

SOUTH HOLT R-1



K-6 STUDENT HANDBOOK 2019-2020

Approved July 2019

South Holt Elementary School

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Mission Statement

The mission of the South Holt R-1 School District in partnership with the citizens of the district have a mission to provide lifelong learning opportunities through a commitment to academic excellence preparing effective, responsible citizens to meet future challenges and to live productive lives in a changing society.

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Welcome!

The staff at South Holt would like to welcome you to the 2019-2020 school year. We are preparing to have a great year of learning and are fortunate to have a great school with excellent teachers, supportive parents, and dedicated students.

South Holt is committed to providing new opportunities to meet the changing needs of 21st century learners. Our goal is to prepare students for any challenge they face after graduation, whether it's in college, the military, or the workforce.

Students will continue to be the focus at South Holt. We will strive to provide a positive atmosphere that enables students the best opportunity for success. We are building a challenging curriculum to prepare students for the future while also offering the support needed to help students reach their future goals. We recognize that student success is a partnership between the student, school, family, and community and we will work to foster positive relationships with all stakeholders to ensure success.

Enjoy your time at South Holt Elementary! Strive for excellence every day in all you do, and you will add to the great tradition already present at South Holt. The staff and school have much to offer and are looking forward to working with you.

As we begin the school year, we look forward to the exciting and challenging opportunities that this new school year holds.

Respectfully,

Mr. Ted Quinlin

Mr. Ted Quinlin

The student handbook is issued to provide needed information for students and parents. It is not all-inclusive and the South Holt Board Policy Handbook takes precedence over this handbook should any conflict exist. Teachers may also have rules specific to their classrooms. If you want to know more about any section in the handbook, please ask. Keep this handbook for reference to questions and situations which may arise during the school. Those items not covered specifically in the handbook will be judged by the administration after consideration of all the facts.

GENERAL INFORMATION

Hours: South Holt Elementary is in session from 8:24-3:14 on a daily basis. Students should not arrive before 8:00 a.m., as supervisors are not on duty until that time. A student is considered tardy if not in the classroom by 8:24 a.m. when class begins. School is dismissed at 3:14 p.m. Students should leave the school premises immediately after dismissal as no after-school supervision is provided.

School personnel are on duty from **8:00 a.m. until 3:30 p.m.** Arrangements can be made for meetings with teachers or the principal outside regular hours by phoning the elementary office at **446-2356.**

Arriving at School and Leaving: Once students arrive on school grounds either by bus or other vehicle, they are to remain on the school grounds. Failure to do so may result in disciplinary action.

Students should not arrive before 8:00 a.m. Students who plan to eat breakfast should report directly to the cafeteria. After breakfast, students should go directly to the playground. Students who are not going to eat breakfast should report directly to the playground when they arrive at school. (This is for those students who arrive after 8:00 a.m.) Unless the teacher has something for the student to do, he/she should go to the playground until the person on duty tells the students to line up and report to class. Students are not to "hang out" in the halls or go to other parts of the building without permission.

Although students are not to arrive before 8:00, some do occasionally. These students must wait in the elementary lobby until 8:00 before going to breakfast or the classrooms. A parent conference may be necessary if a student frequently arrives before 8:00 a.m.

Students that leave during the day must sign out through the office. If a student is to leave early during the school day their parent/guardian must sign them out or contact the office and personally make arrangements for their student to leave. Students that do not sign out and clear this with the principal or secretary will have their absence recorded as being unexcused and be considered truant. Students are not to be in the building without proper supervision. Violation will result in disciplinary action. Students waiting for rides after school will be asked to wait outside the office, by the main entrance.

Elementary Office: The elementary offices are located at the west entrance off the playground. The secretary's office, principal's office, and nurse's offices, are all located in this area off the elementary lobby. Someone in the office will be happy to assist you if you need something. The elementary office phone number is 446-2356.

Teacher Notes/Phone Calls: Classroom teachers may send notes to all parents or individual parents from time to time. Phone calls will be made when teachers feel it's appropriate. If you wish to visit with a teacher, please call the office to schedule a visit. Please do not just drop in on teachers during the school day as this may be disruptive to the learning environment.

Telephone: The office telephone is for school business. It is not for student use. Students will have limited access to call home for forgotten books, materials, or assignments. After-school plans should be made before the student comes to school. Students will not be called to the phone except in an emergency. Otherwise a message will be taken and given to the student.

School Visitors: Visitors are welcome at South Holt, but to ensure student safety, all visitors must report to the office upon entering the building. This includes parents who come to school for any reason. Adults waiting to pick up children after school are asked to wait quietly near a building entrance. Parents are welcome to visit their child's classroom. Please make arrangements in advance and plan to stay no more than a half-day. If a student wishes to bring a guest to school, those arrangements must also be made in advance.

Calendar: School calendar information can be found on South Holt web page and app.

www.southholtr1.com

This information will include high school and elementary events, days off from school, and early dismissals.

Conferences: A parent teacher conference will be scheduled at the end of the first quarter. The first quarter report card will be issued at this conference. The parent, the teacher, or the principal may request additional conferences.

Student Emergency Information: In case of an emergency each student is required to have on file at the office the following information. Any changes should be reported to the office.

1. Name of parent(s) or guardian(s)
2. Complete and current home and mailing addresses
3. Home telephone, parent work number, and cell phone numbers
4. Emergency telephone number of a friend or relative
5. Physician's name and telephone number
6. Medical alert information regarding any health problems.

Lunch and Food Services: South Holt R-I offers both breakfast and lunch programs. A calendar of breakfast and lunch menus will be sent home monthly for your planning convenience. Free and reduced prices are offered to those who meet income guidelines. Applications will be sent at the beginning of each year. Breakfast/lunch money will be collected by the classroom teacher daily. When sending money with students be sure to put the money in an envelope with the child(rens) name on the outside and what the money is to be used for. Money will not be accepted in the lunch line.

