



# Southland Elementary Student/Parent Handbook

2023-2024

Phone: 573-654-3564

<https://southland.k12.mo.us>

Wendy Shaiffer, Principal

Dr. Misty Galloway, Superintendent

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

Teacher Name: \_\_\_\_\_

# District Mission, Vision and Goals...

The **Mission** of the Southland C-9 School District:

**Our students will be...**

**R**esponsible **E**ngaged **B**enevolent (kind) **E**mpowered **L**eaders **S**uccessful

The **Vision** of the Southland C-9 School District: The faculty and staff of Southland C-9 will facilitate and foster the conditions to create an educational atmosphere that will allow students to become responsible, engaged, kind, and empowered leaders who are successful. This means every student, every classroom, everyday...no matter what it takes!

The **Goals** of the Southland C-9 School District:

1. Leadership - Southland C-9 strives for strong leadership to set the vision and influence direction at every level of our organization to create and support a culture of effective teaching and learning for continuous improvement.
2. Collaborative Culture - Southland focuses on having shared values and common goals, as these are the foundation of a collaborative climate and culture of systemic growth and improvement within our educational system.
3. Effective Teaching and Learning - We believe that effective academic, behavioral and social skill practices, supported by research and meeting the needs of each student, lead to the highest levels of student learning at Southland C-9.
4. Data-Based Decision Making - At Southland, accurate, relevant measures across multiple points in time provide our basis for informing on progress, setting goals and guiding decisions leading to improved learning for our students.
5. Alignment of Standards, Curriculum, and Assessment - We believe that connection, clarity and coherence must exist between standards, curriculum, and assessments in order to provide accurate and actionable information regarding student learning at Southland C-9.

# *Southland Elementary School*

## STUDENT HANDBOOK

2023 – 2024

Dear Students/Parents,

I am delighted to introduce myself as the new Principal of Southland Elementary, and I am excited to embark on this educational journey together with you and your children. I am truly honored to be a part of this school community, and I am committed to fostering a positive and nurturing learning environment where every student can thrive.

As we begin this new school year, it is my pleasure to share with you the updated Southland Student Handbook. This handbook is a valuable resource that outlines the policies, procedures, and guidelines that govern our school community. It provides essential information about the school's mission, core values, academic expectations, and the support services we offer to our students.

In the handbook, you will find information on various topics, including but not limited to:

- School Hours and Attendance Policies: Details about the daily schedule, arrival and dismissal procedures, and the importance of regular attendance.
- Academic Expectations: An overview of our curriculum, assessment methods, and how we track and support student progress.
- Code of Conduct: The behavioral expectations we uphold to create a respectful and positive school climate.
- Health and Safety: Our commitment to maintaining a healthy and safe environment for all students and staff.
- Communication Channels: Information about how we keep parents informed of school news and events.

Please take some time to review the Southland Handbook thoroughly. It is essential that both you and your child are familiar with the content, as it will help us work together effectively to support your child's academic and personal growth.

Please sign and return all blank forms at the end of the handbook as well as any others sent home with your child in the back to school packet.

I am looking forward to working with you to ensure the success of our students.. If I can be of assistance, please don't hesitate to call.

Sincerely,

Wendy Shaiffer, Principal  
Southland Elementary School  
Phone 573-654-3564

## SOUTHLAND C-9 | 2023-2024 CALENDAR

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Semester 1: 64 Days = 485.12 hrs.	Semester 2: 74 days = 560.92  TOTAL STUDENT DAYS = 139 TEACHER IN-SERVICE DAYS = 10																																																	
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**BOARD OF EDUCATION**

Mr. Jody Baugus	President
Mr. Zac Kemmett	Vice-President
Mr. Jason Cox	Secretary
Mrs. Bethany Evans	Treasurer
Jeff Wilson	Member
Mr. Lonnie Gibson Jr.	Member
Mr. Brad Williams	Member

**ADMINISTRATION AND ELEMENTARY FACULTY AND STAFF**

Dr. Misty Galloway	Superintendent -Office (Phone 573-654-3574)
Wendy Shaiffer	Principal -Office (Phone 573-654-3564) Director of Special Services
Tracey Adams	Preschool Teacher
Isabelle Barajas	Kitchen/Custodial Staff
Ashley Bibb	Nurse
Jeff Boswell	Head Maintenance/ Custodian
Sherry Clark	Special Education Teacher
Shellie Condray	Kindergarten Teacher
Patty Cookson	Fifth Grade Teacher
Tara Crafton	HS Principal/Curriculum K-12
Debbie Dorris	Teacher Assistant
Hannah Elmore	Teacher Assistant
Melissa Gallardo	Custodian
Lynette Gibson	Math Interventionist

