

Welcome to Verona R-VII

Home of the Wildcats!

Verona Schools

2023-2024

K-12 Student Handbook



We at Verona R-VII School District are proud to have you as part of our student body. We have an excellent school and invite you to challenge yourself to explore new opportunities in your education.

This handbook will assist you in understanding the policies and procedures of our district. It does not contain every situation that may occur; however, you will find the answers to most questions. The intent of the handbook and its policies is to maintain an environment that is safe, friendly, and enjoyable to all students who attend Verona.

We are looking forward to the upcoming school year with all its new possibilities for learning and growth.

Best wishes for success,

Mr. Tony Simmons; Verona R- VII Superintendent

Mrs. Melody M. Whitehead; K-12 Principal & Director of Student Services

Mr. Ryan Yates; K-12 Asst. Principal

VERONA R-VII SCHOOL DISTRICT MISSION STATEMENT

The mission of the Verona School District is to help students:

- Acquire the knowledge, attitudes, and skills necessary to become healthy and productive adults.
- Become life-long learners who are able to manage change.
- Improve the democratic process and have a positive impact on their communities, their country, and the world.

Board of Education

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Notice of Nondiscrimination

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, disability, 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 opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures, and student support services. **Any questions or complaints, contact Melody Whitehead, 504/Title IX Coordinator at Verona R-VII School District, PO Box 7, 101 East Ella, Verona, MO 65769; 1-833-402-9580.**

The link to the Verona-VII School District website can be found below: <http://www.veronar7.net>

To email a staff member use this format; first initial last name @veronar7.net

1-833-402-9580

Superintendent Office	Ex. 531
Elementary Office	Ex. 501
High School Office	Ex. 511
Health (Nurse) Office	Ex. 521

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Verona K-12 Faculty & Staff

<u>Last Name</u>	<u>First Name</u>	<u>Job Title</u>
Akin	Angus	Kitchen Asst.
Arnold	Jodi	Jr/High Counselor
Baker	Robert	Director of Technology
Baker	Amanda	Special Education Paraprofessional
Barnett	Dianna	3rd Grade Teacher
Blackburn	Shelley	English Language Teacher
Blevins	Josh	Night Custodia
Castillo	Rita	4th Grade Teacher
Chang	Michael	HS Math Teacher
Conaway	Valerie	Elementary Special Education Teacher
Cooley	Devin	FFA Teacher
Cornell	Crysty	Night Custodian
Darst	Theresa	Kitchen Asst.
Dennis	Tristen	FFA Teacher
Edwards	Autumn	Special Education Paraprofessional
Elder	Mary	Kitchen Director
Etchison	Josh	K-12 Art Teacher
Foltz	Janine	Day Custodian
Foster	Dustin	7-9 Science Teacher
Freiburger	Brandi	Reading Title & Preschool Teacher
Freiburger	Michelle	Title Paraprofessional
Guiles	Tina	7-9 Math Teacher
Gustaveson	James	Night Custodian
Hillhouse	Melvey	PAT (Parents as Teachers)
Hilton	Seth	Jr. High Special Education Teacher
Horn	Laci	Kindergarten Teacher
Howerton	Christi	Asst. Special Education Director
Krueger	Teri	Kitchen Asst.
Mayne	Denny	Maintenance Director
Menego	Anne	Bookkeeper, Sub Coordinator, Board Secretary
Metcalf	Stacia	7-8 English Teacher
Mooney	Chris	High School English & Special Education Teacher
Neely	Amanda	At Risk & FACS Teacher
Nettles	Kim	1st Grade Teacher
Ogden	Alisca	K-12 Music Teacher
Phillips	Shelly	4 th Grade Teacher
Pinkly	Robin	Elementary Secretary
Privett	Janet	Jr/High Secretary
Rambo	Kelley	Math Title & Special Education Teacher
Reed	Tiffany	PAT (Parents as Teachers)
Rodenberg	Abby	5th Grade Teacher
Ruiz-Diaz	Carolyn	K-12 English Language & Spanish Teacher
Ruscha	Helen	Kitchen Asst.
Rysted	Julie	Elementary Counselor & Kindergarten Teacher (AM)
Senninger	Susan	FBLA & Business Teacher
Shanz	Lorilee	HS Science Teacher
Shook	Jennifer	Special Education Teacher
Shoopman	Amanda	HS English Teacher
Simmons	Tony	Superintendent of Schools
Stellwagen	Greg	Grounds Custodian
Stewart	Brad	HS Social Studies Teacher, Athletic Director, & Coach
Stumbaugh	Gabriel	7-9 Social Studies Teacher
Trenary	Stephanie	6th Grade Teacher
Vargas	Ana	2nd Grade Teacher
Velasco	Ginger	Superintendent Secretary
Well	Jacob	K-12 PE Teacher & Coach
Whitehead	Melody	K-12 Principal & Director of Student Services
Witt	Crista	K-12 Librarian & ISS Teacher
Yandall	Shara	Nurse
Yates	Ryan	K-12 Asst. Principal
Yocum	Misti	Educational Technology Coach

Notice of Rights

Parents/guardians and students are entitled to:

- A. Inspect and review the student's educational records.
- B. Request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- C. Consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that federal and state law authorize disclosure with such consent; and
- D. Obtain a copy of policies and guidelines located in the superintendent's office.

Directory Information

Certain information about students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of directory information about the student. ***If you do not want the school to disclose directory information from your child's records, you must notify the school, in writing.*** Verona R-VII School District has designated the following as directory information: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

Dismissal of School

When school must be dismissed or canceled because of inclement weather or other circumstances the media will be notified. Verona R- VII Schools report cancellation information to the school app, all call, and KY3. Parents will also be contacted through the Thrillshare automated calling service.

Please do not call the school or bus company if you are in doubt if school will be held because of inclement weather. This will only delay notification of stations.

GRADES & GRADUATION REQUIREMENTS

A+ Program

Verona High School participates in the Missouri A+ tuition assistance program. The following guidelines must be followed for students to participate in the A+ program.

A+ Program Requirements

- Enter into written agreement during high school career prior to graduation
- Attend designated A+ school three consecutive years
- Meet performance standards for graduation and selected career path
- Achieve a 2.5 grade point average on a 4.0 scale
- Perform 50 hours of mentoring and tutoring for younger students
- Maintain a 95 percent attendance record
- Demonstrate good citizenship and avoid unlawful use of drugs and alcohol

An A+ handbook can be obtained from the A+ Coordinator for those students who wish to participate in the A+ Program. Additionally, the A+ Committee will meet each semester to review student behavior and continued participation in the A+ Program.

Attendance Policy Law

The Missouri Compulsory School Attendance Law requires that all elementary students be in regular school attendance. Educational research indicates that students who are absent or tardy to class tend to have lower grades, even though they may have above average intelligence. Attending school regularly is directly related to habits of punctuality, responsibility, self-discipline, and becoming more desirable employees after leaving school.

Attendance Policy Jr/High School

Educational research indicates that students who are absent or tardy to class tend to have lower grades, even though they may have above average intelligence. Attending school regularly is directly related to habits of punctuality, responsibility, self-discipline, and becoming more desirable employees after leaving school. Irregular attendance is the first step toward failure in class work. Frequent or continuous absences can almost always guarantee difficulty, or failure in school. When it is necessary for a student to be absent for an extended time, the guidance office should be contacted to assist the student in obtaining make-up assignments. **Absences due to truancy, suspension, or without approved documentation will be considered unexcused. Students missing school for a doctor or dentist appointment must provide documentation from the doctor/dentist within 2 days or the absence will be considered unexcused.** Students will be allowed to make up work (within a reasonable time frame worked out with the teacher). However it is the student's responsibility to collect work, complete it, and turn it into the teacher.