Breakfast: Breakfast is served from 8:00 to 8:15. Cold cereal or a hot entree along with milk is available. Regular price for breakfast is \$1.10 daily. The money on the student's account can be used for lunch, breakfast, milk, or extras.

Lunch: Each class is scheduled for a 20-minute lunch between 11:00 and 12:25. Regular price for lunch is \$2.15. Students may choose to bring a cold lunch from home. Milk is available in the cafeteria for \$.35. Students may bring their own drink, however, pop, powdered mixes, and glass containers are not allowed.

NO ELEMENTARY STUDENT MAY HAVE MORE THAN \$20.00 IN FOOD SERVICE CHARGES. Elementary students who have reached \$20.00 in food service charges will be given a cheese sandwich, fruit, and water for lunch until charges have been paid. Elementary students with \$20.00 in charges will not be served a breakfast until charges have been paid. In addition exclusion from field trips, Field Day, and Variety Show will happen if food balance is more than \$20.00.

Food Service Notes:

- Parents will be notified when the balance on their child's card is getting low.
- There is a designated table for any student with peanut butter allergies. Students that bring peanut butter food items are not to sit at that table.
- No soft drinks are to be brought or purchased for school meals.
- Students are not to go home for lunch.

Illness, Injury, and Accident Procedure: Children should not attend school if they display any one of the following symptoms: fever, sore throat, skin rash, red or inflamed eyes, discharge from ears, vomiting, diarrhea, severe cough, or severe itching of the body or scalp. If your child should display any of these symptoms while at school, they will rest in the nurse's office or in the elementary principal's office until they are picked up. Please keep your child home for 24 hours following fever, vomiting or diarrhea. You must notify the school if your child is diagnosed with any communicable disease. If your child displays any of these symptoms or becomes injured at school, the school will contact the parent/guardian. Please make available to the office accurate, up-to-date information as to where you can be reached and the name and telephone number of the person to contact in case you are not available. This emergency person must have a working telephone and access to reliable transportation. You must notify the school immediately if the names and/or numbers of your emergency contact person changes. The school nurse is in the building two days a week, typically on Wednesdays and Thursdays.

Student Use and Care of School Property (Policy 2654): The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and tax payers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct. The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

Use of the gym: The gym is not to be used after school hours for any type of activity unless approval is obtained from the office. No student is to use the gym to play before school starts or after school has been dismissed. Students or persons not directly involved in the activity in the gym should not be in the gym or in the building after school has been dismissed for the day.

Lost and Found: Articles found should be taken to the elementary office lost and found. If something is misplaced or stolen, it should be reported immediately. They may be claimed upon identification. The school district assumes no responsibility for loss to students' personal property.

Stolen Items: Students are responsible for securing all personal property. The school cannot accept responsibility for personal items. Reports of theft should be made to the office immediately.

Posting notices: Any notices to be posted to bulletin boards, lockers, or in the hallways must receive prior approval from the principal. Personal notices will not be permitted.

Electronic devices: A student should not bring electronic devices to school. Electronic device usage during school hours will not be permitted. Should an electronic device be confiscated by school personnel may be kept until the end of the school day or may require a parent to pick-up. **Any electronic device brought to school, for any reason, is the responsibility of the student who brings it.**

***For the purpose of administering policy on the use of electronic devices in schools, on school grounds, and on school busses; electronic devices are categorized as any cell phone/communication device/internet accessible personal computing device, gaming, music, photograph and/or video device, etc.*

Personal Items: A student's personal play items should not be brought to school, unless specifically requested by the teacher. Examples include cell phones, electronic devices, music players, electronic games, cameras, trading cards, and stuffed animals. Expensive jewelry and other items of value should not be brought to school. Items confiscated by school personnel may be kept until the end of the school year or may require a parent to pick up. **Any personal property brought to school, for any reason, is the responsibility of the student who brings it.**

School telephones: Students will not be called out of class for a phone call unless it is an emergency. A message will be taken by the office staff. No long distance calls should be made from school phone unless approved by the office. No private long distance calls will be charged to the school. To do so will result in repayment and possible suspension.

School Closing Due to Inclement weather: If school should have to be closed due to hazardous conditions, announcements will be made on school social media broadcast and on local media stations. Do not call the school, as the phones are needed for urgent business at this time.

Care of school property: Students are responsible for the proper care of books, supplies and furniture supplied by the school. Restitution will be required for students that disfigure property, break windows, or do other damage to school property, at school sponsored events, or equipment. Damage of a malicious nature will be considered and treated as a very serious offense. Suspensions and/or expulsions will be considered in all cases of damage to grounds or facilities.

Fire, tornado, disaster: In the case of an emergency the student should follow specific instructions given by their teacher. The following general rules should be followed by all:

1. Walk at a rapid pace - do not run.
2. Do not talk - your teacher will have important instructions for you.
3. Do not stop in front of doors or on steps.

To keep the students alert, the high school stages fire and storm drills at various times, both announced and unannounced. All students should be familiar with the following:

Fire bell - Continuous Bell **Tornado bell** - Intermittent Bell

Accidents: Every accident that occurs in relation to the school must be reported immediately to the person in charge and to the school office. School staff will fill out an accident report form and submit it to the office.

Textbooks: Textbooks are checked out to each student at the beginning of the year. A record is kept of the condition of the book and the book number. The student is expected to retain the same book that was checked out to them. Students not returning a book will be required to pay the cost for a replacement. Students returning books showing excessive damage will be assessed a charge to cover the cost of repair or replacement.

Fundraising: All school fundraising events must have sponsor and principal approval before planning and activities begin.

Assemblies: At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, use of an electronic device (not part of the assembly), and talking during a program. These same guidelines also apply to field trips and other such activities. Any student not wishing to participate in the assembly need to contact the principal prior to the start of the assembly.