Crystal Godfrey	K-12 Art Teacher/Reading Interventionist
Andrea Higgins	3rd Grade Teacher
Dana Higgins	Superintendent Administrative Assistant/Bookkeeper
Barry James	Maintenance
Maci Jones	K-12 Counselor
Shelly Jones	Elementary Secretary/Nurse Assistant/MOSIS Coord.
Christina McCallister	Special Education Teacher
Sarah Lyles	Librarian /Teacher
Rachel Phillips	Fourth Grade Teacher
Dennis Prince	Technology Director
Jessica Shands	PAT Instructor/Second Grade Teacher
Maria Ward	Special Education Teacher Assistant
Kevin West	Bus Maintenance/Grounds Director
Linda Williams	First Grade Teacher
Dana Wilson	Teacher Assistant
Mary Wiseman	Custodian

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## **SCHOOL INFORMATION**

### **Introduction**

The purpose of this handbook is to make you, the parent, aware of the general procedures at our school. Please refer to this handbook as a resource during the school year. This handbook is a concise report of the Board of Education's Policies. As those policies are amended from time to time, the original published Board Policy will be considered the final authority on any matter of clarification or conflict with this handbook. If you have any questions or concerns at any time during the school year, please do not hesitate to contact the school. A full listing of Board Policies can be found on the district website.

### **Closed Campus**

We operate a closed campus. Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by the bus or parents. Any student leaving the school grounds for doctor's appointments, etc. must check out through the office. Unauthorized persons **will not be allowed** to take your child from school. Please advise the principal's office, with a phone call or a signed and dated note, if you authorize some other person to pick up your child from school.

### **School Hours**

Classes are in session from 7:30 AM to 3:30 PM Tuesdays through Fridays. Office hours are 7:15 AM to 4:00 PM. Staff will be on duty to supervise students from 7:15 AM until 3:30 PM daily. The district will not be responsible for supervising students outside the stated school hours. Therefore, parents should not drop off or leave children at the school during unsupervised periods.

7:15 Students may arrive and go their classrooms for breakfast

7:30 Tardy bell rings and school begins. *If your child is not here by 7:30 AM, he/she will be counted tardy.*

### **Visitors**

The school policy is to accept only those visitors who have legitimate business at the school. Parents and visitors must register in the elementary office. Visitors are expected to leave promptly when their business is completed.



## **ACADEMICS**

### **Assessments**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). For further information, including a list of assessments and who will participate, see the district assessment plan located on the district website.

### **Curriculum**

The curriculum of the local school system includes various courses of study, exercises, and activities, which are arranged, prescribed, and planned for the daily school life of the child. It shall be prepared by the trained personnel under the leadership of the superintendent and approved by the board of education.

The curriculum shall be planned so as to contribute as much as possible to local needs and yet confirm the current curricular requirements as set by the State Department of Education. The staff of the local school system shall be encouraged to make a continuous study and refinement of all courses of study and curriculum.

### **Honor Roll**

An Honor Roll will be prepared in the principal's office at the end of each quarter. Names of students who make the Honor Roll will be posted in the classrooms and published in local newspapers. Any student making less than a B in any subject will not be considered for the Honor Roll.

### **Progress and Promotion Grading System** -Grades are given each quarter.

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

### **Report Cards**

All elementary teachers will issue a report card or progress report card at the end of each quarter (nine weeks). In addition, student grades are accessible to all parents via an online program called Powerschool ([southland.powerschool.com/public/](http://southland.powerschool.com/public/)). If you would like to have live information regarding a student's progress through Powerschool, please contact the school for information. This is a free program for parents.

### **Retention**

Retention may be considered, when in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior

notification and explanation concerning the retention. However, the final decision will rest with the school administration.

#### Unsatisfactory Progress Reports

In order to keep the parents informed about student progress, unsatisfactory reports shall be sent at the middle of each quarter to the parents of all students who have a D average or less in any subject. A report may also be sent for a student who is not failing, but just is not working. This report is an invitation for the parents to call for an appointment to come in and talk to the principal and teachers about the work of their child.

#### Virtual Courses

In accordance with Board of Education Policy and Regulation 6190, eligible students may participate in virtual courses or a full time program of instruction through the Missouri Course Access and Virtual School Program (DESE MOCAP) or virtual programs developed by or approved by the District. For more information, visit with your child's building principal.

## **ENROLLMENT AND ATTENDANCE**

### **Enrollment**

Returning students do not need to re-enroll each year. However, parents will be asked to update/confirm household information annually. Kindergarten students must be five years old before August 1 to enroll in Southland Elementary.

### **Attendance**

Attendance for all classes each day is essential. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Regular and punctual patterns of attendance will be expected of each student enrolled in Southland Elementary.