I. Absences

- A. Students in grades 7-12 who exceed 8 absences in any class period per semester may lose credit for that semester in that class. Loss of credit will be recorded as an F.
- B. After the 4th absence from any class period a letter will be sent to the student's parents/guardian with notification of the number of absences. After the 6th absence, parents will notified by letter of the possibility of the loss of credit. Upon the 9th absence from any class period, a letter will be sent to the student's parent/guardian notifying them of the loss of credit due to violation of the attendance policy. ***Excessive absences may result in a referral to the Children's Division of Family Services and forwarded to the prosecuting attorney.**
- C. After exceeding the allowed number of absences, the students **will not** receive credit for the course pending an appeal to the attendance committee. The loss of credit is serious and can ultimately affect graduation. Students who lose credit in a majority of classes due to excessive absences may be dropped from school.
- D. If there are special or extenuating circumstances causing excessive absence, the principal has discretionary authority to approve absences beyond the eight absence limit. The parents will be encouraged to attend the principal's review of the documentation of their child's absences. If the parent(s) attend this meeting and disagree with the principal's decision, they may request a hearing with the superintendent within 10 days of receiving the principal's decision. However, no new documentation for absences will be accepted at the appeal stage. **The parents and student MUST attend the appeals hearing with the superintendent.** If the superintendent does not grant an extension of the number of absences allowed, the parents and student may request a hearing in writing with the Board of Education within 10 days, in accordance with the Administrative Procedures Act. If the superintendent's decision is appealed, the school board hearing will take place before credit is removed.
- E. Students are considered to be in attendance when they arrive on school property or arrive on the school bus and may not leave once arriving at school. **Students MUST receive permission from the high school office before leaving school.** Students leaving school for a doctor's appointment or any other necessary reason must first bring a note from home, or the parent may call the high school office, and then check out through the high school office before leaving the building. **Students must also check in through the high school office immediately upon returning to school. All students MUST sign in or out of school on the STUDENT CHECK OUT SHEET located in the high school office. Students who fail to sign in or out will be considered truant and subject to disciplinary action.**
- F. The eight (8) absences allowed by this policy are not to be considered "skip days." Any known truancy will result in disciplinary action.
- G. **College Days-Seniors** will be allowed **two** days to visit colleges and **juniors** will be allowed **one** day for college visits for the year. Students must complete a college visit form that can be obtained from the counselor's office prior to the visit. Documentation of the visit must be provided to the high school office within 2 days of the visit. Failure to follow the appropriate procedures will result in the visit being counted as an unexcused absence.
- H. Students who attend the State Fair as part of a Verona-VII School District sanctioned activity will be counted as attending school during the time the student is participating in the events at the State Fair.

Academic Letter Requirements

1. Must be a full-time student.
2. Must take at least three "core" area classes (mathematics, social sciences, communication arts, science) each semester. Scott Tech students take two.
3. Must maintain a GPA of 3.66 on a 4-point scale for two consecutive semesters. Freshmen must meet GPA requirements for the first three quarters of the school year.
4. Transfer students must complete one full semester at Verona.

Recognition: Eligible students will receive a letter ("ACADEMIC" across "V") for their first two (2) eligible semesters. After a student has received an academic letter, he/she will be awarded a bar indicating the 2nd, 3rd, or 4th years of meeting academic letter requirements.

Class Changes (7-12)

Students will be allowed to make changes in their schedules only in emergency situations, such as classes needed for graduation. The student must have permission from parents, teachers, counselor, and principal. **No schedule changes will be made after the first five days of each semester.**

Changes are not allowed in the elementary without the approval by the principal.

Classification of High School Students

The following minimum number of credits must be earned in order for the student to be classified and participate in class activities: **Sophomore – 5 credits; Junior – 11 credits; Senior – 18 credits.**

Dual Credit Policy

Verona High School students will be provided the opportunity to take dual credit courses throughout the calendar year through Crowder College. Students who take dual credit courses must pay any tuition, books, and/or fees associated with course in advance. In order to help offset the costs associated with dual credit courses, the Verona School District will reimburse for one-half (1/2) of the tuition for students who earn a B or better on the college transcript in any dual credit course. Reimbursement will be made to the student's Crowder account after the grade is final and recorded.

1. Students must meet all enrollment requirements established by the college in which they choose to take dual credit courses.
2. Students can only enroll in courses from the Verona High School approved dual credit course listing. Students who wish to take courses other than on the approved course listing, must receive prior approval from the principal or counselor.
3. Students paying for dual credit courses will have the option to request dropping the course and/or not count the course as credit toward their high school transcript.
4. For graduation purposes, dual credit grades must be submitted to the counseling office by the designated grade deadline set each year by the high school principal.
5. Seniors must submit any dual credit grades prior to June 1st if the grade is to be included on their official transcript.
6. All dual credit courses will count as weighted credit toward grade point average.
7. Students enrolled in dual credit courses will receive ½ credit per semester for each dual credit course.

Enrollment Procedure (Elementary)

Age Requirements and Transfer Students

A child must be five years of age before August 1 to be eligible for Kindergarten.

A child must be six years of age before August 1 to enter first grade.

Needed Paperwork

The following items are required for every student enrolling in school.

- Immunization Record (must be up to date)
- Enrollment Packet (from secretary)
- Proof of Residency

Flex Program

Senate Bill 291 established the school flex program allowing qualifying students to attend school part-time and to work or attend a college or technical school and be considered full-time students. Senate Bill 291 established guidelines for the school flex program. In addition, the Verona R-VII School Board approved additional guidelines for the school flex program. The guidelines are listed below.

1. Students in grades 11 and 12 who have been identified by the school principal or counselor and the student's parent/guardian are eligible for this program.
2. Students must attend school for at least two instructional hours per day within the district of residence.
3. Students must be on track for graduation with their cohort class.
4. Students must provide evidence of enrollment and attendance at a college or technical school or provide evidence of employment that is aligned with the student's "career academic plan" (a personal plan of study developed in conjunction with the school district).
5. Students must pursue regular requirements for a diploma
6. Students must have a cumulative 95 percent attendance rate prior to applying for the Flex program and maintain a 95 percent attendance rate while enrolled in the program.
7. Any student placed on out of school suspension while in the flex program will have their status reviewed and may be placed on probation or removed from the program.
8. All students who are interested in the Flex Program will complete an application.
9. Students who are approved for the Flex Program must sign a contract and a parent/guardian must sign the contract.
10. Students involved in co-curricular or extracurricular activities which require mandatory after school practices or meetings may not be eligible for the Flex program.
11. Employment must be able to be documented with an electronic paystub. Employment must include the student completing a W-4 and/or an I-9. No student will be approved who receives cash for pay or cannot provide legitimate documentation of employment.
12. Students must submit an application for the Flex program prior to the start of a semester.
13. No student will be allowed to enroll in the Flex program after the 5th day of a semester.

Four Year Plan

Students entering the 9th grade will complete a four-year academic plan to complete graduation requirements. This plan will be completed by the student, parents, homeroom teacher, and school counselor. Four year plans will be reviewed annually. Students will have a homeroom teacher that works with them to monitor this progress throughout each school year. Homeroom teachers will be a point of contact to keep open communication flowing between home and school.

Friday School

With the implementation of the four-day week, we have a unique opportunity to utilize Fridays for extra student support, as well as discipline. Friday school may be assigned for credit recovery when students exceed the number of absences allowed by the state. This was previously offered as Saturday School. Friday School may also be assigned for students that are failing classes due to missing work. Each week the high school office runs a report for failing grades and absences. At that time, a recommendation will be made for students in need of Friday School. It is our hope that this extra opportunity will contribute to the success of students that simply need more time to complete assignments. Friday School will not be available on Professional Development Days.

Credit Recovery during summer school will be assigned to those students that did not successfully earn their credits the previous school year.

