changed, they are encouraged to reapply by calling or stopping by the office to request the forms; then complete them and return them to the office as soon as possible. This is a strictly confidential process where school personnel and eligible families are the only knowing parties.

## **Arrivals**

Parent/Guardian and student cooperation is requested in observing the daily school schedule. The school's responsibility for supervision of students begins at 8:00 am. Front doors will open at this time. Prior to that time, there will be no adult supervision. The school will be open to students at 8:00 am for breakfast. Students are to report to the gymnasium for breakfast. Students are encouraged to arrive promptly at 8:00 if they plan to eat school breakfast. Breakfast service ends at 8:15 am. Any student arriving after 8:15 am will be tardy and must check in at the office.

**Awards** for grades K-8 will be held at the end of each semester. Students who achieve the following will be recognized:

- o Golden Bulldog – Special recognition of one student at each grade level
- o Principal's Honor Roll – achieved with a GPA of 3.67 to 4.00
- o Honor Roll – achieved with a GPA of 3.0 to 3.66

## **Attendance**

School attendance is required by law. The responsibility for consistent and regular attendance lies with the student and parent/guardian. Although it's true that assignments and tests can be made up for excused absences, there is no method available for making up missed lectures, classroom discussion, or teacher assistance.

Naturally, there will be times when a student cannot or should not be present at school. This may be due to illness, or other reasons not within the control of the student. Parents/guardians should notify the school at 660-846-2461 the day the child is absent or the child will be counted as unexcused. Unexcused absences are considered Truant.

**Absence Ineligibility** - Students must be in attendance at least 3 hours and 50 minutes in order to participate in after-school and extracurricular activities.

**Absences and Make-up Work** – all missed assignments must be made up by the student and it is the student's responsibility to obtain missed assignments from his/her teacher. Students will have one day for every day missed to make-up assignments. Zeros will be entered for the student if these assignments are not completed by the specified due date.

## **Bicycles**

A bicycle should be in sound mechanical condition and the child instructed in the proper care and use of it. Children riding bikes to school are not permitted to remove it from the bicycle racks/parking area during the lunch/recess period. A bicycle rider must obey the same rules as a motorist and it is recommended a safety helmet be worn. Once a bicyclist crosses onto the sidewalk surrounding the school property he/she should dismount and walk their bicycle to the bicycle parking area to avoid injury to themselves or others.

## **Building Facility and Use**

Use of the building facilities, gymnasium and/or cafeteria must be scheduled through the office. A fee of \$50 will be charged for gym only use and \$75 for gym with kitchen use. Lessees are responsible for cleaning the area or additional fees will be assessed. The term of the lease is for less than 24 hours.

## **Cancellations**

The Principal shall have the authority to close school because of extreme weather or emergency conditions. Parents should monitor the local radio and/or television stations listed below: KMMO Radio, Marshall 102.9 FM, KOMU TV, Channel 8, Columbia, KWRT Radio, Boonville 1370 AM, KMIZ TV, Channel 17, Columbia, KRCG 13, Columbia.

An automated message will be sent to all email addresses on record in case of school closing or early cancellation.

If Blackwater R-II is closed due to inclement weather, the high school bus for Boonville will not run. If Boonville is in session, it is left to the responsibility of the parents to transport to and from, if they choose to send their student.

## **Change of Address**

**It is important that parents notify the school immediately of any changes in address or telephone number(s).** Unlisted numbers will be held in the strictest confidence when supplied. Changes in emergency numbers need to be reported as changes are made.

## **Check Out Procedures**

While we encourage students to be present at school all day every day, we realize that situations may arise which will necessitate the need for a student to leave early. If you need to check your child(ren) out early, please come to the office and we will assist you.

## **Child Abuse & Neglect**

School employees who suspect or see evidence of child abuse or neglect will report the case to the Principal. Schools have a legal responsibility to report child abuse to the Division of Family Service's Hot Line. The Principal will determine if such a call is warranted, and if necessary, make necessary contacts. School officials will cooperate fully with DFS investigations.