Grading System: South Holt uses a 4.0 point grading system, as shown below. An Honor Roll is compiled each quarter and is based on this system. The Honor Roll is figured by taking the average of the quarter grades. To qualify for the Honor Roll, your average must be from 3.0 thru 4.0. The following grading system will be utilized:

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.0	D	=	1.0
B-	=	2.67	D-	=	0.67
C+	=	2.33	F	=	0

Report cards: Progress reports will be issued at each mid-term and report cards will be issued quarterly. The following grading scale will be used by all teachers for grades three through twelve at South Holt.

A	=	95-100%	C	=	73-76
A-	=	90-94	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	59 and below

The students in Kindergarten, First Grade, and Second Grade are assessed by a standards based report that will be distributed at the same time as all other grade cards. These progress reports will be completed by the teacher.

SOUTH HOLT R-1 ATTENDANCE POLICY

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. (Policy 2310)

Attendance affects the student's behavior, attitude, learning, and overall school success. We trust parents will emphasize to their students the importance of regular attendance. We believe that schools can make a positive difference in your people's education when they attend regularly.

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of the absence, a note from the parent/guardian will be required on the first day of the student's return to school. To ensure the safe whereabouts of each child, the elementary secretary or principal may call parents who have not contacted the school.

Excusable Absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family.
4. Family emergencies that necessitate absence from school.
5. Other situations approved by the school principal in advance.

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

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen. Parents may call the school office (660)446-2356 to request that make-up work be sent to the office. Make-up work can be picked up after 2:00 in the elementary office.
2. All assigned work shall be submitted upon returning to school in a timely manner. A student will be allowed one day to complete missing assignments for each day missed, up to a maximum of three days upon their return to school.
3. All classroom work (to include tests) shall be completed as indicated by individual classroom teacher. It is the student's responsibility to complete and turn in the missed work.

Attendance Notes:

1. Absences from school may be classified as excused, unexcused, or truancy.
2. Authorized school business (field trips/school activities) is not classified as an absence.
3. All students must check out through the office before departing. If a student leaves school without going through this procedure, the student will be counted as unexcused or truant.
4. A student will be allowed one day to complete missing assignments for each day missed, up to a maximum of three days upon their return to school. (Example: A student is absent for five days. He/she will have three days to make up all work). A student may ask for extra time when extenuating circumstances apply. Students must have assignments completed upon their return to school. Students failing to make the necessary contact in sufficient time to arrange for completed work will not receive credit for work.
5. Parents/guardians are expected to notify the school on any day their child is absent by 9:30AM. The parent may contact the school in a number of ways. They should contact the school by telephone (660-446-2356), written note (subject to verification), or e-mail (quinlint@southholtr1.com).

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

1. After a student has been absent 6 days in a semester of school, regardless of the reason, a letter will automatically be sent to the parents.
2. Upon the 8th day of absence of a child in a semester, the parents will receive a letter and a conference will be arranged if the parent/guardian or school desires. Notification and response will be recorded.
3. Upon the 10th day of absence in a semester, parents will be notified by letter and advised that a medical excuse will be required for each absence thereafter. A conference will be arranged with parent/guardian and the school. Notification and response will be recorded.
4. When a student misses 10 or more days of school per semester without a medical excuse, s/he may be in danger of not being promoted. The principal will send an "Excessive Absence or Truancy Report" by certified letter to the parents and follow through to notify the proper authorities if warranted.
5. A student may lose special privileges such as assemblies, programs, field trips, play days, or other events if excessive absences continue.
6. If a student has a chronic health condition that causes him/her to be absent frequently, a statement from the child's doctor documenting the child's medical condition and the need for absenteeism must be sent to the school. A conference will be set up with parents and school officials to arrange for an individual accommodation plan for the child.
7. Parents will be notified following eight tardies per semester.

Early Dismissal Procedures (Policy 2330):

Students are to be released from school during school hours only with permission of the building principal/designee. Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

TRUANCY AND EDUCATIONAL NEGLECT (POLICY 2340)

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

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

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

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

STUDENT DISCIPLINE CODE OF CONDUCT

Part of the educational responsibility of South Holt Elementary School calls for a disciplined setting to provide a productive learning environment. To achieve this environment, responsibility is to be shared by everyone involved: students, faculty, administration, parents, and member of the community. By sharing this responsibility, the cooperative effort will enhance our educational setting and benefit every student.

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others, and to ensure the orderly operation of the South Holt School. No code can be expected to list each and every offense, which may result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of an offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Individual school counseling services and school health services will be provided when appropriate.

Misconduct Disciplinary Consequences (Policy 2610): 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.

General School Rules: Students are expected to behave in an appropriate, orderly manner. The following are general school rules:

1. Students will respectfully obey the directions of any teacher or staff member.
2. Students must get permission before leaving a staff member's supervision to go to another location (i.e. rest room, nurse's office, library).
3. There will be no running, disruptive noise, or loitering in the hallways.
4. Students will leave gum, candy, toys, games, and other personal articles at home. These things may only be brought to school with specific permission of the teacher.
5. Students will respect the property and rights of others at all times.
6. Students will help keep the school building and grounds clean and free of trash.
7. Students will speak only as loudly as necessary and using only appropriate language. (profane language/gestures, sexually oriented remarks, name-calling, bullying, and hurtful teasing are not allowed.)
8. Unwelcome touch of any kind including touch of a sexual nature, pushing, kicking, hitting, etc. will not be tolerated. Provisions of the MO Safe Schools Act will be followed.

9. Tobacco, alcohol, drugs (real or look-alike), weapons (real or toy), ammunition, matches/lighters, and material of a sexual nature are strictly forbidden.

Playground Rules:

1. Obey adults on the playground at all times.
2. NEVER leave the playground area without permission.
3. No hitting, shoving, or kicking other students.
4. Only kick playground balls in the grass.
5. Use slide the right way. No climbing. No coming down on belly.
6. Use swings the right way. No standing on swings. No jumping out of swings.
Only one person per swing.
7. No personal items on playground (toys, hand held games, etc.)
8. No gum or candy.
9. No ball caps.
10. Listen for the whistle

Disciplinary Consequences

- A. Academic Dishonesty (Cheating/Plagiarism)** - To copy from others or to submit work that does not represent one's own work.