Graduation Requirements

Students will be required to complete a minimum number of units of credit as outlined by the district standards. The Verona School District will participate in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

SUBJECT AREA:

Language Arts ⁴	4 units
Social Studies ¹	3 units
Mathematics	3 units
Science ²	3 units
Fine Arts	1 unit
Practical Arts	1 units
PE	1 unit
Health	.5 unit
Personal Finance ³	.5 unit
Electives ⁴	<u>8 units</u>
TOTALS	25 units

NOTES:

¹ Social Studies: Students must pass Missouri and U.S. Constitution tests.

² One Science credit can be earned for three approved Agriculture classes.

³ Personal Finance: A course covering Personal Finance will be required.

⁴ Language Arts Sequence: English I & II are required courses.

Provisional or Honorary Diploma: The Board after reviewing the H.S. transcript of a student who has obtained a HISET, or who has demonstrated they have obtained the equivalency of a H.S. Education., may issue a Provisional or Honorary H.S. Diploma to that individual.

Additional General Requirements:

- In order to be eligible to participate in graduation exercises and to participate in other privileges connected with graduation, **students must have completed all credit requirements**, unless they have been excused by the Board of Education.
- **SOME STUDENTS MAY NEED MORE THAN EIGHT SEMESTERS IN ORDER TO COMPLETE THE GRADUATION REQUIREMENTS AND COURSE OUTCOMES.**

Grading Scale

Verona R-VII School District uses a 4-point grading scale for grades 5-12:

<u>GRADE</u>			<u>GRADE</u>		
<u>LETTER</u>	<u>%</u>	<u>POINTS</u>	<u>LETTER</u>	<u>%</u>	<u>POINTS</u>
A	93-100	4.00	C	74-76	2.00
A-	90-92	3.66	C-	70-73	1.66
B+	87-89	3.33	D+	67-69	1.33
B	84-86	3.00	D	64-66	1.00
B-	80-83	2.66	D-	60-63	.66
C+	77-79	2.33	F	59-1	0

Honor Roll (Grades 7-12)

The honor roll will be determined four times a year based on (1) the first-quarter grades, (2) the second quarter grades, (3) the third-quarter grades, and (4) the fourth-quarter grades. "A" HONOR ROLL--students listed on the "A" honor roll must have all A's, with no grade below an A-. "B" HONOR ROLL--Students listed on the "B" honor roll must have all A's and B's, with no grade below a B-.

Make-up Work &/Or Late Work

Students should make arrangements to make up any assignments that are missed due to absences. Make-up work should be completed in a reasonable amount of time, generally two school days for each excused day absent. If students need extended time to complete an assignment, the student should take the initiative to discuss the situation with the classroom teacher. Clear communication can prevent a lot of missed or zero marks in the grade book.

National Honor Society

The National Honor Society functions to recognize students (juniors and seniors) who demonstrate excellence in the areas of scholarship, character, leadership, and service both to school and community (completion of 40 community service hours is required per year). Along with the honor bestowed by membership, there are also additional responsibilities that each member must agree to take on as per the National Honor Society Charter. Any violation of the National Honor Society Charter will result in removal or consequences.

Screening/Selection Process:

Selection to the National Honor Society is a privilege awarded to students based on the criteria established by the local chapter in compliance with national guidelines and the NHS Constitution. Membership in the National Honor Society is based upon scholarship, service, leadership, and character. In order to be considered, candidates must have a full minimum cumulative grade point average of 3.5 (GPA will not be rounded to the next highest integer) based on their grades beginning in freshman year. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. All juniors and seniors who have attained the required standard of scholarship may be admitted to candidacy for selection to membership. Their eligibility shall then be considered on service, leadership, and character. A list shall be compiled of all juniors and seniors who are scholastically eligible. The students shall be notified of their eligibility status, and will then receive additional information to continue the process.

Progress Reports and Grade Cards

Progress reports will be sent to parents or guardians at appropriate times during each quarter, and grade cards at the end of each quarter. Progress reports are generally used to notify the parent if a student is not working up to his/her potential or if they are failing a course. **Parents are strongly encouraged to access your Parent account on Alma to monitor student progress.**

Elementary: veronaelementary.getalma.com

High School: Veronahighschool.getalma.com

Scott Regional Technology Center

Junior and seniors may attend the Scott Regional Technology Center (SRTC) at Monett. An established selection process will be followed. Criteria for selection include the following: attendance record, disciplinary record, test scores, academic record, graduation status, and an interview with the counselor and principal. **Students must ride the bus to and from SRTC, unless a driving permission form has been completed and signed by the appropriate personnel (this needs to stay consistent and updated for accurate attendance).** Students attending SRTC will follow both Monett and Verona School calendars. They will be required to ride the bus Friday afternoons from Verona to Monett and return to Verona via the SRTC bus even though Verona is not in session on Friday. SRTC is a privilege the district is willing to provide; however, students' poor attendance and grades lower than a C- will have them dismissed from the program early.

Semester Test Exemption Reward Day Policy

Semester exams will be given at the end of the first and second semesters according to a schedule determined by the high school principal. Students may earn semester finals' exemption free day, if the following criteria is met:

1. Attendance: 95% attendance in all classes. (21 class periods or less are missed)
2. Discipline: No lunch or after school detention, Friday School, ISS, or OSS (This includes detention for tardies)
3. Academics: All classes must have an 80% or higher to earn reward day.
4. All absences will count toward test exemption EXCEPT:
 1. School sponsored activities.
 2. Pre-arranged in advance college visits or military processing (1 day per year for juniors; 2 days per year for seniors).
 3. Drivers test (4 periods with verification).
 4. Court appearances with verification of a subpoena (1 day per year).

To be eligible for semester exemption reward day, students must be enrolled throughout the duration of the semester as a FULL-TIME student. Students who are designated as homebound, enroll late, or transfer in during the semester are not eligible for exemption reward.

Standards Based Report Cards

Grades kindergarten through fourth grade will receive standards based report cards. Grading scale is based on mastering skills. Parents are encouraged to contact teachers with any questions. These will be reviewed with parents at parent/teacher conferences. Fifth and Sixth grades are moving toward SBG's too; however, will continue to have the regular A,B,C report cards.

Tardiness

Tardiness is a disruption to the educational process. Students are expected to be in class on time. Students are counted tardy when not in an assigned class at the appointed time. Consequences for tardiness: 4 tardies=lunch detention, 8 tardies=after school detention, 12 tardies=Friday school. If a student skips any of these 3 activities, they will be assigned a day of ISS (In School Suspension) along with completing the consequence. Excused or unexcused tardiness will be left to the discretion of the teacher and principal. **Students who are tardy to 1st hour must get an admit slip from the office.** If a student is 15 or more minutes late to 1st hour, he/she will be counted absent for that class period.

Testing

The state of Missouri requires all school districts to administer the Missouri Assessment Program (MAP) in grades 3-8 and End-of-Course (EOC) testing in specific subject areas each school year.

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be chosen by their G.P.A. at the end of the 4th quarter of the senior year. A weighted system will be used. This system offers additional grade points for successful completion of some of the more difficult academic classes, AP classes, or dual credit classes. Weighted scale will be A =5.00, A-=4.66, B+=4.33, B=4.00, B-=3.66, C+=3.33, C=3.00, C-=2.66, D+=2.33, D=2.00, D-=1.66. All approved dual credit class will be weighted.