## **Communicable Diseases**

Students will be excluded from school for the diseases listed below. Students must have a doctor's note or must be seen by the school nurse prior to returning to the classroom.

**Chicken Pox** – No less than five days after the appearance of the skin eruption or longer. All lesions must be dry scabbed.

**German Measles (Rubella)** – Seven days after the rash.

**Impetigo** – The student may not return until lesions are healed or documentation of doctor's treatment.

**Measles** – Students cannot return during cold symptoms and until seven days after rash.

**Mumps** – Students cannot return until nine days after onset of swelling.

**Head Lice** – Students must receive effective treatment resulting in the absence of nits from hair and lice from scalp to be able to return to school and any school activity. It is suggested that all personal items be washed and/or bagged for three weeks to prevent spreading. Chronic reoccurrences will be reported to the Division of Family Services and the Center for Disease Control.

**Scabies** – Students must bring a doctor's note stating he/she is under treatment.

**Pink Eye** – A student with red or inflamed eyes must bring a doctor's note stating diagnosis and may not return until medication has been given for 24 hours or until eye(s) are clear.

**Skin Rashes** – Students may not attend school or participate in activities with presence of any skin rash or until the student provides a note from his/her physician stating the diagnosis and that the student may attend school.

**Fifth's Disease** – Students will be excluded from school when a lacy rash is visible. He/she may return to school with a doctor's note of diagnosis and statement that the student is non-contagious.

**Strep Throat** – Students with a doctor's note and diagnosis may return after antibiotics have been administered for at least 24 hours.

**Fever** – Any illness where the body temperature is elevated to **100.4°F** or above the student should remain at home or will be sent home from school. **The student may return after being fever free without fever-reducing meds for 72 hours.**

## **Custody of Pupils**

School personnel release students and student information to natural parents or legal guardians unless there is a court order which grants custody to one parent or the other. In custody cases proper documentation will be required. Students may not be enrolled until the proper court documents have been filed with the school office.

## **Discipline**

See Discipline Policy.

## **Dismissal**

School will dismiss at 3:50 pm. Bus riders will exit through west doors and be supervised by middle school teachers on duty until all buses are boarded. Walkers, bike riders, and car riders will be supervised by elementary teachers on duty and exit the building through the south end doorway by the office.

## **Dress Code**

Cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. Extremes in dress and personal appearance which tend to cause distraction or pose health problems will not be tolerated at school.

All styles of clothing designed for specific non-school activity or designed to call undue attention to the wearer are not appropriate at school. Parents are urged to closely supervise their children in choosing school clothes.

Personal cleanliness is of utmost importance. Each student is expected to bathe, wash hair, and launder clothing on a regular basis.

Clothing designed to call undue attention or make the wearer conspicuous is inappropriate. Student footwear should be designed for school wear and not cause undue attention. Appropriate shoes must be worn for participation in PE. Skate shoes will not be allowed. Markings on insignia or clothing must not be obscene, suggestive, or advocating disruptive or illegal activity.

Hats, hoodies, and other headgear may not be worn in the school building, except on special occasions. Laws concerning the display of the flag of the United States are to be strictly observed at all times.

The following clothing items will NOT be allowed: strapless shirts and/or dresses; shirts and dresses with spaghetti straps; short skirts, dresses, and shorts (shorter than longest finger with arms extended down the thigh); shirts which reveal cleavage; mesh shirts; muscle shirts; baggy shorts/pants; slit-arm shirts.

Common sense and a reasonable attitude should eliminate the need to correct students in the area of dress and personal appearance. However, in those cases of abuse, the school administration will make the final judgment. In the event a student is dressed

inappropriately, they will be given appropriate clothing to wear for the day or parents may bring a change of clothing.

## **Electronic Devices**

Electronic devices **can** cause distraction to students or teachers, and therefore be disruptive to the learning process and are not allowed at school. These include radios, CD players, toys, electronic games, Ipods, MP3 players, etc. **Cell phones must be turned off and turned into homeroom teachers at the beginning of each day.** Cell phones being used in school will be confiscated by teachers. This includes web browsing, emailing, texting, and talking. In addition, water guns, rubber bands, fireworks, or any item prohibited by the Safe Schools Act, will not be permitted.

