

**Richland Elementary School
Handbook**



**Richland R-IV School District
714 E. Jefferson
Richland, MO 65556
Phone: 573-765-3241
Fax: 573-765-5783**

Acknowledgement of Parent/Guardian Responsibility

By signing below, it is understood that I/We have read the Richland Student Handbook, understand, and agree to comply with the stated school policies and procedures.

Printed Student Name _____
Parent Signature _____
Date _____

WELCOME

Welcome to Richland Elementary, home of the Bears! We are pleased that you will be a part of our school. You will find dedicated, highly trained teachers and staff members to guide and help you. We hope your experiences here will be enjoyable.

We believe our school offers unlimited opportunities in learning and expects you to take advantage of every opportunity to improve yourself and your school.

BOARD OF EDUCATION

Warren Powell	President
Amber Johnson	Vice President
Tim Sherrer	Treasurer
Jordan Walters	Member
Bruce Goodrich	Member
Barbara Warren	Member
Barton Warren	Member

DISTRICT ADMINISTRATIVE OFFICES

Dr. Tina Turner	Superintendent	ext. 1146
Mr. Shane Kardosz	Junior High/High School Principal	ext. 1142
Ms. Heather Allen	Elementary Principal	ext. 2202
Mr. Nathen Ogle	Transportation Director	ext. 1150
Mrs. Kristan Sadler	Special Education Director	ext. 2228

MISSION

The mission of Richland R-IV School District is to promote, prepare, and provide for every student, every day.

New Teachers Meetings	August 8-10
Teacher Meetings	August 15-17
Open House	August 16
<i>First Day of School</i>	<i>August 21</i>
NO SCHOOL-Labor Day	September 4
Teacher In-Service	September 18
NO SCHOOL-Teacher In-Service	October 9
<i>1st Quarter Ends</i>	<i>October 20</i>
Early Dismissal - Parent/Teacher Conferences	October 26
NO SCHOOL	October 27
NO SCHOOL	October 30
NO SCHOOL	November 10
NO SCHOOL - Thanksgiving Break	November 20-24
<i>End of 1st Semester</i>	<i>December 19</i>
NO SCHOOL—Winter Break	Dec. 20- Jan. 2
NO SCHOOL--Teacher In-Service	January 3
NO SCHOOL—Martin Luther King Day	January 15
NO SCHOOL- Teacher In-Service	February 16
NO SCHOOL-Presidents Day	February 19
NO SCHOOL- Teacher In-Service	March 4
<i>3rd Quarter End</i>	March 15
NO SCHOOL-Spring Break	March 18-22
NO SCHOOL- Good Friday	March 29
NO SCHOOL	April 1
NO SCHOOL- Teacher In-Service	April 15
<i>Last Day of School -Early Release</i>	<i>May 17</i>

FACULTY

Preschool	Alissa Rigsby	Special Area	Amanda Crismon Shelby McCoy Charlotte Waters Robert Hartley
Kindergarten	Ashley Hendrix Meranda Ellis	Title One	Twajana Moss
1st Grade	Jessica Cruz Dakota Davenport	Special Education	Lindsay Walters Kristen Keib Belynda Tolbert
2nd Grade	Darlena Poynter Kayleigh Shockley	Counselor	Loretta Williams
3rd Grade	Ashley Braithwait	Nurse	Kayla Gan
4th Grade	Susan Hand Rosie Peterson	Secretary	Megan Starr
5th Grade	Mary Beth Meunier Brittany Hoard	Custodians	Steven Wheatly Curtis Wheatly Kenny York
6th Grade	Rebecca Howe Jennifer Christian	Maintenance	Les Fortner
Paraprofessionals	Sara Payne Jennifer Birdsong Christian Walters LeAnne Nelson Tameria Honeycutt Justin Walters	Cooks	Vanessa Brown Lora Hobbs

SCHOOL HOURS

Grades K-6
Monday – Friday
Doors unlocked 7:30
Students go to class 7:50
Classes end 3:18

Preschool
Monday - Friday
Morning session 7:50-11:40
Afternoon session-11:40-3:18

Supervision will be provided from 7:30 a.m. until 3:18 p.m. on every regular school day. On early out days, supervision will be provided from 7:30 a.m. until 12:20 p.m.. The district is not responsible for supervision outside the stated times. The district encourages parents not to drop off students during unsupervised times.

DISCRIMINATION

The Richland R-IV School District does not discriminate against any employee or student on the basis of race, color, sex, religion, national origin, ancestry, disability or age.