***Southland School Board Policy (2310 - Jan. 2003)*** states that ***students should NOT be absent more than ten (10) days during each semester, to be eligible for passing grades.*** The policy places the responsibility of regular attendance on the student and his/her parents. ***Please call the office by 8 am if your child is absent. If your child is absent and we do not hear from you, expect a phone call or home visit.*** Parents are requested to send a note or call the school before or after an absence. Illnesses or conditions that last longer than the 10 days allowed will be given special consideration by the principal. If the child has been seen by a physician, ***please request a note from the doctor to give to the school.*** The student and his/her parents must assume the responsibility for make-up assignments. This work ***must be completed as soon as possible after the absence*** (students will be allowed up to three calendar days for each day of absence to complete assignments after they have returned to school). If the work is not made up, grade adjustments will be made. All days missed count toward the above stated attendance policy. Parents will be notified by letter after the *fifth and eighth* absences from school during the semester, and a referral to the Dunklin County Juvenile Office will be made, along with a possible Child Abuse Hotline Referral regarding a report of educational negligence on your behalf. (See Below.)

Regular attendance is vital to the education of our children. ***As part of an effort to encourage regular attendance, kindergarten through fifth grade students may be referred to the Dunklin County Juvenile Office, or other agencies for excessive absenteeism, based on the judgment of the elementary principal.*** A child who has accumulated absences in excess of ten per semester should have the need for these absences documented in writing. Students with less than 90% attendance rate will not be permitted to attend field trips.

### **Perfect Attendance**

A student must be present and not miss more than ***3 hours during the course of the year*** in order to be eligible for a Perfect Attendance Award. Students who are off campus participating in school-sponsored events, for example, math and spelling contests, honor roll trips, etc. will be considered present.

### Tardiness

**The bell rings at 7:30 to signal tardiness.** Students who arrive late for school will report to the elementary secretary's office. Tardiness will be noted on the attendance record. Repeated tardiness may result in disciplinary action. Beginning with a student's fourth and any subsequent tardies within a school quarter, the student will receive 1 day of lunch detention any tardy after the 4th tardy and after the 8th tardy ISS will be administered (per nine weeks).

### Arrival and Dismissal From School

The front doors will be unlocked at 7:15 AM. For your child's safety, we ask that students NOT arrive at school earlier than 7:15 AM. The district will not be responsible for supervision of students prior to 7:15 AM or after 3:30 PM unless participating in a pre-arranged school activity. Parents should not leave children at the school during unsupervised periods.

Car riders should be dropped off and picked up at the new front elementary entrance on Newsome Street. District personnel will monitor the area where students load and unload cars and buses. If a child is to have a different pick-up procedure than usual, you MUST contact the school no later than 2:30 PM or send a note to the school. If we have no communication from the parent/guardian, the student will be sent home according to the normal procedure for that child. This ensures the safety of our students.

## **PERSONAL BELONGINGS & APPEARANCE**

### **Articles Prohibited at School**

Articles which are hazardous to the safety of others or interfere in some way with the educational process are prohibited and will be confiscated and returned only to the parent.

Such items include but are not limited to *toy guns, water pistols, knives, radios, gun shells, chains, metal studded bracelets, tobacco, and electronic games/devices.*

### **Money, Toys, and Personal Items**

Elementary students do not need to bring money to school unless instructed to do so by their teachers for some special occasion such as school pictures. In addition, they do not need to bring toys or other personal items to school. The loss of money, toys, or personal items can create problems in the classrooms and on school buses. Southland Elementary School will **NOT** be responsible for lost or stolen cash, toys, or personal items.

### **Cell Phones**

Students are NOT allowed to have cell phones/personal devices (including smart watches, etc) during the instructional day. Research shows that kids and teens perform better without access to their cell phones/personal devices during the school day. When students don't have access to their cell phones they are more engaged both socially and academically. Access to smartphones, texts, and social media magnifies behaviors and attitudes that harm inclusion and acceptance, both of which are key tenets of a healthy and joyful school. Students having face-to-face, in-person time to socialize and learn with friends and classmates is the atmosphere we strive to foster at Southland. Should a student violate the cell phone/personal device policy, the following consequences will occur as a result to needed disciplinary actions:

1st offense: In-School Suspension (ISS) for 1 day and the phone/device will be confiscated. Parent will have to make an appointment to conference with the building principal to retrieve the student's phone/device.

2nd offense: In-School Suspension (ISS) for 1 week (4 days) and the phone/device will be confiscated. Parent will have to make an appointment to conference with the building principal to retrieve the student's phone/device.

3rd offense: Alternative Learning Environment (ALE) for 4 weeks and the phone/device will be confiscated. Parent will have to make an appointment to conference with the building principal to retrieve the student's phone/device.