A signed tech agreement must be on file prior to chromebooks being sent home.

## **Emergency Information**

Student emergency forms need to be kept up-to-date throughout this year. Call the office at 660-846-2461 or email **Bailey** or Mrs. Brown when changes occur.

## **Entrance Age**

All children within the Blackwater District will be enrolled subject to state statutes. According to Missouri School Law, the age for entrance to school is as follows:

Preschool children must be four (4) years old before August 1.

Kindergarten children must be five (5) years old before August 1.

First (1<sup>st</sup>) grade children must be six (6) years old before August 1.

## **Extra-Curricular Activities**

Any student participating in extracurricular sports, must have a current physical on file, signed by a licensed physician. Physicals are now good for two years. However, parents and students must fill out the required paperwork annually. Students must maintain grades in accordance with board policy to participate. Transportation to out of town ball games will not be provided for players. Extra-Curricular activities or school functions are an extension of the classroom. Therefore, all students in attendance as spectators or participants shall abide by the same codes of conduct adopted for the school day. This includes school sponsored activities (home or away) or in any vehicle while being used

to transport students for the school district. A student MUST be in attendance at school on the day of an activity in order to participate in it after school. Examples include, but are not limited to, basketball, track, and school dances. If the activity is held on Saturday a student must be in attendance on the preceding Friday unless cleared prior to the event by the administration.

## **Field Trips**

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating pupil must have a permission form signed by his/her parent/guardian. The permission slip will be sent home at the beginning of the school year and be used for all field trips throughout the year. Students will still receive notices about upcoming field trips to take home, but each trip will not require a separate permission slip. Transportation is always provided by school district busses. Students are supervised and chaperoned by adults while on field trips.

## **Food Service**

Blackwater R-II School District serves breakfast from 8:00-8:15 am each morning for any student choosing to have breakfast. Lunch will be served in two shifts. PreK-3 will be served during the first lunch shift and grades 4-8 will be served during the second shift.

Lunch balance needs to be paid at least monthly. A meal balance sheet will be sent home with each student the first of each month. Snack milk is available for \$0.35 to students in elected classrooms. Guidelines and applications for the Federal Free and Reduced Breakfast and Lunch Program will be sent home at the beginning of school and again in January for any family wishing to apply. Families are also encouraged to request an application if their situation changes.

Due to the longer attendance days, a daily afternoon snack will be provided to students at no charge.

Breakfast and lunch prices for 2022-2023 are:

**Lunch: Student-\$2.85 (paid), \$0.40 (reduced), Adult-\$3.00**

**Breakfast: Student-\$1.35 (paid); \$0.30 (reduced); Adult-\$2.00**

**Extra milk is \$0.35.**

## **Foster Students**

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Superintendent to oversee and assess the District's foster care program.

## **Grade Reports**

Kindergarten through second grade: progress is reported on specific objectives and skill areas.

Grades 3 through 8: progress is reported on specific objectives and skill areas with grade averages reported as follows:

A	100-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D-	63-60
F	59-below

Reports pertaining to student progress will be sent to the parents regularly at the end of each of the four quarters, and at mid-quarter. At the end of the school year the report is

sent home for the parents to keep as a record of the student's academic progress. Please feel free to contact the teacher and schedule a conference at any time.

## **Health Care Matters**

**Nurse Lorri will be at school Tuesdays-Thursdays from 8 am to noon.** Students needing medication or health care at other times will see the secretary or principal for assistance.

Emergency information must be on file in the school office so that parents/guardians can be contacted during school hours if an illness or injury occurs. Students will be released only to parents or persons designated on the enrollment form. In the event of a serious injury or illness and the parents cannot be reached, the student will be taken to the emergency room at the nearest hospital for medical services.