Attendance Procedure and Responsibilities

ENTRANCE AGE

- To be admitted to kindergarten in the Richland R-IV School District, a child must be five years old before August 1.
- To be admitted to first grade, a child must be six years old before August 1.

ENTRANCE REQUIREMENTS (P 2230)

Students registering to attend Richland Elementary are required to provide copies of the following:

- Birth certificate
- Social security card
- Current immunization record
- Proof of address examples: electric bill, phone bill, or personal property tax statement.

HOME-SCHOOLED STUDENTS (P 2280)

The Richland R-IV School District reserves the right to require individual achievement testing for those students entering the school from a homeschooling situation or a

non-accredited parochial school. Grade placement will be determined by the results of this achievement test.

ATTENDANCE (R 2310)

It is the belief of the Richland R-IV School Board of Education that attendance is essential for student success. For this reason a **TEN day** per semester absentee policy has been developed. If a student misses more than **TEN** days per semester, the principal and/or the attendance committee will review his/her record. The school also reserves the right to contact the Division of Family Services for excessive absences.

To encourage attendance, while supporting the belief that if you are absent you miss many educational opportunities, the Board of Education requires summer school attendance for those missing more than **TWENTY** days of school.

Upon successful completion of summer school and achieving an attendance rate of 95%, students will be promoted to the next grade level.

Tardiness and early check-outs are counted against the student attendance.

STUDENT EARLY DISMISSAL PROCEDURES (R 2330)

The following procedures apply:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
- Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
- Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

Students shall not be permitted to answer any personal phone calls, except those from the parent/guardian or other person having legal custody of said pupils. Emergency messages will be delivered to the students.

Bus Regulations

BUS SAFETY RULES (P 5220)

Classroom behavior is expected from all students that ride a school bus. Please help promote safety by following these rules:

- Be on time at your designated bus stop in the mornings. Stay back from the road or street until the bus door opens.
- The bus driver is in charge of the bus at all times.
- Profanity, obscene language or gestures will not be tolerated.
- Follow the driver's directions when loading. Individual seat assignments will be made if the driver feels it is necessary.
- Excessive noise will not be permitted. The driver must be able to hear emergency vehicles and normal traffic sounds.
- Keep everything inside the bus window. This includes the head, hands, books, voices, etc. Nothing is to be thrown inside the bus or from a bus window at any time. Violation of this rule may result in immediate suspension.
- Students may not stand up and change seats while the bus is enroute. Students must remain seated at all times.
- Eating or drinking is not permitted on the bus.
- No students may bring an item on the bus that is prohibited by school policy. This specifically refers to alcohol, drugs or tobacco in any form; as well as radio and all other items banned by school policy.
- Fighting or any other conduct that endangers the safety of the other students may result in immediate suspension.
- The director of transportation will designate bus routes and stops. Students will be picked up and returned only to the stop nearest their home. Exceptions will be made only if the parents notify the school or transportation office (765-3711 x 1150).
- The aisle of a school bus must be kept free from all objects. Do not stack books, musical instruments, etc. in the aisle.
- Live animals, insects, pets, glass containers or weapons of any kind will not be permitted on a school bus.
- Absolute quiet is required before crossing railroad tracks.
- In addition, all discipline policy rules and regulations will also apply.
- If your child needs to ride a different bus home or with a friend they MUST have a note.
- All bus changes must be made by 1:00 each day to ensure a safe and efficient dismissal for all students. We appreciate your efforts to help us have a smooth dismissal for all students.

Policy and Procedures

POLICY REVIEW (P 0510)

The complete official Board Policy Manual for the Richland R-IV School District is available on file for inspection in administrative offices. Any questions concerning policies should be directed to the Superintendent of Schools.

CARE OF SCHOOL PROPERTY (P 2654)

Buildings, buses, books, desks, etc. are all part of school property to be used by the students as a means of aiding in their education. Students who deface or lose school

property will be required to pay the cost of repair or replacement. Serious offenders may be suspended or expelled from school depending on the degree of the offense.

CHILD ABUSE/NEGLECT (P 2710)

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, 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 to the Missouri Department of Family Services, as required by law.

ENGLISH AS A SECOND LANGUAGE STUDENTS (P 6180)

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

- Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
- Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District and for its student body.

Emergency Drills (P 5240)

Emergency preparedness drills (fire, severe weather, tornadoes, bus evacuation, bomb threat, lockdown, shelter-in-place, and evacuation) will be conducted in each building by the building principal or superintendent as required. A minimum of two fire drills, two tornado drills, two bus drills, and evacuation drills will be conducted regularly during the academic school year. Emergency exiting procedures are posted near the door in each instructional area. Students should familiarize themselves with the emergency preparedness procedures.