First Offense: Loss of credit and parents notified by teacher

Subsequent Offense: Loss of credit, possible failure of quarter, ISS

- B. Arson** - Starting a fire or causing an explosion with intention to damage property or buildings.

First Offense: 1-10 days of OSS, possible long term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record.

Subsequent Offense: 10 days of OSS, recommendation for expulsion to the superintendent, notification to law enforcement officials, documentation in student's discipline record.

- C. Assault** - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: ISS, 1-10 days of OSS, recommendation for 11-180 days of OSS, notice to law enforcement officials

Subsequent Offense: 10 days of OSS, recommendation for long term suspension, notification to law enforcement officials

- D. Bullying/Harassment** - To trouble, worry, intimidate, or torment someone. This includes threats of violence, defamation of a person's race, religion, gender, or ethnic origin.

First Offense: Detention, ISS, 1-10 days of OSS, parents/guardians contacted

Subsequent Offense: ISS, 1-10 days of OSS, legal authorities notified

E. Bus Misconduct - Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at school. In addition, bus riding privileges may be suspended (see transportation section).

1st pink slip: Signatures

2nd pink slip: Driver and parent telephone conference

3rd pink slip: Principal and parent telephone conference; 3 day suspension from bus

4th pink slip: Principal and parent telephone conference; 5 day suspension from bus

Additional pink slips: Principal and parent telephone conference; 10 day suspension from bus

F. Disorderly Conduct - Unruly behavior or behaving as a nuisance by being offensive to public order or decency.

First Offense: Detention, ISS

Subsequent Offense: ISS, 1-10 days of OSS

G. Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to the public setting or directed at a staff member.

First Offense: Detention, ISS, 1-3 days of OSS

Subsequent Offense: ISS, 3-10 days of OSS

H. Drugs or Alcohol

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug or drug-related paraphernalia, or substance represented to be such on school grounds, bus, or at any school activity.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug paraphernalia.

First Offense: 1-10 days of OSS, long term suspension, notification to law enforcement officials, and documentation in student's discipline record. Controlled substance shall be turned over to law enforcement agencies. Possible referral to intervention care group for rehabilitative recommendations.

Subsequent Offense: 11-180 days of OSS, expulsion, notification to law enforcement officials, and documentation in student's discipline record. Controlled substance shall be turned over to law enforcement agencies. Referral to intervention care group for rehabilitative recommendations.

I. Electronic Devices – This includes but not limited to using electronic devices without permission, using social media, and or using for purposes that harm other individuals.

First offense: Device will be confiscated until the end of the day.

Second offense: Device will be confiscated until the end of the day, parent contact, and 30 minute detention

Subsequent offenses: Device will be confiscated until the end of the day and returned to the parent, and 30 minute detention, revoking of permission to have an electronic device at school.

J. Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: ISS, 1-3 days of OSS

Subsequent Offense: ISS, 3-10 days of OSS, recommendation for long term

suspension to superintendent.

K. False Alarms - Tampering with emergency equipment, setting false alarms, making false reports.

First Offense: ISS, 1-3 days of OSS

Subsequent Offense: 3-10 days of OSS, law enforcement officials notified, possible long term suspension, documentation in student's discipline record.

L. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: ISS, 1-3 day of OSS

Subsequent Offense: 1-10 days of OSS, Recommendation of 11-180 day of OSS (possible expulsion)

M. Graduation – Not applicable to elementary students.

N. Inappropriate Dress - See Student Dress Code

First Offense: Student will be required wear extra-large South Holt t-shirt.

Subsequent Offense: Detention

O. Insubordination - Defiance of authority, refusal to follow reasonable directions, which includes leaving a classroom without permission from the teacher.

First Offense: Detention, ISS, 1-3 days of OSS

Subsequent Offense: ISS, 1-10 days of OSS

P. Public Display of Affection - Physical contact which is inappropriate for the school setting, including hugging, kissing, etc.

First Offense: Administrative warning, detention

Subsequent Offense: Detention, ISS

Q. Sexual Contact

First Offense: Principal/Student Conference, 3-5 days OSS

Subsequent Offense: 5-10 days OSS with recommendation of long-term suspension.

R. Sexual Harassment -

a. Use of verbal, written, or symbolic language that is sexually harassing.

b. Physical contact that is sexually harassing.

First Offense: ISS, 1-3 days of OSS

Subsequent Offense: 3-10 days of OSS, recommendation for long term suspension or expulsion, Juvenile officer notified

S. Technology Misconduct – Breaking the technology agreement.

First Offense: Restitution, Principal/Student conference, loss of user privileges, 3 days ISS

Subsequent Offense: Restitution, Principal/Student conference, loss of user privileges, 3-10 days OSS, Recommendation for long term suspension.

T. Theft - Attempt or willful possession of stolen property.

First Offense: Detention, ISS, 1-3 days of OSS, restitution

Subsequent Offense: ISS, 3-10 days of OSS, restitution, law enforcement officials contacted.

U. Tobacco - Possession, use, or sale of any tobacco product on school grounds, bus or any school activity.

First Offense: ISS, 1-3 days of OSS
Subsequent Offense: ISS, 1-10 days of OSS

V. Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: ISS
Subsequent Offense: ISS, law enforcement officials notified

W. Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public. This also includes getting into a person’s personal belongings and taking pictures without their permission.

First Offense: Principal/Student conference, Detention
Subsequent Offenses: Principal/Student/Parent conference, Detention, ISS, OSS

X. Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Detention, ISS, 1-10 days of OSS, student will make restitution for damage done.
Subsequent Offense: ISS, 1-10 days of OSS, student will make restitution for damage, and law enforcement officials contacted.

Y. Verbal Abuse/Threats to Students/Teachers - Obscene, threatening, or disrespectful language in verbal or written form.