Medical treatment is the responsibility of the parent and family physician. Medications must be accompanied by a signed note from the parent, giving instructions for dispensing the medication as well as a description of the illness and/or condition being treated.

The school should be advised of all health problems such as seizures, diabetes, allergies, current hospitalizations, etc. All medications that your child takes on a daily basis should be reported.

**Immunizations** – All children enrolled in public schools and preschools must comply with the Missouri State Immunization Law by the first day of school. All students must present documentation of the month, day, and year of each immunization. Students must present immunization records to school and all immunizations must be up-to-date before the student is permitted to attend class. The following are the requirements:

1. Proof of Immunization from doctor or county health nurse including:

- Diphtheria (DPT) – 4 doses with last dose being given at age 4 or greater.
- Polio (OPV) - 3 doses with the last dose being given at age 4 or greater.
- Measles (MMR) – 2 doses one at 12 to 15 months and one before Kindergarten.

- HIB – 1 dose before age 5 years.
  - Hepatitis B – series of 3 for students entering K, 1st, 2nd, or 7<sup>th</sup> grades.
  - Vercelli – 1 dose before entering preschool or a signed statement verifying the child has had chicken pox.
2. Signed statement of exemption from physician.
  3. Signed statement of objection from parents.

In addition, all students who will enter the 1<sup>st</sup> grade must have completed a formal eye examination as conducted by an optometrist or ophthalmologist. Proof of eye examination must be provided to school officials.

**Prescription Medications** – Blackwater R-II School District requires prescription medication to have the prescription label properly affixed. The label must contain the name of the student, name of the medication, dosage, frequency of administration, route of administration, diagnosis and the doctor's name. The school will not administer the initial dose of any new prescription, except in an emergency.

**Storage and Administration of Medications** – A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter medication must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

## **Homeless Students**

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for homeless children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Superintendent to oversee and assess the District's homeless program.

## **Homework**

Homework is an integral part of the educational process and typically makes up a large portion of a student's grade. Homework may take many forms (for example: skill sheets, projects (long and short), text reading, problem sets, etc.). Homework is used to:

1. Reinforce ideas or skills.
2. Provide practice.
3. Provide the opportunity for parental involvement in their child's education.

Homework will be assigned on a regular basis. Students are expected to return completed homework on time for the learning process to continue. Students who are not prepared to turn in their homework on time may receive one or more of the following disciplinary actions:

1. Loss of recess used to complete assignment(s).
2. Detention
3. Deduction of class grade
4. In-school suspension

It is a student's responsibility to obtain missed assignments from his/her teacher(s) and return completed assignments to his/her teacher(s) by the designated due date.

Each student in grades 1 through 8 will be given a planner to record daily assignments. Students should take this home each night for parents to review and sign. Each homeroom teacher will check planners to ensure that students are utilizing them appropriately. If a student loses his/her planner provided at the beginning of the year, a replacement agenda will be provided at the parent's expense.

## **Hotline Numbers**

Missouri Abuse and Neglect 1-800-392-3738

Drug Abuse Hotline 1-800-688-1777

Alcohol Abuse Hotline 1-800-374-2202

Safe School Hotline 1-573-651-2424

## **Instructional Support Services**

**Special Education** – Blackwater R-II School District has a full-service educational goal which seeks to guarantee the availability of a free and appropriate public education to all students with disabilities. The district provides specially designed instruction in the least restrictive environment.

**OT/PT/Speech** – Occupational Therapy and Physical Therapy are contracted services provided by Hand to Hand Rehab, LLC to meet the I.E.P goals for students requiring the services. The Speech Language Pathologist is also contracted through Hand to Hand Rehab, LLC. He/she will service students and provide support to the district Speech Implementer as DESE guidelines specify.

## **Insurance**

Parents are encouraged to purchase student accident insurance, as the school accepts no financial responsibility for accidents on school grounds. Proof of insurance may be required by students who participate in basketball or cheerleading.

## **Library Books**

Children will be taught to take proper care of books. Lost or damaged books are the financial responsibility of the student who checks them out. Students may check out books from the bookmobile using classroom teacher guidelines and should assume full responsibility for the care of these books like all district library books and materials.