FOOD SERVICE

The elementary school participates in the Community Eligibility Provision program. The Community Eligibility Provision (CEP) is a meal service option for schools and school districts in low-income areas. A key provision of *The Healthy, Hunger Free Kids Act* (HHFKA, Public Law 111-296; December 13, 2010), CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications. Instead, schools that adopt CEP

are reimbursed using a formula based on the percentage of students participating in other specific means-tested programs.

GUIDANCE AND COUNSELING (P 2810)

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

HOMELESS STUDENTS (P 2260)

Under the McKinney Act, each state is required to:

- ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- review and undertake steps to revise such laws, regulations, practices, or policies
- having a compulsory residency requirement as a component that may act as a barrier to enrollment, attendance, or success in school of homeless children and youth and to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
- ensure that homelessness alone should not be sufficient reason to separate students from the mainstream school environment: and
- ensure that homeless children and youth should have access to education and other services that such children and youth need to
- ensure that such children and youth have an opportunity to meet the same challenging State student performance standards to which all students are held.

LIBRARY MEDIA CENTER

All students are encouraged to use the resources of the library on a regular basis within the following guidelines.

- Pre K students will be provided with library books to look at within their classrooms.
- Kindergarten and First grade students will be allowed to check out library books but the books must stay at school.
- Second through sixth graders are allowed to check out books and may take them home.

Students may check out two books at a time. Checking out more than two books is possible with special permission from the librarian.

Checking out library books is a privilege that comes with responsibility. Students are expected to return all books in good condition, within a timely manner. Lost or damaged books are to be paid for by the last day of the school year. Grade cards will not be given to students owing for library books.

Students leaving the district are expected to return all library books. If a student leaves the school district, while having outstanding charges for a book and re-enrolls at a later date, any unreturned books are still that student's responsibility.

Student library records are confidential but are continued from year to year until graduation.

MIGRANT STUDENTS (P 2270)

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including a question on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students.

NOTES REQUIRED FROM PARENTS

- Restricted physical activities for a short period of time, i.e., limited P.E. participation, remaining inside for recess, etc.
- Need for extra restroom privileges.
- Medication to be administered with specific instructions.
- Change in address, telephone numbers, place of employment or child's babysitter.
- Doctor or dental appointments during school hours.
- Reason for student absences.
- Different destinations after school – students WILL NOT be allowed to ride a different bus or stay after school unless the parent has sent a note.
- **Different destination after school – calls must be made to make these arrangements before 1:00.**
- Official court documents are needed in the office if someone is not allowed to pick up a student.
- Chaperone/field trip code of conduct paper needs to be filled out when going on a trip with the students. Background checks need to be completed prior.
- Volunteer background check completed prior to help in the school.

PERMANENT RECORDS

Permanent records are kept on each child in the office and are available to parents on request. This record includes family records, student's attendance, grades in school subjects and standardized test scores. Parents should report any change in the required enrollment information so that we may keep our records accurate.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their

children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Elementary and Secondary Education concerning alleged failures by the district to meet requirements of the Family Rights and Privacy Act (FERPA). Parents can contact the office to review the requirements provided in FERPA.

SCHOOL PICTURES

Student pictures are taken each fall. A picture of each child is needed to use in the office for identification and permanent records. All children are required to have a picture taken for permanent records, but no parent is required to purchase pictures.

STUDENT COMPLAINTS/GRIEVANCES

The following guidelines are established for the resolution of student/parent complaints and grievances:

- 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.
- If the problem is not resolved to the satisfaction of the student and/or parents, 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.
- If the student and/or parents 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.

SCHOOL DISMISSAL

In case of inclement weather or situations in which school cannot be held, radio stations KJPW (102.3), KFBD (97.9), KJEL (103.7), KRMS (1150 AM), KFLW (98.9), and KTTR (99.7) and television stations KYTV Channel 3, KOLR Channel 10, KDEB Channel 27 and KSPR Channel 33 along with our school Facebook page and Richland Bear app will announce school dismissal before 7:00 a.m. If school is dismissed early, these same stations will be notified. There is never enough time for all students to phone home. All students are required to have an alternative plan for early dismissal.

In the event of an emergency with the weather, please do not call the school and tie up the phone lines. Faculty members are busy with students in shelter areas.