First Offense: Detention, ISS, 1-10 days OSS
Subsequent Offense: 3 days ISS, 1-10 days OSS, Recommendation for further suspension.

Z. Weapons - A Weapon is defined to mean one or more of the following:

- a. A firearm as defined in 18 U.S.C. 921
- b. Any device defined including blackjack, concealable firearm, firearm, firearm silencer, explosive weapon (including firecracker), gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or razors.
- c. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Firearms and Weapons in School (Policy 2620): The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of

the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

In accordance with federal and state law, any student who brings or possesses a firearm or a device considered a weapon on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and will be referred to the appropriate legal authorities.

Detention, In-School Suspension, and Out-of-School Suspension

Discipline (Policy 2600): The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. 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 up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation. (Policy 2600)

After-school detention, in-school suspension (ISS), and out-of-school suspension (OSS) will be used as the normal methods of student discipline. The principal has the authority to suspend any student for misbehavior or for other sufficient reason. Out-of-school suspension carries with it the forfeiture of whatever credit could have been earned and loss of participation in extracurricular activities. Students whose conduct is judged to be detrimental to the student body may, on the recommendation of the superintendent and principal, be expelled from school by the Board of Education. In accordance with the 1996 Safe Schools Act, several disciplinary actions must be reported to legal authorities and could include up to a 365-day expulsion for school.

These offenses include:

Arson

Forcible rape

Possession of a weapon

Assault	Forcible sodomy	Robbery
Bomb Threat	Murder	Sale or distribution of drugs
Distribution of drugs to a minor		Willfully inflicting injury on another

Detention (Policy 2660): The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

In-School Suspension (Policy 2661): In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/ designee may assign students to the in-school suspension program for a reasonable and specified period of time.

Suspension (Policy 2662): Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

Expulsion (Policy 2663): The term "expulsion" refers to permanent exclusion from school. If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

Reporting of Violent Behavior (Policy 2673): The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

Enrollment or Return Following Suspension and/or Expulsion (Policy 2664): No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the

District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

Student Discipline Hearings (Policy 2671): Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing. In conducting a discipline hearing the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

Discipline of Students with Disabilities (Policy 2672): The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

Standardized Testing: Standardized tests are given to students in grade 3-6 in the spring. They take the Communication Arts and Math Assessments. Students in grade 5 take the Science Assessments. The Terra Nova Test is given to students in grades K-3 in the spring. The Terra Nova is a series of tests that assess mastery of certain skills. Results of these tests will be shared with parents when the school receives them.

Promotion/Retention: The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work. However, an elementary student who is not achieving at the expected level or whose development may not allow satisfactory progress in the next higher grade level will be considered for retention. Board Policy # 2520 and Board Regulation #2520 spell out the complete retention requirements and factors that are considered.

Elementary Attendance at Athletic Events: Elementary students are welcome to attend junior high and high school athletic events to watch and support local teams. Students should be accompanied by and supervised by a parent or other adult. Students are expected to sit and watch the game. Students who do not follow these guidelines will be asked to sit with their parents. If the parents are not present they may be called to come and get their child. In extreme cases a student may be banned from attending such events.

Elementary Athletic Managers: Being a manager for South Holt sports is viewed as a privilege. Any elementary student interested in becoming an athletic manager for South Holt junior high or high school sports must complete the appropriate form that can be found in the elementary office. This form will include permission from parent, classroom teacher, elementary principal, and head coach. The privilege of being a manager will be monitored throughout the season and can be taken away as a discipline measure.

Elementary Award Assembly: An Award Assembly is held shortly after the end of each quarter. The assembly is held during the school day in the gym. Parents are welcome and encouraged to attend. Watch the monthly calendar for the date of each assembly.

Attendance Recognition: Each quarter certificates are given for regular and perfect attendance. Regular attendance indicates that two or fewer days of school were missed. Perfect attendance indicates that no days of school (or partial days) were missed. Three tardies in the same quarter will count as a day absent when figuring attendance awards. For purposes of these awards ALL absences (excused or unexcused) will be counted. Remember, students arriving after 9:00 a.m. or leaving before 2:30 p.m. will be considered absent for part of the day.

Academic Honor Roll: Student in grades three through six are eligible for the Academic Honor Roll Award. A grade average of B (3.0) or higher in the core subjects or special nomination by a teacher is required.

The Great Grill Reading Award: A monthly reading incentive will continue this year for students in the months of October, November, January, February, and March. Support of this year's program will come from the 275 Grill in Oregon. Monthly goals for each grade level are: K-5 books; 1st- 5 books, 2nd- 5 books; 3rd- 250 pages, 4th- 300 pages; 5th- 350 pages; 6th- 400 pages. Students who reach the goal are given a certificate that entitles that student to free food at the 275 Grill.

Reading Circle: A Reading Circle Certificate is awarded to students who meet **annual** reading goals. To earn this certificate a student at each grade level must read and report on the following:

- Kindergarten - 10 books
- 1st grade - 12 books
- 2nd grade - 14 books
- 3rd grade - 1600 pages (1500 fiction & 100 non-fiction)
- 4th grade - 1800 pages (1650 fiction & 150 non-fiction)
- 5th grade - 2000 pages (1800 fiction & 200 non-fiction)
- 6th grade - 2200 pages (1950 fiction & 250 non-fiction)

**Books counted toward the monthly reading incentive also count toward Reading Circle Certificate. A special certificate is awarded to students who earn the Reading Circle Certificate for six consecutive years.

Presidential Award for Educational Excellence: Students must start working for this prestigious award in fourth grade. It is awarded to sixth grade students who have a cumulative

grade point average of 3.5 on a 4 point scale in grades four, five and six. In addition they must score in the Advanced level in reading and/or math on the MAP test given in the spring of 5th grade.