### **Dress Code**

Students are expected to dress appropriately at all times. **Attire should not be immodest, unsanitary or disruptive to the educational setting.** Clothing that includes a reference to alcohol, tobacco, drugs, or any gestures that might be offensive is not permitted. Clothing promoting violence will not be allowed. Hats and hoods should not be worn in the buildings. Leggings are NOT to be worn as pants. If they are worn, they need to be worn with a top long enough to cover the student's behind.

## **HEALTH SERVICES**

### **Administering Medication to Students**

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, school personnel will administer the medication in compliance with school board policy 2870.

### **Prescription Drugs**

The medication shall be in the original container labeled with the physician's prescription.

Parents shall authorize school personnel to give medication. This authorization is now under the supervision of the school nurse. A letter from the nurse with more specific information and the proper authorization form to be used has been included in the accompanying packet.

In the past we have had students come to school several days without their prescribed medication. In some situations this makes it very difficult for the child to function at his/her normal level in class. This can also lead to being a disruption to the entire class environment. Per Board Regulation 2710- if this conduct continues in the future it will be considered reasonable cause to contact the Division of Family Services to report child neglect.

### **Non Prescription Drugs**

Oral medication that is not prescriptive may be administered under the supervision of school personnel if authorized by the parent. Students are not to carry medication with them at school.

Parents shall authorize school personnel to give any medication whether prescription or nonprescription. This authorization is now under the supervision of the school nurse. Refer to the letter mentioned above.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

School personnel are required to maintain a record of the medication administered throughout the school year. (Policy adopted by the Southland School Board on Sept. 10, 2020.)

### **Illness**

We follow the guidelines established in cooperation with the Education Service Region's Project VISA (Value in School Attendance), for keeping children home from school due to illness. Please review the following guidelines. We ask that you abide by them when deciding whether your child is well enough to be in school.

## **PLEASE KEEP CHILDREN HOME FROM SCHOOL**

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100 degrees F, or 1 or 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
3. If the child vomits and continues to experience nausea and /or vomiting.
4. If your child complains of severe, persistent pain, the symptoms should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

*PLEASE MAKE SURE YOU HAVE AN UP TO DATE PHONE NUMBER AND ADDRESS ON FILE IN THE OFFICE SO WE MAY CONTACT YOU IF YOUR CHILD BECOMES SICK OR IS HURT. ALSO, CHILDREN BEING SENT HOME SHOULD BE PICKED UP IN A REASONABLE TIME FRAME.*

*IF YOUR CHILD IS SENT HOME WITH HEAD LICE, THEY ARE NOT TO RETURN TO SCHOOL WITHOUT A PARENT OR GUARDIAN. DO NOT SEND THEM ON THE BUS. IF YOUR CHILD IS SENT HOME MORE THAN TWICE WITH HEAD LICE THE OFFICE WILL CONTACT CHILD SERVICES.*

### **Insurance**

Accident insurance (group) is made available to students on a voluntary basis. This insurance is for accidents only. It is available for the school day or for 24-hour coverage. The student must report his/her accident or injury immediately to the teacher on duty at the time of the injury so that a written report can be filed in the principal's office. Students carrying the 24-hour policy who are involved in an accident outside of school hours should pick up an insurance form from the principal's office. Parents may call to request this form or send a note to the teacher.

### **Immunizations**

Students must be in compliance with Missouri immunization requirements. No grace period will be allowed for students in noncompliance. Students who are excluded because of noncompliance with immunization requirements must submit proof of compliance with the law before readmittance to school is allowed. A list of immunization requirements is included in the packet of forms and materials.

**No student** will be admitted or readmitted to school until he/she has provided a record showing completion of the required immunizations.

If your child has already had his/her immunization you must send or bring proof from your physician or health department showing the date that immunizations were completed.

### Routine Screenings

The district will conduct hearing and vision screenings in selected grades in the fall. Dental screenings are also done each spring. Parents/guardians will receive notification of any screening result that indicates a condition that might interfere with a student's progress or health.

### Administering Opioid Antagonists

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonists at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified. MCE Policy 2874

### Medical Marijuana

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (*Policy 2641 – Drug Free Schools*) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (*Policy 2640 - Student Use of Tobacco, Alcohol and Drugs*). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.



Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

## **STUDENT SERVICES**

### **Meal Programs**

The school cafeteria offers a daily breakfast and lunch consisting of meat/meat alternate, two vegetables/fruits or a combination, bread/alternate and milk. Breakfast and lunch is served daily to preschool through 12<sup>th</sup> grades. All students at Southland Elementary are eligible for free breakfast and lunch this year. A weekly menu is posted on the district website.