STUDENT DRESS CODE (P 2651)

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.

- 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.
- All students must wear some type of footwear.
- Shirts which portray tobacco products, alcohol products, drugs or drug paraphernalia, double meanings, or obscene words or pictures will not be allowed.
- Caps, hats, sunglasses and gloves do not need to be worn in the school unless the student has special permission.
- Clothing such as muscle shirts, halter tops, mesh shirts, shorts less than student arm length, tube tops, spaghetti strap shirts, and bare midriff shirts will not be allowed.

STUDENT PLACEMENT

Students will be placed into classrooms for the following year by recommendations from the classroom teachers, test scores, grades, behavior, and special needs. This will allow classes to be grouped for educational benefits of the students as well as the teachers. The principal will have the class lists for the following school year complete by the end of June. Parents will no longer be able to request a teacher.

STUDENT SEARCHES (P 2150)

Students' desks may be searched by school administrators or staff who have a reasonable suspicion that the desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy

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

Technology Uses (P 6320)

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes for specific work related communication.

The District and school administration reserves the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

- Suspension of District Network privileges;
- Revocation of Network privileges;
- Suspension of Internet access;
- Revocation of Internet access;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- Expulsion

TELEPHONE USAGE (P 2656)

Students are not to use the telephone in the office or individual teacher classrooms. Students will not be called from class to the phone except in an emergency. Important information will be taken and delivered to the student. Only in emergency situations will the student be allowed to use the phone in the office. Students are not allowed to use personal cell phones throughout the school day. If a student needs a cell phone for after school the student can bring the phone to the office for safekeeping. Students are not allowed to have cell phones out during the school day. The first offense will result in 1-10 days of ISS. The 2nd offense will result 1-10 ISS or 1-10 days OSS.

Virtual Education

Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP).

VISITORS (P 1430)

Parents and visitors are encouraged to visit Richland Elementary whether on official business or not. We will make every effort to make you feel welcome. Please come by the office and check in prior to going to the classroom you are visiting. Other visitors to school are welcome on official business. Visitors other than parents/guardians are not allowed in classrooms. Parents and visitors are not permitted on the playground.

VOLUNTEERS NEEDED (P 1425)

Volunteers are always needed at Richland Elementary for the following activities:

- Tutoring
- Listening to students read
- Clerical activities
- Reading room
- Guest speaker
- Serving on committees
- Collecting, cutting, and mailing items saved by the school

Please save Coke Rewards, Best Choice, Boxtops., and old cell phones. A volunteer background check paper must be filled out prior to working in the school. Background checks can be completed at www.health.mo.gov/safety/fcsr. The cost is \$12.00. Please call the office if you would be interested in helping in any way!

Grading and Retention**GRADE CARDS**

At the end of each nine weeks a report of student progress is sent to parents. This report includes student attendance and progress in academic subjects. Parent-teacher conferences are also used frequently.

Kindergarten through sixth grade do not give letter grades. Instead, student progress is indicated by mastery of grade level objectives.

TeacherEase is the student information system used by Richland School District. Each parent is able to view their student's grades in real time, email teachers, view lunch charges and other student information.

To set up an account, parents must provide the office with a current email address.

HOMEWORK

Good study habits are important to the development of a student's self discipline skills. Unfinished daily assignments are considered homework. Students are responsible for completing their work so they are prepared for the following school day. Incomplete assignments could result in low assessment results, grade reports, and/or detention.

RETENTION (R 2520)

A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:

- The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
- The parent/guardian will be notified as soon after the review as possible that retention is being considered.
- A meeting with the parent/guardian will be scheduled.
- The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
- A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
- An academic program including remediation will be offered to the student.

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

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

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimum reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

TESTING

Kindergarten	Entrance Testing	Fall & Spring
1 st Grade	Entrance Testing	Fall & Spring
3 rd Grade	State Communication Art and Math	Spring
4 th Grade	State Communication Art and Math	Spring
5 th Grade	State Communication Arts State Math State Science	Spring Spring Spring
6 th Grade	State Communication Arts State Math	Spring Spring
K-6th	Catapult Reading & MathTest STAR Reading	Monthly Quarterly

DISTRICT ACCOUNTABILITY REPORT

The Richland R-IV Accountability Report can be accessed on our website www.richlandbears.us. The link is on the left side under the District Report Card.

Discipline Structure

STUDENT DISCIPLINE POLICY (P 2660)

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.

BULLYING (P 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context.

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

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

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

Reporters of Bullying are to complete a written form available in the office regarding the incident.