Recess: Each class is scheduled for a recess. Most classes have a second recess scheduled as well. All recesses will be outside except in extreme cold or heavy precipitation. Students should come to school dressed appropriately for the weather. Students are expected to go outside to recess unless health problems exist. A note signed by a parent is required to excuse a child from recess. Extended excuses may require a doctor's statement.

Birthdays: Birthdays are special days and may be celebrated at school with treats from home. Birthday treats are optional. Let the classroom teacher know in advance if your child will be bringing treats. All deliveries must be made to the elementary office. **Invitations to private birthday parties, holiday parties, sleepovers, etc. may not be handed out at school unless ALL children in the class receive invitations.**

Classroom Parties: Class parties will be scheduled for Halloween, Christmas, and Valentine's Day. Room parents in Kindergarten through grade 4 plan these parties. Students in grades 5 and 6 plan their own. Each family is asked to help with some part of a party. Usually a game, treats, and some theme event are planned. Remember to check with the classroom teacher in regards to any students with food allergies. Please plan accordingly so that no child is excluded.

Field Day: Elementary students enjoy Field Day one of the last days of school. Field Day is a half-day event during which students participate individually and in teams in a variety of activities. Field Day is coordinated by the physical education teacher. Parent volunteers are essential to the success of Field Day. **Students will be excluded from Field Day if their food balance is more than \$20.00. A student may be excluded from Field Day if their library books (or fee) are not returned.**

Field Trips: Most elementary classes take at least one field trip during the school year. Field trips, while fun, are educational in nature and complement the regular curriculum. Parent volunteers are sometimes asked to go along to help supervise a group of students. Students are expected to dress and behave according to school rules. A permission slip will be sent home in advance and must be signed by a parent and returned to school before any child is allowed to go on a field trip. **Students will be excluded from field trips if their food balance is more than \$20.00.**

Holt County Fall Festival: The Holt County Fall Festival is an annual event which happens in September. A children's parade is held on a Friday afternoon, and elementary students are dismissed early so they may participate if they wish. In addition, students in Kindergarten, first,

and second grades ride on class floats in the main parade on Saturday morning. Third grade students ride the fire trucks.

NONDISCRIMINATION AND STUDENT RIGHTS

Equal Opportunity (Policy 1300): The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender or national origin. The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender or national origin.

Religious Expression (Policy 1110): The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 - Religious or Controversial Issues.)

Drug-Free Schools (Policy 2641):

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Civil Rights, Title IX, Section 504 (Policy 1310): The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 - Equal Education Opportunity, and Policy and Regulation 6250 - Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 - Harassment, and Policy and Regulation 4810 - Sexual Harassment.

Nondiscrimination and Student Rights (Policy 2100): The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of

educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

Harassment-Students (Policy 2130): It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Student Educational Records (Policy 2400): A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

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

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

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

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

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

BULLYING

Definition: "Bullying" means intimidation or harassment that 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, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus.

"Cyberbullying" means bullying as defined in this subsection 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."

First Offense: Detention, ISS, 1-10 days of OSS, parents/guardians contacted

Subsequent Offense: ISS, 1-10 days of OSS, legal authorities notified

Any student who believes they have been a victim of bullying, sexual harassment, or harassment should report it to a teacher, administrator, or complete the online reporting tool located on the South Holt website as soon as possible.

Bullying (Policy 2655): The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: 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. District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

STUDENT COMPLAINTS AND GRIEVANCES

Any alleged act of unfairness or any decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the board or individual school rules, may be appealed to the school principal or a designated representative. The following guidelines are established for the presentation of student complaints and grievances.

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Superintendent of Schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.

3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board will be final.

All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel files.

STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted. (Policy 2651)

Apparel worn by students must be neat, must adequately cover the wearer, and must be in no way distracting or disruptive to the academic process.

School policy prohibits

- Apparel that is backless and/or exposes the midriff. This includes, but is not limited to, halter tops, crop tops, tube tops, tie-strap/tie-back tops, and related clothing.
- Shirts with the arms cut out are not allowed for either boys or girls.
- Sleeveless tops, tank tops, and garments with spaghetti straps are allowed, but they must be of such a style that they adequately cover the wearer and are not revealing.
- Undergarments are expected to be worn, and all undergarments must be covered for both boys and girls.
- Shorts, skirts, and dresses must be of sufficient length to adequately cover the wearer. Anything shorter than fingertip length may be deemed inappropriate.
- Other prohibited clothing that is revealing; see-through garments; clothing that refers to drugs, alcohol, or tobacco products; clothing that has improper designs; clothing with language that is vulgar, abusive or suggestive.
- Sunglasses, hats, or ball caps may not be worn in the building upon arrival to school and throughout the school day.
- Shoes must be worn. The administration has the responsibility of determining apparel that is unacceptable or disruptive. Students wearing unacceptable attire

will be given extra-large South Holt t-shirts to wear for the remainder of the day. The dress code applies to clothing worn during the school day, during before- and after-school activities (except for formal dances).

HEALTH SERVICES

The school nurse will be at our school twice per week (usually Wednesdays and Thursdays) during the school year. Various tests will be conducted, such as eye, ear, etc. Students feeling sick should report to the office. They will then be sent to the nurse on the days she is in the building. Before any student leaves the school, he or she must report through the office. Parents will be notified before sending a student home from school.

Food Allergies

Students are not to share or trade food at any time. Other students in the school (or bus) may have a LIFE-THREATENING food allergy, usually to NUTS/PEANUTS. Always check with the classroom teacher with regards to any food allergies if bringing foods to school for parties/classroom events.

Administering Medicines to Students

Regulation 2870

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Medication is kept in the nurse's office at all times.