### **Cafeteria Manners**

Few other places in school are manners and etiquette more noticeable than in the lunch line and in the lunchroom. Expected behaviors are:

1. Walk at all times in the cafeteria.
2. Stay seated.
3. Talk in a low tone of voice. (No loud talking or yelling).
4. Clean up after yourself.
5. Use table manners.

Student's cooperation is asked in keeping the cafeteria and school grounds clean. Students must put trays and trash in the proper places before they leave. No food or drinks of any kind may be taken from the cafeteria.

### **Guidance Services**

Guidance services are available for every student in the school. These services include assistance with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Longer-term counseling services may be recommended at other facilities if the child needs these services.

### **Transportation**

Bus: Students in our school system who ride a bus to school are subject to regulations. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. **Riding the school bus is a privilege, not a right.** Bus monitors will be used on the afternoon routes to aid the driver in discipline problems. Each bus is equipped with 4 video cameras.

Students may be transported by school personnel from the campus to various events throughout the instructional day (i.e. field trips, competitions, etc).

## **STUDENTS WILL BE CITED FOR THE FOLLOWING VIOLATIONS ON THE BUS**

Failure to remain seated	Use of tobacco
Refusing to obey the driver	Fighting
Throwing objects	Vandalism
Prohibited items	Profanity
No food or sodas	Loud Boisterous Behavior

A student who commits an infraction of the rules while riding on the bus to and from school will be subject to discipline. The child's age, as well as the frequency, severity, and nature of bus misbehavior are factors that may be considered. The following disciplinary measures may be taken:

1. A first offense will result in a conference with the principal and warning that if it continues, the student will face disciplinary action as outlined in the Bus Policies, unless the occurrence is serious enough to warrant other disciplinary action.
2. A second offense will result in lunch detention.
3. A third offense will result in removal of bus privileges for at least one (1) day or more depending on the offense and/or ISS.
4. A fourth offense will result in removal of bus privileges for at least one week and/or ISS.
5. Prohibited items may result in immediate suspension.

### **SAFETY RULES FOR STUDENT**

#### ***When getting on the bus:***

1. Be on time at the bus stop
2. Wait for the bus in a safe place
3. Do not play at the bus stop
4. Get on the bus in single file
5. Use the handrail
6. Do not push or shove others
7. Obey the bus driver

#### ***When crossing the road to get on the bus:***

1. Wait for the bus to arrive before crossing
2. Look for the bus driver. Make sure you can always see the driver (MAKE EYE CONTACT).
3. Make sure the driver sees you
4. Wait for the driver to signal when you can cross safely
5. Look left, right and then left again before crossing
6. Stay away from the bus while crossing

#### ***When getting off the bus***

1. Get off the bus in single file
2. Do not push or shove others
3. Use the handrail

#### ***When crossing the street after unloading the bus:***

1. Take 10 steps away from the bus
2. Look for the bus driver. Make sure you can always see the driver
3. Make sure the driver sees you
4. Wait for the driver to signal when you can cross safely
5. Look left, right and left again before crossing

6. Stay away from the bus while crossing
7. Never cross behind the bus

**Tell your child to NEVER chase a bus after it has pulled away. If your child finds he has left a lunch box, sweater or book on the bus after he has gotten off, instruct the child NOT TO RUN BACK to get it. The most common serious accidents involving a child and a school bus have occurred when a child was trying to run back to the bus to retrieve a forgotten object.**

#### Library Use

The library exists to serve the students, teachers and administration. It is hoped that the library will become the resource center for curriculum enrichment. This is not possible without the cooperation of students and staff. The library is a place of study and seeking information. Student behavior must reflect this atmosphere.

#### Library books and fines

Students will be required to pay for any lost library books that are checked out to them. Fines will be assessed for library books that are not returned before or on the due date. Books are usually checked out for one week and returned the next week at library time.

#### Technology Usage

### **Southland School C-9 Internet and Computer Usage Agreement Student/Parent**

**Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available over the Southland School District network you must read the following and sign the Internet agreement at the end of this handbook.**

1. The use of any Southland District network is a privilege, which may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files, or email, and the use of obscene or objectionable language or images in either public files or messages.
2. Because of the potentially large number of individuals who need to use the computer for the Internet as well as personal productivity, student access to the Internet may be limited to a specified number of minutes per day. The limitation will be posted at the network sites.
3. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

4. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material, which the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
5. The district Internet mode is provided primarily for educational purposes under the direction of the district staff. Non-educational use may be limited at any time by the district staff.
6. Information services and features contained on the Southland District network are intended for the private use of its patrons. Any commercial network or other unauthorized use of those materials, in any form, is expressly forbidden.
7. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
8. Information contained on the Southland School District network is placed there for educational or general information purposes. It is in no way intended to refer to, or be applicable to any specific person, case or situation.
9. The district does not warrant that the functions of the system will be error-free or uninterrupted, nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data information, or profits) sustained or incurred in connection with the use or inability to use the system.
10. Rules and regulations of system usage will be added and posted from time to time by the administrators of the district and/or the network. Users to the network are subject to these rules and regulations.
11. The Southland district network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems, which arise from the use of a user's account, are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
12. E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking email regularly, remaining within your limited disk quota, and not interfering with the network traffic by sending "chain letters" or "broadcast" messages to lists or individuals.
13. Students may not access "chat rooms". The school will not supply email accounts to all students. Students are prohibited from the use of "Hotmail" or other email programs available on the Internet.
14. Students are prohibited from "book marking" any Internet sites.
15. Computer use:

Students may not add, arrange or alter any screen icons.

Students may not alter any "screen saver".

Only disc and CD provided by the school may be placed in the computers.

Programs or files from non-school owned disc and CD's are not to be used or installed in school computers.

A teacher must grant a student permission to print materials before the materials are printed.

### **Parent or Guardian**

Internet access is now available to the students of the Southland School District. The district is pleased to bring this access to the students and believes that the Internet offers vast, diverse, and unique resources to children and adults alike. The goal in providing this opportunity is to promote educational, informational, and recreational excellence. The Internet is an electronic highway connecting thousands of computers all over the world. With access to information sites all over the world also comes the availability of material that may not be considered to be of educational or informational value.

However, the district believes that the value of the information available on the worldwide network far outweighs the possibility that users may attempt to procure materials that is not consistent with the goals of the school district. Access to such information will always be strongly discouraged.

In as much as is possible and consistent with the other duties of each of the teachers and administration, Internet access will be monitored. Students who purposefully access materials deemed to be inappropriate by the teachers and administration will be disciplined.

As the parent or guardian of this minor, I have read the conditions for Internet access. Further, I recognize that it is impossible for the Southland School District to totally restrict access to all controversial materials, and I will not hold it responsible for materials acquired from this network.

Additionally, I assume full responsibility for counseling my child on this matter.

***Parents and /or guardians may be held accountable for inappropriate use of the computer by his/her child.***

## **SCHOOL & HOME COMMUNICATIONS**

### **Conferences**

Parents and other school patrons are invited to visit the school for conferences concerning school matters. A telephone call should be made to the principal's office and a parent-teacher conference can be arranged during the teacher prep time during the day.

### **Dismissal from School for Inclement Weather**

Should it be necessary to dismiss school for inclement weather or other perils, the announcement will be carried by KAIT channel 8 and KFVS channel 12 TV. It will also be sent through our messaging system, the Southland school app, web page, and social media accounts. Students are requested to refrain from calling school officials to find out if school is closed. LISTEN TO THE RADIO 105.5, 106.5, 107.1 OR TV 8, CH 12-KFVS (out of Cape Girardeau)

### **Use of School Telephones**

The telephones in the school are for business purposes **ONLY**. They may, however, be used by a student in case of an emergency. Students should only be in the office for official business.

### **Student Messages**

Parents' plans may change after the child leaves to go to school. You may call or stop by the office with the after-school plans for the student **before 2:30 p.m.** It is sometimes impossible to get messages to another building if we are notified too late in the day. We always regret it when this happens. You can ensure that the message gets to your child by notifying us **before 2:30 p.m.**, or **on abbreviated days 1 hour before school is out.**

## **DISCIPLINE**

### **Corporal Punishment**

In cases where corporal punishment (paddling/swats) is deemed a reasonable punishment for an offense, such punishment will be administered only after a parent has been notified. In most cases it will be used only after alternative methods of punishment have been tried. In order to protect all parties involved, the principal will administer all corporal punishment with a certified staff member as a witness. It will be administered in a reasonable manner depending on the student's age, weight, and physical condition. Parents will be notified with a discipline form when the child has received corporal punishment and of the offense that was committed.

### **Classroom Management**

Each classroom teacher will have a classroom management plan. In addition, building procedures will provide guidelines for student behavior. Teachers may discipline for general rules of misconduct as well as for violations of classroom procedure or misbehavior on the playground or other school property. To assist students in meeting our building expectations, teachers will communicate with parents whenever there is a problem. If behavior concerns continue, a teacher may refer the student to the office where the principal will assign consequences for the behavior.

### **Discipline Policy, Beliefs, and Matrix**

*We, the faculty at the Southland Elementary School, feel that each child in our school deserves a non-disruptive climate in which he/she can learn. We believe that good discipline is based upon the viewpoint that all children are capable of experiencing success in school and the following beliefs:*

1. The majority of students do not require disciplinary action by the teacher.
2. Teachers are professionals who are responsible individuals capable of promoting responsibility in children.
3. Responsibility can be taught to any student regardless of family or socio-economic factors.
4. Maximum results can be achieved when teachers provide active and interactive instruction with high expectations to responsible students.
5. Students can be taught to resolve conflict and solve problems.