- within two (2) school days of receiving a report of bullying and/or cyberbullying, an investigation will be initiated of the alleged incident
- the investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation
- the designated investigator may issue findings and outcomes of the investigation, including recommendations for corrective action, including discipline, as appropriate.

Arson – Intentionally causing or attempting to cause a fire or explosion

- First Offense: 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.
- Subsequent Offenses: 1-180 days out-of-school suspension and recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm

- First Offense: Principal/Student conference, parents contacted, loss of privileges, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.
- Subsequent Offenses: Detention, 1-10 day in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.

Defiance of Authority - Refusal to obey directions or defiance of staff authority

- First Offense: Principal conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

- First Offense: Principal conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Drugs/Controlled Substance

Drugs or any other illegal substances prohibited on school property-including vehicles.

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

- First Offense: 1-180 days out-of school suspension, notification of law enforcement officials, and documentation in student's discipline record.
- Subsequent Offenses: 1-180 day suspension and recommendation to Superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

- First Offense: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion, notification of law enforcement officials, and documentation in student's discipline record.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion, notification of law enforcement officials, and documentation in student's discipline record.

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

- First Offense: Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, notification of law enforcement officials, and documentation in student's discipline record.
- Second Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Sale, purchase or distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

- First Offense: 1-180 day suspension with recommendation to superintendent for long-term suspension or expulsion.
- Subsequent Offense: 1-180 day suspension with recommendation to superintendent for long-term suspension or expulsion.

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables

- First Offense: Principal/Student conference, detention, 1-10 day in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, with possible referral to superintendent for long term suspension or expulsion, and possible documentation in student's discipline record.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

- First Offense: Detention, 1-10 days in-school suspension or 1-10 days out-of school suspension. possible notification of law enforcement officials.
- Subsequent Offenses: Detention, 1-10 days in-school suspension or 1-180 days out-of school suspension. possible notification of law enforcement officials.

Harassment (Includes Sexual Harassment) (Refer to Policy 2130 - Harassment)

- First Offense: Principal/student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.
- Subsequent Offenses: Principal/student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.

Improper Display of Affection - Consensual kissing, fondling, or embracing

- First Offense: Principal/Student conference, detention, 1-10 days in-school-suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Principal/Student conference, 1-10 days in-school suspension or 1-180 days out-of school suspension.

Improper Language

Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of school suspension. Possible notification to law enforcement officials and documentation in student's discipline record.
- Subsequent Offenses: 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Possible notification to law enforcement officials and documentation in student's discipline record.

Use of Obscene, Vulgar, or Profane Language- Language which depicts sexual acts, human waste, and blasphemous language

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension or 1-180 days out-of-school suspension.

Disruptive or Demeaning Language or Conduct/Disparaging Damaging Language Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

- First Offense: Principal/Student conference, detention, 1-10 day in-school suspension, 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension.

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, 1 - 180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and documentation in student's discipline record.
- Subsequent Offenses: Principal/Student conference, parents contacted and detention, 1 - 180 days out-of-school suspension with recommendation to the

superintendent for long-term suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

- First Offense: 1-180 days out-of school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to the superintendent for long-term suspension or expulsion.

Theft - Nonconsensual taking or attempt to take the property of another

- First Offense: Return of or restitution for property. Principal/Student conference, detention, 1-10 days in-school suspension or 1-10 days out of school suspension, possible notification to law enforcement officials.
- Subsequent Offenses: Return of or restitution for property. Detention, 1-10 days in-school suspension or 1-180 days out of school suspension with possible recommendation to superintendent for long-term suspension or expulsion. possible notification to law enforcement officials.

Tobacco - Possession or use of tobacco or tobacco products

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension, notification to law enforcement officials.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension, notification to law enforcement officials.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

- First Offense: Principal/Student conference, detention, 1- 10 days in-school suspension.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension, notification to law enforcement officials.

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

- First Offense: Restitution. Principal/Student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, possible notification to law enforcement officials.
- Subsequent Offenses: Restitution. Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, possible notification to law enforcement officials.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

- First Offense: Referral to superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in the student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Notice regarding searches, including:

- Students have no expectation of privacy in lockers, desks, computers or other district provided equipment or areas
- The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- Additional searches of bags, purses, coats, electronics devices, other personal possessions and cars in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Medical Needs

HEAD LICE

HEAD LICE In keeping with the Richland R-IV School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student may be permitted to return to school after appropriate treatment has been started and all live bugs are removed.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits $\frac{1}{4}$ inch away from scalp but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services. The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, and parents.