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication

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, 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.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

Pre-filled Auto Syringes

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

Self-Administration of Medication

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

Cardiopulmonary Resuscitation Training

Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students in grades 9-12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive

learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

Administration of Asthma Rescue Medication

The Board of Education, by a majority vote, may authorize a licensed registered nurse to maintain a supply of asthma related rescue medication at each District school. The nurse will recommend the quantity of such medication to be maintained. The asthma rescue medication will be obtained by prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Such prescription shall list the District as the patient, will contain the nurse's name, and will be filled at a licensed pharmacy. A school nurse or other school employees trained by and supervised by the nurse shall have the discretion to use asthma related rescue medications on any student the school nurse or trained employee believes is having a life-threatening asthma episode based upon their training in recognizing an acute asthma episode. Immunity, under §167.624, from civil liability for trained employees administering life-saving methods shall apply to trained employees administering an asthma related rescue medication under this policy.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text

Students with Communicable Diseases (Policy 2860)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Health Information Records (Policy 2410): Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

SCHOOL BUS TRANSPORTATION

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. (Policy 2652)

The bus driver is in charge of the students riding the bus and the same relationship exists as if the student were in a classroom. Riding the bus is a privilege that may be revoked if the student cannot behave. **All students representing South Holt High School in activities will ride the bus to and from events unless picked up by their parent.** Bus transportation is provided to students living more than one mile from school. In addition, most students ride the bus for field trips or special occasions. Buses are considered an extension of the school environment. Classroom conduct is expected. School administrators will work with bus drivers in enforcing the following rules and consequences to ensure the safety of all passengers.

If you know that your child/children will not be riding the bus for a few days for some reason, please call your bus driver and let him/her know. If you wish for your child to go home on the bus with another student you must send a signed, dated note to school. Some buses are very full. You will be notified if your request cannot be approved.

Bus Rules:

1. Follow the driver's instructions at all times.
2. Bus drivers have the authority to assign seats to individual students or all students. If seats are assigned: sit in your assigned seat; do not sit in someone else's assigned seat.
3. Sit in the seat properly and stay seated while bus is in motion. (Do not kneel in the seat.)
4. Keep all objects (including hands, arms, head, legs) inside the bus and out of the aisle. (Never throw anything out the bus windows.)
5. Speak quietly using only acceptable language. (No yelling, screaming, profane language/gestures, or sexually oriented remarks.)
6. Help keep the bus safe, clean, and in good repair. (No littering, marking on, or damaging the bus in any way.)
7. The possession/use of tobacco, alcohol, or drugs in any form (including look-a-likes) is prohibited.
8. Treat other riders with respect. Keep hands, feet, and objects to yourself. (No crowding, pushing, fighting, teasing, or disturbing other riders.)
9. Glass objects, sharp objects, weapons (real or toy), ammunition, and matches/lighters, etc., and materials of a sexual nature are not allowed on the bus.
10. Each driver has the authority to allow (or not allow) radios, and CD players on the bus. If allowed, they must be personal size, and earphones must be used
11. Each driver has the authority to allow (or not allow) food and/or drink on the bus. If allowed, riders are responsible to keep the bus free of trash and to clean up spills, etc.

Consequences:

Consequences for breaking bus rules include the following: loss of a privilege, confiscation of items, pink slip, parent conference, suspension of bus riding privileges, cleaning of the bus, restitution for property damage, in-school/out-of-school suspension.

For most offenses the bus driver will issue a pink slip. Pink slips must be signed by the driver, parent, and principal. The following progression of consequences will apply:

1st pink slip: Signatures

2nd pink slip: Driver and parent telephone conference

3rd pink slip: Principal and parent telephone conference; 3 day suspension from bus

4th pink slip: Principal and parent telephone conference; 5 day suspension from bus

Additional pink slips: Principal and parent telephone conference; 10 day suspension from bus

For serious offenses (including deliberate/open defiance, fighting, weapons, drugs, property damage) the usual progression of consequences may be set aside and more serious consequences applied.

STUDENT TRAVEL TO FIELD TRIPS

Student travel to and from field trips is the responsibility of the South Holt School District.

From a liability standpoint student travel is so important that delegating travel to anyone other than the student's parents is a questionable act. With this in mind, we want to reiterate the current policy. Students traveling to an event on district-provided transportation will ride home on district-provided transportation unless the student's parent/guardian personally sees the teacher/sponsor to tell them their son/daughter will be riding home with them and signs a release sheet indicating that their son/daughter will not be riding the bus home. **Only under emergency or very necessary situations will a student be allowed to ride to or from an event with someone other than the parent/guardian.**

Missouri Safe School Act Requirements: In accordance with the 1996 Safe Schools Act certain offenses must be reported to legal authorities and could include up to a 365 day expulsion from school. Students who have been charged or convicted of these same offenses could be expelled from school as well. The offenses include:

- Possession of a weapon
- Sale or distribution of drugs
- Willfully inflicting injury on another
- 1st or 2nd degree murder
- 1st degree assault
- Forcible rape or sodomy
- 1st degree robbery
- Distribution of drugs to minor
- 1st degree arson
- Class A felony kidnapping

The Safe Schools Act requires school principals to report incidents of third-degree assaults that have occurred on school property, a school bus, or during a school activity to the local law enforcement agency and the superintendent. As required by Section 167.117, Revised Statutes of Missouri, an interagency agreement exists between the South Holt R-1 School District and the Holt County Sheriff's Office for the purpose of defining and establishing guidelines for school principals in reporting incidents that may constitute third-degree assault for investigation by law enforcement. As described in RSMo 575.070, a person commits assault in the third degree if that person:

1. Attempts to cause or recklessly causes physical injury to another person;
2. With gross negligence, causes physical injury to another person by means of a deadly weapon;
3. Purposely places another person in apprehension of immediate physical injury;
4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the functions of any part of the body, of another person; or
5. Knowingly causes physical contact with another person knowing that the other person will regard the contact as offensive or provocative.

Students shall be suspended for acts of physical aggression that fall under the guidelines of the Safe School Acts Statute.

Complaint Procedure for Federal Programs

This procedure applies to all federal programs administered by the South Holt R-I School District in conjunction with the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act. Such programs include Title I, Title II, Title IV, Title VI, Class-Size Reduction, and Migrant Education.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by the Department of Education personnel.