Southland Elementary School places an emphasis upon citizenship. A main element of citizenship is acting responsibly. Responsible citizens are involved. They correct mistakes and practice socially acceptable behavior. Responsible students self-correct inappropriate behavior as a result of experiencing natural consequences for their acts. A responsible child is NOT a discipline problem. We place emphasis upon intrinsic motivation by using a no-nonsense approach of high expectations and reasonable guidelines. While remaining positive in interactions with students, we will act swiftly,



consistently, and unemotionally when dealing with undesirable behavior. Self-esteem is enhanced as students learn to internalize the value of responsibility and gain healthy control over their behavior. Our discipline system works on a scale that increases consequences each time a student is sent into the office by a staff member. As a school our focus is on the individual students and typically does not involve full classroom punishments.

Please Note—Students who persistently misbehave or commit a major infraction of school rules may be referred to the Dunklin County Juvenile Office, based on the judgment of the elementary principal.

### Elementary Discipline Matrix

#### Level 1

##### Behaviors

- Minor disruptive classroom behavior
- Playground misbehavior
- Cursing or inappropriate talk
- Possession of prohibited items
- Not following directions/expectations/procedure
- Teasing/Name-calling
- Mild arguments between students
- Cheating
- Misuse of technology or other materials
- Unsafe behavior (throwing objects)
- Lying
- Not respecting physical space/mild horseplay (hitting, pushing)
- Refusal to complete work
- Disrespect of others
- Dress code violations

#### Level 1

##### Possible Consequences

- Conference with student
- Parent contact
- Loss of privileges
- Lunch detention
- Return of property/payment of restitution
- Counseling and direction
- Special work assignment
- Positive/negative reinforcement plan
- Student reflection
- Making amends/apology letter
- Corporal punishment
- Warning of referral to Level II

## Level 2 Behaviors

- Continuing level 1 behavior
- Chronic and/or severe disruptive behavior
- Directed cursing and abusive language/gestures
- Abuse/damage of school and other's property
- Leaving the classroom without permission
- Refusal to hand over prohibited items to a staff member
- Horseplay or rough or dangerous behavior
- Small time theft
- Pushing/shoving/kicking/hitting
- Defiance/insubordination
- Persistent non-compliance (chronic refusal to work over time)
- Escalated arguments between students
- Disrespect/disregard for authority
- Inappropriate use of electronic devices

## Level 2 Possible Consequences

- Office referral
- Any appropriate response from Level I
- Parent contact/conference
- Loss of privileges
- Lunch detention
- ISS
- Corporal punishment
- Behavior contract
- Warning of referral to Level III

## Level 3 Behaviors

- Continuing or severe Level II behavior
- Verbal threats
- Inappropriate touching/exposure
- Physical aggression
- Fighting
- Serious violations of safety rules
- Verbal disrespect to a teacher arguing, yelling, cursing
- Irreparable vandalism
- Bullying behavior

### Level 3

#### Possible Consequences

- Parent contact
- ISS
- Alternative Learning Center
- Out of School Suspension
- Corporal Punishment
- Referral to counselor or other outside agency as deemed appropriate

### District Policy 2612

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

### Respect for School Property

Students are to refrain from marking on desks, tables, books, magazines, walls, doors, etc. Students, who mark, deface or otherwise damage school property will be expected to pay for the damage along with receiving proper punishment for the act.

### Lunch Detention

Lunch detention will be used as an alternative punishment in an attempt to control unacceptable behavior. Lunch detention will be assigned by the principal and will be monitored by the ISS teacher or principal during the lunch period. Students will eat in the ISS room or office away from their friends and will not be allowed to talk to others.

### Alternative Learning Center/ISS

In-School Suspension and the alternative learning center will only be used for special disciplinary situations that are deemed necessary by the principal and superintendent.

### Out of School Suspension

Out of School Suspension may be assigned after other disciplinary measures have been tried, or in the event of severe misbehavior. If these absences become excessive, the Juvenile Office may be notified, based on the judgment of the elementary principal.

## **STUDENT RECORDS**

### **Permanent Record**

Each student has a permanent record. On this is recorded their elementary school history, grades, attendance, discipline and achievements. This record is transferred to the high school when the child enters the sixth grade.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Avenue, SW, Washington, DC 20202

#### Process for Parents and Students to Opt Out of Disclosure of Directory Information under FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that the District obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, with some exceptions. However, the district may

disclose appropriately designated “directory information” without written consent, unless you have notified the district in writing of your objection. “Directory information: is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child’s education records in district publications, including but not limited to, a student’s name, jersey number, height and/or weight printed in a school athletic program; or a student’s name and photo included on district social media pages or in the school yearbook.