Weighted classes

Trig/College Algebra	Accounting II	Spanish III
Sociology/Psychology	Biology II	Physics
Physiology/Anatomy	College Prep English	Calculus

Wildcat Time

The purpose of Wildcat Time is to guide and direct students toward graduation each year; making sure not one student slips through the cracks in relation to grades, attendance, health, and happiness. This time also gives families a person to directly contact when they are not sure who needs to be involved in their questions. Students are divided into 3 groups per grade level, keeping the groups small will ensure staff has the time to develop strong relationships with students and their families. As of now, the Wildcat groups will rotate each year to maintain these relationships. Juniors and Seniors have the option to leave school grounds when the bell rings at 3:24; however, they must check in daily with their Wildcat teacher. Attendance will be taken for this time frame. Also, they must be in good standing with all teachers and their assignments, and their attendance must be in good standing. If they are participating in school activities directly after school, they are to stay in their Wildcat Time or go to the gym. **Students are not allowed to leave and then come back for practice.**

How will staff use this time:

1. Communicate with families
2. Check grades
3. Check attendance
4. Teach character education
5. Study Hall

ALL THAT'S TECH

Acceptable Use Policy

The Verona School District is offering computer, Internet, for students, faculty, and staff use and e-mail access for all. The computers, Internet, and e-mail are provided to conduct research and communicate with others for educational purposes. The use of these is a privilege, not a right and inappropriate use will result in cancellation of those privileges. Access to these services will be provided to students, faculty and staff who agree to act in a considerate and responsible manner in accordance with Board Policy/Regulation 6320 and the following guidelines:

- Each student, faculty and staff member is responsible for his or her individual account and should **never** give another person login or password information. Before leaving any computer station, each person needs to log off the computer so others cannot access their files, and as a courtesy to the person following.
- Everyone will use the equipment with respect to the proper care and function of the equipment. Anyone found to be intentionally damaging any technology or media equipment (hardware or software) will be cited for school property abuse.
- Our current virus protection software will prompt the user to scan immediately upon plugging in the flash drive.
- It is not acceptable to use the Internet for commercial activities that are not in support of education, send or receive personal information, or engage in political activity.
- Students will not post personal information about themselves or others on the Internet.
- Students, faculty and staff will not use the Internet to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- Students, faculty and staff should only be using their school Gmail account to access email and should be using the account for educational purposes only.
- The Verona School District has Internet filtering software in place; it is monitored and violations will be reported to the administration. If a student mistakenly accesses inappropriate information, he or she should immediately turn off the monitor and tell the teacher. This will protect the student against a claim of intentional violation of this policy.
- Students will never download any material without the consent of the teacher. **Streaming audio (online radio) and video are prohibited, unless the sites have been pre-approved by the technology coordinator and the building principal.** Everyone will observe copyright laws and fair use guidelines when using any print, audio, video or electronic information. Students will not be permitted to copy school software or to bring software from home to copy on the school computers or network.

- Students, faculty, and staff will not access chat rooms, use any type of instant messaging or participate in any blogs **that have not been approved by the technology coordinator and the building principal.**
- On-line games must be educational in nature and require **approval from the technology coordinator and the building principal.**
- Students and staff may not subscribe to lists, or indicate acceptance of free offers on the Internet. This greatly clogs our email system and for the most part is absolutely worthless. Teachers may subscribe to lists in their field of instruction, but must unsubscribe at the end of each school year or monitor it throughout the summer.
- Printing guidelines—printing from the Internet should be done only under the supervision of a teacher. In most cases, material should be copied and pasted to a word processing program and then printed. **Do not print directly from the Internet. Students must get approval from a teacher before printing any document on any district computer.**
- **If any exceptions to the above rules are required for educational purposes, exceptions may be made at the discretion of the principals or director of technology.**

Students, faculty, and staff who violate any of these policies, will lose computer, Internet, and/or e-mail access, without warning, and be given other disciplinary action in line with the Verona R-VII Disciplinary Code.

Care of School Property

Students will be held responsible for the proper care of all books, uniforms, supplies and equipment furnished them by the Board of Education. Students who deface, damage, or lose school property will be required to pay for the damage or loss and may be prosecuted.

Final grades and records will be withheld until uniforms, books, etc. are returned, by the student, in acceptable condition, and all charges are paid.

Chromebooks

Refer to the Verona R-7 Chromebook Policy Handbook. *Insurance costs \$35 a year.*

Communication

We understand the importance of communication between home and school. Therefore, we offer multiple types of communication. The school app can be downloaded to both Android and IOS phones. Search for Verona R-7 in your app store to download the app. From there, you can activate instant notifications that will push information to your phones. We also post on the school Facebook, Instagram, and Twitter pages. The marquee outside the school has information posted regularly. The school website also contains a wealth of information including a calendar of events. www.veronar7.net Occasionally, the all call system will be used to send voice messages or text messages to those with accurate cell phone numbers on file. If you suspect that your contact information needs to be updated please call the office to make changes.

Electronic Devices (Jr/High Students)

Cell phones will be allowed in limited situations; passing time and lunch. Student cell phone numbers will be kept on the Alma contact information page. Air pods are not allowed to be in ears during class periods. (1) Each classroom will have a caddy and each student will be assigned a number. The caddy will be kept in a location easily monitored by the teacher. When the student enters the room the phone is dropped in the assigned space, and when the student leaves the classroom the phone is picked up. As long as each student follows this procedure hourly they will have their phones during passing. (2) However, if a student tells the teacher “they don’t have a phone” and then is caught with the phone during the class period, they will turn the phone over to the teacher (who will turn it into the office) and the student can pick it up at the end of the day. **If the student refuses to give the phone to the teacher for safe keeping, the principals will follow the discipline code for insubordination.** **All recording devices are BANNED from the building.** **If a student is caught recording anything within the building, they will lose their phone privileges for the rest of the school year (unless the recording is being directed by a staff member).** Violation of this policy may result in out-of-school suspension

being imposed on the first and subsequent offenses (Board Policy 2656). Students must sign the Acceptable Use Policy each year before being allowed to use any school technology equipment.

- We are a one-to-one Chromebook school, phones are not needed to look anything up on the internet.
- Phone calls and texts to parents can be made during passing time and lunch. (In case of special circumstances, students can come to the office to contact parents).
- Parents need to support the school in this endeavor to properly educate students while they are in attendance at Verona R-7.
- Students should not contact parents about being sick, unless through the nurse's office. School personnel are responsible for each student. In order to maintain accurate attendance and documentation (for the safety of all students) the nurse should be the first contact for sick students.

(PreK-6) Students generally do not need to make telephone calls during the school day. However, any calls that students need to make may be approved and the school phone used to make the call. If students bring a phone to school, they may only be used in accordance with the individual teacher's classroom policy. At any point during the school day, if a student is discovered to be on social media, his/her phone will be confiscated and turned in to the principal. The first offense will be a conference with the student and a phone call to parents. The second offense will require parents to collect the item(s) from the office at their convenience, and will be an office referral for violating school policy.

NO students may use classroom phones. The office will take care of messages for students. Students will not be called to the telephone during class time except in case of emergency.

Library & Media Center (LMC)

Students may access the Library and Media Center between the hours of 7:30 am and 4:00 pm. Students may check out library items through the circulation center according to LMC guidelines. Students are responsible for any items checked out and must pay for any lost or damaged items.

FOOD & DRINKS AT SCHOOL

2023-2024 Breakfast and Lunch Prices

Verona R-VII School District hired Mary Elder to run the kitchen. We are cooking and serving our own home cooked food. Lunch and breakfast is provided free to students daily.

	Reduced	Full Price	Adult
Breakfast	\$0.60	\$1.30	\$1.50
Lunch	\$0.85	(PreK-6)\$1.75 & (7-12)\$2.00	\$2.75
Extra Milk	\$0.50	\$0.50 (PreK-12)	\$0.50

* prices subject to change

Cafeteria Regulations

The school has **closed lunch** periods. All students will remain on campus during lunch periods. The school provides a breakfast and lunch program for all students. Students may bring their lunch from home. All breakfasts and lunches should be eaten in the cafeteria.

Students may not order out nor have mass lunches brought to school. Any parent who brings a lunch to a student must bring it to the high school office.