## **Lockers**

Lockers are provided for each student in grades 3-8. Students should keep their lockers clean and free from trash. Students should place coats, backpacks, hats, sunglasses, and other personal belongings in their locker during the school day. Failure to comply with this policy will result in disciplinary action.

## **Lost and Found**

The school maintains a lost and found where items are placed until claimed. It is advisable that parents mark their children's clothing for easy identification. School staff will not accept the responsibility for lost articles or money. It is suggested that students

bring only the money needed on any given day. For younger children the student's name should be placed on an envelope with the money in it.

## **Office Hours**

Monday office hours will be 8:00 am to 3:00 pm. Tuesday-Friday office hours are from 7:45 am to 4:15 pm during the school year when school is in session. Summer hours are posted with flexible Friday hours.

## **NCLB Resolution Procedures**

Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C.

Sec 9304(a)(3)(C) requires the Missouri Department of Elementary and Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV, and Title VII and Title IX, part C.

### **Who May File a Complaint**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the

LEA if a formal complaint evolves. Precise processes in both instances are described below.

#### Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible.

Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers, and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary and Secondary Education within 15 days.

Appeals to the Missouri Department of Elementary and Secondary Education will be processed according to the procedures outlined in the sections below.

#### Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written

complaint. This formal complaint will be processed according to procedures outlined in sections below.

#### Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of the complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s).

Verification will include direct contact with the complainant.

#### Appeals

##### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal.

Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before a SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be taped recorded and the recording preserved for preparation of any transcript required on appeal.

#### Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s) the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

#### Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education.

The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

#### Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

#### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled to review the student's progress at the end of the first quarter and are optional at the end of the third quarter. These conferences are held so better communications can be established between parents and teachers. The objective of this communication is to:

1. Inform parents of his/her child's progress.
2. Provide the parents with suggestions for specific ways in which the child can be helped at home.
3. Inform the teacher of the child's strengths and weaknesses as seen by parents.

Teachers will make routine contacts with parents. This allows the teacher to adjust school programs to fit the child's needs. Efforts are made to schedule conferences at convenient times for parents. As the school year progresses, additional conferences may be scheduled through the school office or directly between the parent and teacher.

Parents/guardians are encouraged to schedule conferences throughout the school year if they so desire.

## Parent-Teacher Organization

The Blackwater PTO works to:

- promote the welfare, growth and education of children, youth and adults in the school and community;
- sponsor projects and events for the benefit of the Blackwater students;
- bring a closer working relationship between home and school so that parents, administrators, and teachers may cooperate intelligently in education of students; and
- develop between educators and the general public such united efforts that will secure for all children the highest advantage in physical, mental and social education.

PTO supplies much of the supplies normally requested of parents at the beginning of the school year, assists with MAP trip, purchases recess and playground equipment from time to time, and much more! To do all of this requires funding which comes from family membership dues, concession stand sales, a spring dinner, the Nelson Alumni dinner, and donations from area businesses and community members.

Parent and teacher volunteers are vital to a successful PTO year! Without a collaborative effort, it would not be able to achieve so much. At the first meeting of the school year, everyone will be asked to sign up for various duties including concession stand, fundraising and the dinner. Parents will also have a chance to sign up for classroom parties. PTO invites suggestions and new ideas at any time.

### Officers

Angela Harvey (President)	660-859-2100	Email: <a href="mailto:aschick@iland.net">aschick@iland.net</a>
Megan Hern (Vice-President)	660-846-2296	Email: <a href="mailto:hernmegan@yahoo.com">hernmegan@yahoo.com</a>
Nicole Hiller (Treasurer)	660-346-9099	Email: <a href="mailto:franie_07@hotmail.com">franie_07@hotmail.com</a>
Kendra Dann (Secretary)	660-537-3118	Email: <a href="mailto:kendradann12@gmail.com">kendradann12@gmail.com</a>

## Parents Right to Know

At the beginning of each school year, districts must notify the parents/guardians of each student attending any school receiving Title I funds that they may request information

regarding the professional qualification of the student's classroom teacher(s) including at a minimum, the following:

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

In addition to the information that parent/guardian may request, district must provide in a timely manner:

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

Requests by parents/guardians for this information must be provided in a timely manner.