Any parent, guardian, surrogate parent, teacher, administrator, or school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. The complaint must be in writing and signed; it must provide specific details of the situation and indicate what law or regulation is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be submitted to the superintendent of the school district in a timely fashion. The superintendent will review the complaint and make every attempt to resolve the issue within 10 working days. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the local district superintendent or Department of Education personnel.

Parent Right To Know

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

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The South Holt R-1 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 South Holt R-1 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 South Holt R-1 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 South Holt R-1 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 South Holt R-1 Superintendent's office anytime Monday through Friday from 8:30 a.m. to 4:00 p.m.

Title IX Coordinator:

Mr. Bob Ottman, Superintendent
201 South Barbour Street
Oregon, MO 64473
Phone: 660-446-2282
Email: ottmanb@southholtr1.com

Section 504 Coordinator:

Ms. Haylee Olberding, School Counselor
201 South Barbour Street
Oregon, MO 64473
Phone: 660-446-3454
Email: olberdingh@southholtr1.com

This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

South Holt R-1
2019-2020 School Calendar

Aug. 19-20 -----	Teacher Work Days
Aug. 20	Back To School Night
Aug. 21 -----	Student's First day
Sept. 2	No School
Sept. 16	No School for Students-Teacher PD
Sept. 13	Early Out-1pm Dismissal
Sept. 20 -----	1 st Quarter Midterm
Sept. 27	Homecoming
Oct. 18 -----	1 st Quarter Ends
Oct. 24	No School P/T Conferences
Oct. 25	No School
Nov. 4	No School for Students-Teacher PD
Nov. 22 -----	2 nd Quarter Midterm
Nov. 27-29	No School-Thanksgiving Break
Dec. 20	Early Out-1pm Dismissal
Dec. 20 -----	1 st Semester/2 nd Quarter Ends
Dec 23, 2019-Jan. 5, 2020	No School-Winter Break
Jan. 6	No School for Students-Teacher PD
Jan. 7 -----	2 nd Semester Begins-Students Return
Jan. 20	No School-Martin Luther King Day
Feb. 7 -----	3 rd Quarter Midterm
Feb. 17	No School - President's Day
Mar. 2	No School-Teacher PD
Mar. 13 -----	3 rd Quarter Ends
Mar. 20	No School
Apr. 9	Early Out-1pm Dismissal
Apr. 10-13	No School Spring Break
Apr. 17 -----	4 th Quarter Midterm
Apr. 27	No School-Teacher PD
May 20 -----	Last Day of School for Students-1pm Dismissal
May 20 -----	2 nd Semester/4 th Quarter Ends
May 21	Last Teacher Day
May 21-28	Snow Makeup Days (If Needed)

South Holt R-I Student Technology Acceptable Use Policy

The South Holt R-I School district provides technology to our students as one of many tools to promote and encourage learning.

The technology available to students has been set up for, and its use is limited to, activities connected with their education at South Holt R-I School. The guidelines included in the agreement are not all inclusive but are based on South Holt R-I School Board Policy. The administration of South Holt R-I School may remove the privileges for technology use at any time for abusive conduct. Further disciplinary action may be taken and, if appropriate, referral to law enforcement officials will occur.

1. Students have no right to personal privacy on school district computers or through programs and resources provided by the district. All files are subject to open monitoring and review by district and school personnel.
2. Students are not permitted to obtain, download, view or otherwise access materials which may be deemed unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable.
3. Students may not reveal their names, personal addresses, telephone numbers or the names, addresses or telephone numbers of students, employees, or other individuals through electronic means.
4. Technology services and features are intended for educational use, defined as those activities directly related to current class assignments. Any commercial use (offering, providing, purchasing of, or subscribing to products or services) is expressly forbidden.
5. Students are not to access a login and/or password other than the one assigned to them by the district. Providing your password or attempting to acquire the password of another user is expressly forbidden. Any problems that occur from the users sharing his/her account/password are the responsibility of the account holder.
6. Web surfing is expressly forbidden.
7. Non-educational games are expressly forbidden.
8. Student files should be saved to the folder provided on the network. No files should be saved to the local machine. Any electronic storage devices used on district machines must be virus scanned prior to each use with district equipment.
9. E-mail services and access to e-mail accounts are restricted to those e-mail accounts provided to students by the district, and are limited in use to those activities directly related to the completion of class assignments and course activities.
10. Adding, removing, or changing computer programs and settings must be cleared with the Technology Coordinator. (This includes desktop designs, the location of icons, and monitor settings.)
11. Students are not to use technology without proper staff supervision.
12. Student technology users are expected to be polite and non-abusive. Using inappropriate language, insulting, harassing, or threatening will not be tolerated.

13. Student users may not use the district's resources in such a manner that would damage, disrupt, or prohibit the use of the network by other users. Use of district resources for unlawful purposes will not be tolerated and is prohibited.
14. While the district provides access to electronic resources, it makes no warranties, whether expressed or implied, for these services.
15. In compliance with the applicable provisions of the Children's Internet Protection Act (CIPA- the District shall use filtering, blocking or other technology to protect students from accessing Internet sites that contain visual depictions that are obscene, pornographic, or harmful to minors.
16. Rules for technology use may be reviewed and modified from time to time by the administration of the South Holt R-I School District. Students are subject to these modified rules and regulations. Consequences for misuse of technology will be found in the discipline policy of the South Holt R-I School District.

SOUTH HOLT DIRECTORY INFORMATION

OPT-OUT REQUEST

School officials may release “Directory Information”. This includes print and electronic publications of the school district. Such information is also considered a “public record” which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

The school district designates the following items as Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph including photos of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and the school district’s Opt-Out form stating in writing that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent. You may pick the form up in the South Holt JH/HS.

The Opt-Out Request Form must be completed on an annual basis. This form is located in the main office, located at 201 South Barbour Street, Oregon, MO, 64473.