Candy & Soda Pop

Sale of candy and other sweets on the school premises during school hours is prohibited except as authorized by the administration.

Food & Drinks in the Classroom

Food and/or drinks should be school purchased, and be in the classroom only during special

circumstances (Example, eating a Grab N Go breakfast from the cafeteria because the student was too late for the hot breakfast). Outside food is allowed when teachers deem there is a celebration and has prior approval by the principal, **ONLY**. Opened containers or perishable food should not be stored in classrooms or lockers, as the practice contributes to the infestation of pests and vermin. **Clean out your lockers more often!**

Lunch from Home

Students who do not wish to eat a school lunch may bring one from home. Milk will be available for purchase for those bringing their lunch.

Lunch Money

Verona is receiving the Community Eligibility Provision 2 grant which provides free breakfast and lunch to every student. Lunch money will not be needed this year. However, students may be charged for seconds.

Vending Machines

Vending machines will only contain drinks which meet the school health and wellness guidelines. Drinks will be available for purchase during lunch times. Students will need to ask the teacher on duty for access to the vending machines.

GIVE ME SOME CHARACTER!

Character Education

Missouri School-Wide Positive Behavior Support (PBIS) Schoolwide Positive Behavior Support (SW-PBS) is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. SW-PBS is built on a multi-tiered system of support model that provides additional behavioral supports to students who are not responding to universal or Tier 1 interventions.

Character Kid of the Month (K-6)

Each month a student from every classroom is selected based on character qualities that the student has exhibited inside and outside of the regular classroom. The students are recognized in a character assembly in which parents and family members are invited.

Character Words of the Month

During the school year there are specific character words, actions and lessons (under the Missouri Comprehensive Guidance Program) which are taught and modeled to students by teachers, counselor, and staff members.

The words of the month are as follows:

September...Responsibility	October...Respect	November...Thankfulness
December...Generosity	January...Kindness	February...Leadership
March...Acceptance	April...Determination	May...Cooperation

NO WIGGLE ROOM TO DEBATE!

Dress Code

Student's dress should reflect maturity in taste on the part of the student. All dress code violations are subject to correction before the student may attend classes. Attire not addressed in this code that is deemed

inappropriate by the principal will also be subject to correction.

1. Halters, midriff, large-mesh shirts, spaghetti straps, cutoff shirts, tank tops with less than a 1 inch shoulder seam, (muscle shirts are allowed; however, the cutout can not show any part of the chest), and similar abbreviated apparel are unacceptable and shall not be worn. Shorts must be in good taste and of adequate length (as determined by the administration).
2. Shoes must be worn at all times.
3. Appropriate attire for P.E. is required.
4. Sunglasses will not be worn inside buildings.
5. All clothing shall be free from obscene or suggestive writing or advertising of alcoholic beverages, drugs or tobacco products. Clothes that contain images that symbolize inappropriate speech or meaning will not be allowed.
6. No dress or hair style will be permitted which is distracting to the educational process of the school or that could adversely affect the well-being of the individuals of the school.
7. Blankets are not to be worn in the building as coats.
8. No roller shoes allowed.

Driving To School

- Students who are legal drivers may drive to school with parental consent. The vehicle is to be operated in a safe and responsible manner at all times. Upon arrival at school, the vehicle is to be parked and students are to vacate the vehicle immediately. Students are not to occupy or drive any vehicle during the lunch period or during the school day. Students are to park in the designated area located on the north side of the building, outside of the music room. They may not return to their vehicle during the day without permission from the office. **If safe and respectable driving habits are not followed the student will lose his/her driving privilege** (See Discipline Code). **All student vehicles must be registered in the principal's office each year.** Forms are located in the high school office. **Elementary students being picked up by high school siblings; (1) HS student will wait until the student is dismissed with the walkers, or (2) HS student will drive through the parent pick up line. Communication for this procedure needs to be clarified with the elementary office as soon as possible.**

Parent Drop Off and Pick Up (Elementary)

The safety of students is our primary concern. It is important to follow these procedures. Students will not be allowed to cross the street during drop-off or pick-up.

- Parents who bring their children to school must drop them off on the north side of Ella Street in front of the elementary building. There is too much traffic congestion in the mornings which interferes with the safety of our students.
- Parent pick-ups begin at 3:48 p.m. Parents will drive up to the front of the Elementary school (north side of Ella Street) and school staff will load children appropriately into their cars.

Procedure: To ensure our students remain as safe as possible, the office will be providing window signs with the student's name printed on them. Anyone who will be picking up a student will need to have a sign in their car window in order for staff to send him/her with the driver. Otherwise, the driver will be expected to park their car and walk into the office to sign the student out. Prior to August 18th, please contact the office 833-402-9580 ex501 and let the staff know how many signs you will need with your student's name printed. Signs will be ready for pick up during normal school hours on August 18th and during Open House. Be prepared to start this new practice on the first day of school.

Students being picked up by high school siblings; (1) HS student will wait until the student is dismissed with the walkers, or (2) HS student will drive through the parent pick up line.

Drugs, Alcohol, & Tobacco

The Verona R-VII School District is a drug, alcohol, and tobacco-free environment for students and employees, and use of anyone of these products is considered inappropriate behavior. Students are not to possess, use, transmit, conceal or be under the influence of alcoholic beverages, un-prescribed drugs, caffeine

pills, and/or performance enhancing substances while on the school premises. If a student must take prescribed drugs or medication which would affect normal manner, dexterity, or coordination, he/she shall have a signed statement to that effect from his/her physician, parent, and/or guardian. Any student determined to have used, transmitted, concealed or found to be under the influence of alcohol, un-prescribed drugs, caffeine pills, and or performance enhancing substances while at school or participating in any school activity shall be automatically suspended. (See Discipline Code) Discipline may accrue from year to year.

Illness At School

Each student will be given a notification sheet for emergency or illness to be returned to school. Proper care will be given to each student to the best ability of school personnel. The school nurse or administrator will review all cases of student illness and will contact parents of seriously ill students. A student who is seriously ill will be sent home. **It is the responsibility of the parent to pick up a child when it is determined a student illness necessitates being sent home.** When necessary, they may be taken to a doctor or hospital. Parents will be contacted whenever possible and their instructions will be followed.

- Students should not contact parents about being sick, unless through the nurse's office. School personal are responsible for each student. In order to maintain accurate attendance and documentation (for the safety of all students) the nurse should be the first contact for sick students.

Illness and Injury

Healthy children are better learners; **do not send children to school if they have a fever, diarrhea, or have vomited.** It is school policy to send a child home if he or she has vomited at school or has a fever of 100 degrees or higher. Please ensure that the office has an updated phone number in which to reach you.

A child should not be in attendance and will be sent home if he or she has any of the following:

- Oral temperature above 100 degrees
- Nausea, vomiting or diarrhea

***A child must be fever free and vomit/diarrhea free for 24 hours before they are allowed to return to school.**

A student who is a questionable health risk will not be allowed to attend school. The suspension shall remain in effect until proper treatment is completed and/or until a doctor or other authorized authority submits a statement noting the child may attend school again and is no longer contagious, etc. Areas that may need confirmation are: chicken pox, scabies, AIDS, or any other area that is deemed a health hazard or communicable.

The nurse must be contacted if a student is required to take medications at school. Students are not permitted to carry medication. All medication that is to be given at school must be carried by a parent or guardian to and from school.

Immunization Laws & Health Standards

Immunization laws will be enforced. If immunizations are not up to date, according to state law, students will not be allowed to attend school.

Insurance

The school assumes no liability for injured students. Student insurance will be made available to students on a voluntary basis. It shall be the responsibility of the student to report all accidents involving claims and to deliver accident reports to physicians as may be provided in the policy. This insurance should be purchased the first week of school. **MSHSAA requires that all students participating in extra-curricular activities such as athletics and cheerleading MUST BE COVERED BY SOME TYPE OF ACCIDENT INSURANCE.** Students' not purchasing insurance through First Agency and are participating in MSHSAA activities must bring proof of insurance from their family plan.