MO HealthNet Program for Kids

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance.
Program Contact 855-373-9994

COMMUNICABLE DISEASES

A student shall not attend classes or school-sponsored activities, if they have been exposed to, an acute or chronic contagious or infectious disease and is liable to transmit the contagious or infectious disease.

STUDENT ILLNESS/ACCIDENT AT SCHOOL (P 2860)

When a student becomes ill at school, the parent will be notified to take your child home, if necessary. All students with a fever will be sent home. All students are REQUIRED to have on file with the office at least one emergency phone number in which a parent can be reached; i.e., home, work, neighbor, family member, etc. All attempts to contact the parent will be made in an emergency situation in which hospitalization is required. If parents cannot be reached in an emergency situation, an ambulance will be called to take the student to the emergency room of a hospital and parent/guardian or other custodian must assume responsibility for payment.

STUDENT MEDICATION POLICY (R 2870)

Prescription Drug Policy

When it is necessary for a student to be administered a prescription medication during school hours, the parent must submit a physical prescription release form and a parent permission form allowing school personnel to administer the medication. These forms are available in the school office. When returned, they will become part of the student's permanent health record.

Non-prescription Drug Policy

When it is necessary for a student to be administered a non-prescription medication during school hours, the parent must submit a parent permission form allowing school personnel to administer the medication. These forms are available in the school office. When returned, it will become part of the student's permanent health record.

DO NOT SEND MEDICATION IN ENVELOPES, PLASTIC WRAP, LUNCH BOXES, ETC.
All medications must be in original containers. Pharmacists will provide extra, properly marked containers. A parent/guardian or other responsible party designated by the parent/guardian will deliver ALL medications to be administered at school to the school nurse or designee.

Administration of medicines will be the responsibility of the school only if the school's Student Medication Policy is followed.

Trauma Informed Schools Initiative

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education(DESE) has established the Trauma-Informed School initiative.

Trauma-Informed Schools are that schools that meet the following criteria:

- Realize the widespread impact of trauma and understands potential paths for recovery
- Recognize the signs and symptoms of trauma in students, teachers, and staff.
- Responds by fully integrating knowledge about trauma into policies, procedures, and practice.
- Seeks to actively reset re-traumatization

National Suicide Prevention Lifeline: 1-800-273-8255

Behavioral Health Crisis / Compass Health Hotline: 1-800-833-3915

Child Abuse / Neglect Hotline: 1-800-392-3738

More info regarding the Trauma-Informed School initiative can be found here:
dese.mo.gov/traumainformed

SPECIAL AREAS OF INSTRUCTION

Special education services are provided for any child in the district who has special needs. The groups are kept small and instruction is individualized. Classes are available for: speech therapy, learning disabilities, educable mentally handicapped, trainable mentally disabled, and severely developmentally disabled.

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one, regardless of the child's disability. The public school also assures that it will provide information and referral services for infants and toddlers eligible for Missouri's First Steps Program. Disabilities include: learning disabilities, mental retardation, behavior disorders, emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf, blind, autism, early childhood special education, and traumatic brain injury.

In order to identify students with disabilities, public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1st each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child, and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending public school, please contact the school district.

The public school has developed a local compliance plan for implementation of Special Services to children with disabilities including identification and provision of services. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention of records, and destruction of personally identifiable information. The plan also describes the assurances that services are provided

in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act. This plan is available for public review during regular school hours on days school is in session in the office.

Parent's Rights To Know (R 2110)

Our district is required to inform you of information that you, according to the Every Student Succeeds Acts of 2015 (Public Law 94-115), have the right to know. Upon request, our district is required to provide to you in a timely manner, the following information.

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subjects 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 a paraprofessional, 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.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<p>General Information</p> <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
<p>Complaints filed with LEA</p> <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	<p>Complaints filed with the Department</p> <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<p>Appeals</p> <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

Form A: Notice of Non-Discrimination

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

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the

Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following people are designated and authorized as the District's Non-Discrimination and Title IX Coordinators to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title IX Coordinator - Special Services Process Coordinator

714 E. Jefferson, Richland MO 65556

(573) 765-3711

klatham@richlandbears.us

Non-Discrimination Coordinator - Superintendent

714. E. Jefferson, Richland M). 65556

(573) 765-3241

tturner@richlandbears.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulations 1300 and 1301. Policy and Regulation 1300 and 1301 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons,

employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward

Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