Directory information may also be disclosed to outside organizations without a parent’s prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or the district providing student information to companies that manufacture class rings or publish yearbooks.

In addition, two additional federal laws require the school district to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.

**If you do not want the district to disclose contact information to military recruiters or Directory Information from your child’s education records without your prior written consent, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing by August 31 or within 5 days after enrollment, whichever is later. Please note that if you opt your student out of Directory Information, among other consequences your student’s picture will not be included in the district’s yearbook or other publications and your student’s name will not appear in district programs or the honor roll.**

#### General Directory Information

The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

*Student’s name; date and place of birth; parents’ names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that*

*information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.*

Limited Directory Information: In addition to general directory information, the following information about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

*The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.*

#### Student Information and Images in District Publications and Social Media

The District maintains a number of publications and social media accounts to better communicate with students, parents and the community. Unless the parent or eligible student notifies the District in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the District may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of Directory Information, if a student's image is included in a photograph or video as part of a crowd shot, where the focus of the image is not on that particular student, the student's image may still be included in a District publication or social media post.

Because pictures, video and social media are such an integral part of athletics and other extracurricular activities, the district may require parents to consent to disclosure of their student's personally identifiable images and other information as a condition of participating in these activities.

#### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The Southland C-9 district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Southland C-9 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Southland C-9 district will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Southland C-9 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:



- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
  - Administration of any protected information survey not funded in whole or in part by ED.
  - Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

## **PUBLIC NOTICES**

### **FAPE Notification**

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

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

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

The Southland School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage,

disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the elementary office during school hours.

This notice will be provided in native languages as appropriate.

### Parent's Right to Know - ESSA

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

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

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

In addition to the information that parents may request, a building receiving Title 1.A funds must provide to each individual parent:

- Information of the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments required under Title 1A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met the applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Every Student Succeeds Act of 2015 (ESSA)**

#### **COMPLAINT PROCEDURES**

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

Missouri Department of Elementary and Secondary Education

Complaint Procedures for ESSA Programs Table of Contents	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

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

Revised 4/17

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

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

## **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 a 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.

Notice of Non-discrimination

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Prohibition Against Harassment, Discrimination and Retaliation (Board Policy 1300)

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

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

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

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

## Bullying

### Board Policy 2655 (approved Sept. 2016)

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

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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

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

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

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

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

## **NOTIFICATION OF TRAUMA-INFORMED WEBSITE**

In compliance with Missouri law, section 161.1050, RSMo, Southland is supplying the Trauma website to every parent/guardian of each student that attends our school. The website contains useful information on how to prevent and/or treat trauma related events. Parents/guardians can access this website at the following address, <https://dese.mo.gov/traumainformed>



**PLEASE SIGN & RETURN**

***Dear Parent/Guardian***

**Please sign this form and return it to school to verify that you have received and read this Southland Elementary School Student Handbook and consent thereof.**

**PARENT SIGNATURE \_\_\_\_\_**  
**DATE \_\_\_\_\_**

**INTERNET USAGE AGREEMENT: STUDENT & PARENT**

I have read the "Southland School District Internet and Computer Usage Agreement", understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all computer and network privileges. I also understand that inappropriate illegal use of network facilities result in civil or criminal lawsuits.

**STUDENT SIGNATURE \_\_\_\_\_**  
**Date \_\_\_\_\_**

**PARENT SIGNATURE \_\_\_\_\_**  
**Date \_\_\_\_\_**

***DISCIPLINE MATRIX***

Please read the matrix and narrative so that you will be familiar with the school's expectations for your child's behavior. Please list the name(s) of your child (ren) on the line(s) below and then sign your name and the date. I have received the discipline matrix for:

Child's name (print)

\_\_\_\_\_

(signature)

\_\_\_\_\_

Child's name (print)

\_\_\_\_\_

(signature)

\_\_\_\_\_

Child's name (print)

\_\_\_\_\_

(signature)

Child's name (print)

(signature)

**Parent's/Guardian's Name**

**Date**

**(PRINTED)**

X

**Parent's/Guardian's**

**(SIGNATURE)**

### **Corporal Punishment Statement**

☐ YOU HAVE MY PERMISSION TO ADMINISTER CORPORAL PUNISHMENT TO MY CHILD.

☐ YOU DO NOT HAVE MY PERMISSION TO ADMINISTER CORPORAL PUNISHMENT TO MY CHILD

If you do not wish your child to have corporal punishment, he/she will be sent home for the rest of that day and the next full day.

**Parent's/Guardian's Name**

**Date**

**(PRINTED)**

X

**Parent's/Guardian's**

**(SIGNATURE)**