Students may purchase accident insurance through First Agency, Inc. Sign up is online at <http://www.1stagency.com/>

School Day

Students should **NOT** arrive at school **BEFORE** 7:24 a.m. Students will be allowed in the building at this time and should enter through the main gym doors. They should immediately go to the cafeteria if they intend to eat breakfast (Starting at 7:50 a Grab N Go breakfast will be provided), or stay in the classic gymnasium until the first bell at 7:49. The bus drop off will be at the new gym doors.

In the afternoon students must leave the building by 4:00 P.M. unless they are involved with sports practice, other extra-curricular activities, or have an appointment with the teacher or after school detention. **Students are not allowed in the building without adult supervision before or after school hours.**

Students Leaving School

Students leaving school during the school day must have a note from their parents stating the time and reason they are to leave or the parents may contact the high school office staff by phone prior to the student leaving school.

Students who bring a note from home should bring it to the school office before school begins. The high school student must sign the check-out sheet and check with the high school office staff before leaving school. ***Students arriving at school via bus, car, or by walking and leave the school grounds without following the above procedure will be considered truant. (See Discipline Code).***

Tobacco Policy

Smoking and the use of or possession of tobacco, vape cartridges, or lighters of any type, in any form, by students on school premises shall be prohibited. Assemblage of students during, before, or after the school day in areas adjacent to the campus for use of tobacco is prohibited. (See Discipline Code).

Transportation

Students should be ready to board the bus as least 5 minutes before pick-up time. ***Students are expected to follow bus rules and refrain from actions endangering other passengers.*** Students are subject to the rules and regulations of the school while riding to or from school. Students who ride another bus, besides the bus assigned, must bring a note from home signed by the parent or the parent must call the high school office granting permission before a student will be allowed to ride another bus.

Students caught destroying or defacing the buses will be required to pay for such damage. Eating and drinking on the bus is prohibited. Students must remain seated while the bus is in motion. Low volume conversation is permitted but disturbing noises will not be permitted. Bus drivers will have control of students and correct them when needed. Bus drivers will contact the principal if children continue to abuse the privilege of riding or if they are causing disturbances. The principal will then contact the parents. The Discipline Code will be followed for violation on the bus. Disruptive behavior can result in suspension of the student's privilege to ride the bus.

Bus Rules include but are not limited to the following:

- Be courteous and respectful to others
- Keep conversations quiet
- Cooperate with and obey the driver
- Stay seated, facing forward
- Keep heads, hands, feet, trash and objects inside the bus
- No eating or drinking on the bus
- Seats may be assigned to students by the bus driver or Principal

THIS IS THE LEGALESE!

Attendance Policy Law

The Missouri Compulsory School Attendance Law requires that all elementary students be in regular school attendance. Educational research indicates that students who are absent or tardy to class tend to have lower grades, even though they may have above average intelligence. Attending school regularly is directly

related to habits of punctuality, responsibility, self-discipline, and becoming more desirable employees after leaving school.

Due Process

Due process is guaranteed to all students. (see Discipline Code; reference Board Policy Student Complaint and Grievance / Student Suspension / Student Expulsion / Student Suspension an Expulsion.)

Forms of Discipline

The Verona R-VII School's administration and faculty would much prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome communication with parents and will use all the resources of the school to help any student prevent problems. We feel that in most cases, any time discipline is needed the parent should be involved.

It is the duty of all teachers to cooperate with and assist in every way in maintaining an appropriate learning environment. Students will show proper respect to all teachers and follow instructions. Students may be suspended from school by the principal for continually breaking rules and disrupting classes. The student's parents/guardians will be notified anytime the student is suspended from school.

Immunization Laws & Health Standards

Immunization laws will be enforced. If immunizations are not up to date, according to state law, students will not be allowed to attend school.

Privacy Rights of Students & Parents

In developing and carrying out discipline policies, Verona school will make every effort to respect the privacy rights of parents and students. School personnel will be cognizant of these rights and will exercise caution in potential cases of search or seizure, or cases in which law enforcement officials may be involved.

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 Verona R-VII 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, mental retardation/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 Verona R-VII 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 Verona R-VII 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 Verona R-VII School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office of the director of special services located in the Verona Elementary Building during business hours. This notice will be provided in native languages as appropriate.

Safe Schools Act

The Safe Schools Act outlines specific unlawful violations schools must report to law enforcement and possible consequences for those violations. The internet link to the Safe Schools Act is: <http://dese.mo.gov/schoollaw/LegFolder/safeschoolsact.htm>. If you do not have access to the internet, you may request a copy of the Safe Schools Act from the high school office.

Special Education

Verona R-VII School District will provide a free and appropriate public education to each qualified handicapped person regardless of the nature or severity of the handicap.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent more information can be obtained from the district's Director of Special Services at 833-402-9580.

Tobacco Policy

Smoking and the use of or possession of tobacco, vape cartridges, or lighters of any type, in any form, by students on school premises shall be prohibited. Assemblage of students during, before, or after the school day in areas adjacent to the campus for use of tobacco is prohibited. (See Discipline Code).

ALL THAT'S EXTRA!

Dances

All school dances with the exception of the Junior-Senior Prom will be held in school facilities. Only juniors and seniors and dates up to 20 years old will be allowed to attend the junior-senior prom. **Students will not be allowed to leave and re-enter.** School dances will terminate at a specified time. Only current Verona students in good standing and their dates will be allowed to attend. Students will only be allowed to bring one (1) date to a school dance. Students must attend school a full day on the day of the activity or the last previous day school was in session in order to attend. Any outside guests attending the activity must be registered in the office and approved prior to the day of the dance. No guests will be allowed unless they have been approved in advance and are accompanied by their date. Students are responsible for their guests. Dances normally will be restricted to 7th- 8th grade students only or 9th-12th grade students only. Students outside of the restricted

grades will not be allowed to attend. All encumbrances/fines/dues must be paid prior to purchasing tickets to attend a school sponsored dance.

Elementary Birthdays

If a parent wishes to recognize their child's birthday, they may bring store-bought treats for the class. The teacher should be informed in advance. Treats will be passed out at the end of the day.

Personal party invitations cannot be passed out at school unless there is one for each classmate. This will prevent hurt feelings of any students who are not invited.

Extracurricular Activities

Verona High School is a member of the Missouri High School Activities Association and the Ozark 7 Conference, and will follow the rules of these organizations. Establishment of a student's eligibility is a basic responsibility of the high school principal, counselor, and athletic director.

In order to represent the Verona Schools in any extracurricular competition, a student must meet all eligibility requirements of the MSHSAA as well as the following requirements:

1. Students must be creditable citizens. Students, whose character or conduct is such as to reflect discredit upon themselves or their school, are not considered "creditable citizens".
2. Students must pass at least three credits each semester in order to be eligible for extracurricular activities.
3. Must attend school $\frac{1}{2}$ a day of a game or contest. **If a student misses any part of the school day on the date of a contest without prior approval by the principal, he/she shall not be considered eligible on that date.** If an activity is scheduled on a non-school day, students must be in attendance the previous school day. Students who attend an activity, but do not participate, must be in attendance for a full day unless prior approval is obtained by the principal.
 - Parents need to contact the office as soon as possible if your student will miss a day of school, and there is an activity on the same day. Discussion with a principal will be vital to determining if the student is eligible.
4. A student shall not be considered eligible while under suspension (out-of-school or in-school). A student who receives 3 out-of-school suspensions in one year shall be declared ineligible to participate in extracurricular activities for the remainder of the school year.
5. Students must follow any additional rules as set by the teacher/coach.
6. **Coaches and sponsors may enforce stricter or more requirements.**

Clubs & Activities

There are many opportunities for students to participate in clubs and activities. The faculty encourages students to be involved in clubs as a way to enhance the overall educational experience. Many activities require students to be absent from school periodically. Students who must miss school due to a school activity will follow the guidelines in the field trip section of the student handbook. **Student attendance will also be monitored and may prevent a student from attending an activity.**

Field Trips & School Activities

(Jr/High) Field trips and co-curricular activities are an important aspect of the education of students. Students must maintain acceptable academic and attendance standards if extended school time will be missed to attend an activity. MHSSAA guidelines will be the starting point with eligibility requirements for any school activity. However, these other guidelines will be followed for trips:

1. Teachers will submit a list of students attending the activity to the office at least two (2) weeks prior to the activity.
2. Students who have only 1 failing grade will be allowed to attend. Students not meeting the minimum guidelines will not be approved to attend the activity.
3. Attendance may be a contributing factor in determining eligibility. Attendance consequences will be determined at the time of the activity.