This information and information provided under the Parents'/Guardians' Right to Know requirements must be in an understandable and uniform format and , to the extent practical, provided in a language that the parents/guardians can understand.

## **Physical Education**

Each child will be expected to participate in physical education courses. A student will be excused from the class only when the teacher receives an acceptable written excuse from the child's parent/guardian. A doctor's statement should be presented for students who have conditions which prohibit regular participation.

Students in grades 5-8 should wear shorts or sweats, shirt and gym shoes. Failure to comply will result in disciplinary actions from the school administrator.

## **Pictures**

School pictures are taken in the fall and spring. The purchase of picture packages is optional. Each student and staff member must have his/her picture taken in the fall for school purposes.

## **Playground**

Students are expected to go outside for playtime unless a note is sent from home. Appropriate clothing should be worn for outside activities. Students will go outside for recess unless the wind chill drops below 25° or heat index rises above 105°. Please dress your students accordingly.

Activities on the playground are organized and supervised to provide safe recreation. The school will provide all playground equipment needed. Hard balls are not permitted because of the hazard they present. Only equipment requested by teachers will be allowed on the playground.

## **Privacy Rights**

School records regarding academic or disciplinary action by school personnel are sensitive records and are only maintained to preserve accuracy and consistency in working with the student involved. Board policy refers to the district's adherence to Public Law 90-247, Title IV, privacy rights of parents and students, and applies to disciplinary records as well as other school informational records.

## **Promotion/Retention**

The policy of Blackwater R-II School District is to promote students one grade each year when their educational progress is consistent with the student goals and objectives at their grade level. Students in grades K-4 who do not make satisfactory educational progress or excessive absences may be retained at grade level upon the recommendation of the Principal after consultation with the teacher and parents. Students in grades 5-8 will be reviewed by the retention committee if either of the following are met: 1) 2 or more failing grades (F), regardless of overall average, in any of the four core classes (ELA, Math, Social Studies, Science) or 2) does not maintain a 1.0 (D) average across all four core classes (cumulative GPA). Missouri School Law states that a child must be reading on grade level, or making satisfactory progress if the student has an IEP, by the end of grade 3 or the student will be retained.

## **Safe Schools Act**

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

## **Students' Rights**

Each student has the right to:

- have the opportunity for a free education in the most appropriate learning environment.
- have the opportunity for freedom of speech and of the press so long as his/her exercise of those rights do not infringe upon the rights of others.
- be secure in his/her person, papers, and effects against unreasonable searches and seizures.
- privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or is disruptive to the educational process.
- expect that the school will be a safe place with no fear of bodily harm.
- expect an appropriate environment conducive to learning.
- not be discriminated against on the basis of sex, race, color, religion, national origin, or disability.
- expect to be fully informed of school rules and regulations.

## **Student Responsibility**

Each student has the responsibility to:

- follow the directions and instructions of their teachers and school authorities. If a student feels that a teacher's demands are unjust, or unfair the student

may conference with the administration at the appropriate time without interrupting class or further compounding the problem.

- show common courtesy and respect for the rights of others at all times.
- use the school buildings and facilities only under the direct supervision of the school staff. A faculty member must be physically present and actively supervising all activities held in the building.
- refrain from “horseplay” in the form of running, pushing, shouting, and hitting.
- report to class on time with books and supplies needed to carry out class activities successfully.
- refrain from displays of public affection.
- know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators or teachers.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscene non-verbal and verbal expression.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety as defined by the student dress code.
- help maintain and improve the school environment, preserve school and private property, and exercise the utmost care while using school facilities.
- refrain from disobedience, misconduct or other behavior which would lead to any physical harm or to the disruption of the educational process.
- obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of tobacco, alcohol, illegal drugs, and other unauthorized substances.
- carry only those items that are acceptable under school rules and accept the consequences for unacceptable articles such as any form of knives, guns, or any other form of weapon.