Coaches and sponsors will openly communicate with their students in relation to the student(s)

eligibility for each trip.

(Jr. High Quarterly Reward Trips)

- A's, B's & C's
- No detentions or suspensions of any kind.
- 95% Attendance (No more than 3 Days Absent)

(Elementary) students may go on field trips during the school year. The school provides the transportation, but it is the parent's responsibility to pay for their child's admission fee for the trip. If parents wish to go on field trips with their child, the parent must have a background check completed before attending. Background checks must be requested a week in advance through the Superintendent's office. The cost is covered by the district

(Elem) Quarterly Reward Trips ~ Faculty and staff wish to celebrate as many students as possible; however, there are guidelines for all students to be eligible for each trip.

- A's, B's & C's
- No referrals
- 95% Attendance (No more than 3 Days Absent)
- 3 or less missing assignments.

Lockers & Locks (7-12)

Lockers will be assigned on, or prior to, the first day of school. Students are not charged a locker fee and thus the lockers remain school property. Administrative searches of lockers may be made based on reasonable suspicion of illegality or breach of school discipline policy. The office will provide combination locks upon request. Students may bring their own locks. However, the office will need the combination or spare key. If the combination or spare key is not provided the office may cut the lock to gain access. Students will be responsible for any unacceptable item (illegal substances or stolen property for example) found in their locker and the consequences for the violation of unacceptable items. Any graffiti on or damage to a locker will be the responsibility of the student assigned to that locker. It may need to be cleaned or repaired as decided by the administration. If there is any damage of an assigned locker, the student will be assessed for its replacement or repair. Students are not allowed to use any other locker except the locker assigned at the time of enrollment.

Magazines, books, pictures, or other items considered to be in poor taste, are not to be on or in lockers. Bumper stickers or other permanent adhesive items shall not be put on the lockers. Students will be required to remove any and all items such as pictures, posters, etc., from locker before checking out.

Students may use backpacks to bring items to school. However, **backpacks must be left in their lockers. Backpacks are not allowed to be carried throughout the building during the school day.**

Lost & Found

Items found in or around the school should be taken to the high school office and must be identified before being returned to the owner. Students are advised to leave valuable items and large amounts of money at home. The school cannot protect personal items or money unless it is checked in and kept in the principal's office. If a student witnesses a theft, he/she should report the incident to school personnel, who will report the incident to the building principal. **Students are advised to leave valuable items and large amounts of money at home.**

Public Display of Affection

Students should conduct themselves in a proper manner at all times. No embracing, kissing, or un-presentable action is permitted on school grounds (including hallways and parking areas). This policy includes all school activities (i.e. ball games, school plays, dances, etc.). Students who disregard this policy will be subject to consequences as indicated in the school Discipline Code.

Visitors to School

In order to maintain an atmosphere conducive to learning, visitors, friends, or relatives of students are not allowed to visit or attend classes or lunch at any time. Parents, however, are always welcome but need to

report to the high office upon their arrival at school. Students will not be called from class to speak with a parent or visitor unless it is deemed an emergency.

(Elementary) Classroom parties provide an excellent opportunity for students to socialize and celebrate. Parents are encouraged to help with the parties by attending, and/or providing food. To reduce health risks, prepackaged food items purchased from a store are required by the district.

VERONA R-VII SCHOOL DISTRICT DISCIPLINE CODE

Violations and Consequences of Misconduct

Listed below are specific types of behavior that violate the Verona R-VII School District Discipline Code. The consequences for each incident will proceed through the Due Process, depending on the severity of the offense, school officials will move to appropriate consequences. Discipline may accrue from year to year.

Explanation of Consequences

- A. **Informal Warning**--(Teacher, Sponsor, Supervisor, or Principal) Appropriate behavior must be explained to student *and* incident must be documented.
- B. **Parent Conference**-- (Teacher, Sponsor, Supervisor, or Principal) Parents will be contacted by telephone, note, or letter so that they will be aware of their child's behavior and assist in correcting the behavior.
- C. **In-Class Discipline**--(Teacher, Sponsor, Supervisor, or Principal) Disciplinary action appropriate to the offense that may include warning, seating reassignment, in-class isolation, withholding of class privileges, contract with student, temporary removal from class area, parental conference, and referral to counselor, principal, or appropriate school official.
- D. **Loss of Bus Riding Privileges**--(Principal, Superintendent) Denial of bus-riding privileges for a specific period of time.
- F. **After -School Assignment-(ASD)**--(Principal, Superintendent) Assignment to a designated area outside the school day for a specific time.
- G. **Friday School**--(Principal, Superintendent) Designed to give parents and school officials an alternative to out-of-school suspension. Friday school will be held as needed and students/parents will be notified in advance. Friday school hours will be 8 a.m. to 12:00 p.m., and students will be responsible for their own transportation.
- H. **Work Assignment**--(Teacher, Sponsor, Supervisor, or Principal) Students may be given work assignments by appropriate school officials in order to remove markings on surfaces of school property, pick up trash, or otherwise correct such student behavior.
- I. **Restitution**--(Principal, Superintendent) Actual repair/replacement cost for loss or damage caused.
- J. **Notification of Proper Authorities** --(Principal, Superintendent) Police/Family Services/etc. may and in some cases must, by law, be notified for some discipline code infractions.
- K. **Loss of Parking Privileges**--(Principal, Superintendent) Students may be denied privilege of parking on school parking lots. **Reckless driving can result in loss of parking privileges.**
- L. **In School Suspension-(ISS)** (1-5 days)--(Principal) Removal from school for set period of day.
- M. **Out-of-School Suspension-(OSS)** (1-10 days) --(Principal) Removal from school for set period of days.
- N. **Out-of-School Suspension--(OSS)** (1-180 days) (Superintendent) Removal from school for set period of days.
- O. Parent and student appear before Board of Education for disciplinary action (possible expulsion).
- P. **Expulsion**--(Board of Education) Removal from school permanently or indeterminate period of time.
- Q. **Suspension from extra-curricular activities**--(Principal, Superintendent) Students may be suspended from extra-curricular activities for certain offenses in the discipline code. **If a student is in ISS or OSS on the day of the activity, they are excluded from attending the activity.**
- R. **Loss of computer and electronic privileges**--Students may be suspended from school or lose computer and electronic device privileges for violations outlined by the AUP or BYOD policies.

Additional Discipline Considerations

Due Process

In determining the consequence for violations of this discipline code, the responsible school official shall examine the facts and circumstances surrounding the case. In arriving at the consequence, consideration will be given to:

- The maturity level of the student;
- Appropriateness of the consequence;
- Any extenuating circumstances;
- Intent of the student;
- The seriousness of the act;
- Prior incidents of misconduct;
- Degree of involvement of the student.