## **Substance Abuse Policy**

The school district will address substance abuse through curriculum and classroom activities, administrative and faculty efforts, guidance activities/programs, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population. The Board recognizes possession, use and/or distribution of alcohol or illicit drugs is harmful and wrong. The school discipline policy, district guidelines, as well as State and Federal laws shall be used when responding to alcohol and drug related situations.

Intervention: The school will make information about area intervention services available to the parents and community.

## **Tardies**

Students who arrive after 8:15 am must check in at the office. In addition, students in grades 6-8 who change classes and arrive at the next class after the bell will be tardy. Consequences will be imposed.

## **Telephones**

Telephones are placed in the school for school business. A student may use the telephone in the office with teacher or principal approval. Students may be expected to give the reason for their call and should make the call as brief as possible.

Important telephone messages are placed in the teachers' mailboxes or delivered to the class, but students and teachers are interrupted only in case of emergency.

Parents can help prevent excessive telephone use for forgotten items by having their child gather textbooks, musical instruments, lunch money, etc., and place them in a regular place before retiring for the night.

## **Textbooks**

Textbooks and certain other instructional materials and supplies are provided at no charge. However, parents will be required to pay for lost or damaged books. A minimal amount of supplies will be requested by individual teachers.

## **Transportation**

All children preschool through eighth grade living in the district at least one mile from the school building will be transported to and from school. Bus drivers will pick up and/or drop off at sitters, grandparents, etc. if these are permanent arrangements within district boundaries.

Any request for temporary changes in pick-up or drop-off must be made to the office by parents or guardians.

Any damage to a bus as a result of scuffling, wrestling, or deliberate actions shall be compensated for by the student/parents to the school district. Failure to make prompt restitution shall result in denial of bus transportation. The students must obey the direction of the bus driver at all times while being transported.

Students who must cross the road after leaving the bus shall cross in front of the bus and only upon signal given by the driver (the crossing control arm must be extended). The bus shall not resume motion until the student(s) is/are safely crossed on the resident's side of the road. When children must cross the road to board the bus, the driver shall signal when it is safe for the child to cross the road in front of the bus.

Beginning in the 2020-2021 school year, Blackwater only provides transportation to Boonville High School. High school students living more than one mile from town will be transported from a designated bus stop, if the student is attending a designated high school as outlined by the transportation boundaries set by the local school board. Any students who choose to attend a high school other than the one designated will need to ensure they have transportation to and from school.

Parents are asked to call the bus driver if their child(ren) will not be riding on a particular day. Bus driver contact information can be found at the top of the bus route schedule sent home.

Children should be ready when the bus arrives in order to keep on schedule and arrive at school on time.

Rules governing student behavior while being transported must be enforced to ensure the safety of each child. The policies suggested by the Missouri Department of Elementary and Secondary Education (DESE) will be followed. Drivers are expected to maintain order on the busses and enforce rules of good conduct to ensure safety of students. Bus transportation is a privilege based on good behavior and cooperation with

the driver. Suspension of this privilege will require the parent/guardian to provide transportation of their child to and from school.

Students must have a written note or call from the parent/guardian if a child is expected to ride a bus other than the one designated to transport them. This will be done on a limited basis and will be allowed only if there is room on the bus.

## **Truancy**

Truancy is defined as deliberate absence from school on the part of the student with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the Principal will investigate and impose consequences per school policy. Section 210.115 RS.MO Mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's non-attendance is due to educational neglect of parents/guardians.

## **Visitors**

All visitors must report to the Office. The following guidelines shall govern school visits:

After the regular school day begins, the only entrance available for visitor use is the south door (by the Principal's Office). Everyone must check in and check out at the office, and state the purpose of their visit. If you are at school to pick up your child for an early dismissal, please check in at the office. The general safety, welfare, and protection of instructional time are top priorities. We would like to thank you for your cooperation in this matter.