Students charged with misconduct shall be accorded due process to include at least the following:

1. An oral or written explanation of the charges against him/her.
2. An opportunity to present his/her side of the case.
3. An opportunity to appeal to the next higher authority as permitted by school policy.

Harassment (Policy and Regulation 2130)

The Verona R-VII School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome physical and verbal conduct or communication constituting harassment. Harassment by any person against any person is prohibited. Students who believe they have been victims of or have witnessed harassment should report the incident to any teacher, counselor, or school administrator.

Bullying (Policy 2655 and Regulation 2610)

The Verona R-VII School District is committed to foster an environment where bullying does not take place. **Bullying is the intentional intimidation or infliction of physical, emotional, or mental harm.** This can be done physically or through written, verbal and/or electronic communication.

Office Referrals

Students shall be referred to the office of the principal for flagrant misbehavior. The teacher making the referral shall complete a discipline referral in the student records system. Daily classroom problems that warrant disciplinary action in the classroom by the teacher shall be recorded in the student records system. Daily classroom problems that warrant disciplinary action by the principal shall be recorded in the student records system and sent to the principal at a convenient time for the teacher. Prior to being referred to the office teachers are expected to have implemented intervention strategies to address misbehavior in the classroom and made contact with the student's parents. These shall be followed and documentation of the action maintained as part of the report form. **Except for flagrant acts, no student shall be referred to the principal without documentation in the student records system.**

Definition of Inappropriate Behavior

Consequences for each infraction will be determined by the administration according to Due Process.

ASSAULT AND BATTERY: A sudden, vigorous physical or verbal attack, which attempts to injure and/or cause injury to another student or to staff member, is considered assault and/or battery. Failure to stop fighting

after a fight has been broken up or continuing to fight when the other person cannot or does not defend herself or himself can also be considered assault and/or battery.

BULLYING: Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying is an act that harms others through damage or the threat of damage to relationships or feelings of acceptance, friendships, or group inclusion. Bullying includes but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, exclusion from a peer group, and electronic messages or postings. **It is intended to damage the self-esteem and/or social status of someone within the group.** Although aggression is normal, biological, universal, and natural, bullying is not acceptable, normal, or developmental. Bullying will not be tolerated.

BEHAVIOR AT SCHOOL ACTIVITIES: The behavior of students at school activities, including school dances, has a direct bearing on the reputation of our students, school, and community. Students bringing out of school or out of town dates must pick up a form from the office and return the form completed prior to attending the dance. Any student suspended from school will not be allowed to attend school activities during the time of suspension. The students behaving inappropriately may be asked to leave the activity and may also be subject to additional consequences. **Elementary students when attending events are expected to stay with their parents or sit in the student section of the bleachers.** Running around the gyms and/or disrupting the viewing pleasure of our community members will not be tolerated.

CHEATING, FORGERY, and PLAGIARISM: Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher is not permitted.

CLASSROOM BEHAVIOR: Students are not to disrupt classes or cause disturbances in the school. In addition, students should not run, push, shove or engage in horseplay.

COMPUTER VIOLATIONS: Before using any computer in the school district, a student and his/her parent/guardian must sign an Acceptable Use Policy contract. Any violation of the contract will be subject to the conditions set forth in the contract.

DAMAGING OR DEFACING PROPERTY: Any student who causes destruction or damage to property may be required to pay for damages and/or may be subject to legal prosecution.

DRESS CODE VIOLATION: Students violating the dress code will be required to change into school provided attire for the remainder of the school day.

DRUGS AND ALCOHOL—USE AND/OR POSSESSION: The use and/or possession of illegal drugs, drug paraphernalia, alcohol, stimulants, or hallucinogens of any type in any school facility, on school property, or in conjunction with a school-sponsored activity are expressly prohibited. Controlled substances are confiscated & offenders are subject to legal prosecution.

DRUGS AND ALCOHOL—DISTRIBUTION, SELLING, AND/OR BUYING: The distribution and/or transfer of illegal drugs, drug paraphernalia, alcohol, stimulants, hallucinogens, counterfeit drugs or attempting to disseminate any substance as a drug in any school facility, on any school property, or in conjunction with any school-sponsored activity are expressly prohibited. Controlled substances will be confiscated and offenders will be subject to legal prosecution.

FIGHTING: Fighting is defined as physical and/or verbal abuse or other acts of violence where both parties have contributed to the conflict either verbally or physically. Students are expected to seek nonviolent means of solving disputes. If a physical confrontation is anticipated, students are to seek assistance from an administrator or teacher.

FOOD/DRINKS: The cafeteria is the only designated area for the consumption of food and/or beverages. Food or drinks are not to be consumed in hallways and may be confiscated. Food and/or drinks should be school purchased, and be in the classroom only during special circumstances (Example, eating a Grab N Go breakfast from the cafeteria because the student was too late for the hot breakfast). Outside food is allowed when teachers deem there is a celebration and has prior approval by the principal, **ONLY**.

HABITUAL MISCONDUCT: Persistent and repeated misconduct in violation of the Discipline Code, after the exercise of various disciplinary actions, may be viewed as serious violation. **Students who continually violate the discipline policy subject themselves to more severe consequences up to a long term suspension.**

HALLWAYS: Students should not be in the hallways during class time without having a pass signed by their designated teacher. Limit hallway to emergency bathroom use only.

HARASSMENT: Words and/or actions directed toward an individual, who intimidates and/or harasses

INSUBORDINATION: Students who do not obey teachers, principals, and other personnel are considered to be insubordinate. Insubordination will not be tolerated.

ID CARDS: The office keeps track of the cards for reference.

LUNCH: During the lunch period the following procedures are necessary:

1. All food, whether purchased at school or brought from home, must be eaten in the cafeteria.
2. Since all students do not eat lunch at the same time and other classes are being conducted during the lunch period, students may not leave the cafeteria until the end of lunch without teacher permission.
3. Only **PARENTS** may bring food to the cafeteria for their children without principal approval.
4. There may not be any mass lunches brought in during lunch without prior approval.
5. Students who throw food in the cafeteria will stay and clean up the cafeteria and receive an unexcused absence for the next class period.

MISSING DETENTION: Students are expected to attend all assigned detentions. It is the parent's responsibility to make arrangements to pick up their child from an assigned ASD or FS.

MOTORIZED VEHICLES AND BICYCLES: Students shall not operate a motor vehicle without first filling out the proper paperwork from the office. The student's privilege to operate a vehicle is subject to the following rules:

1. Operate vehicles safely within speed limits.
2. Give pedestrians/walkers and buses the right of way.
3. Do not sit in or on vehicles during school hours. (Students will not be allowed to return to their vehicle during the school day without permission from the office).
4. Enter and exit only through designated areas.
5. Motorized vehicles must be street legal.
6. Student parking is limited to those areas designated for students.

Failure to operate a motorized vehicle safely and according to school rules result in the suspension of driving privileges.

PROFANITY: Any obscenity, obscene gesture, swearing, cursing, whether verbal or written, is not permitted.

PROFANITY DIRECTED TOWARD ADMINISTRATION, FACULTY AND/OR STAFF: Any obscenity, obscene gesture, swearing, cursing, whether verbal or written which is directed at or towards a faculty member.

PDA (PUBLIC DISPLAY OF AFFECTION): Students may hold hands and give hugs; kissing or any other bodily contact is prohibited.

SEXUAL HARASSMENT: Uninvited and unwelcome verbal, written, physical, or electronic behavior of a sexual nature directed towards another individual.

TARDINESS: Tardies are cumulative per semester. Tardies will start over each semester. On the fourth tardy, lunch detention will be assigned. The office will monitor this, and assign lunch detention when appropriate.

THEFT: The acceptance, possession, purchase, taking and/or transfer of property belonging to another on campus or at a school sponsored activity off campus. Offenders are subject to legal prosecution and/or suspension.

TOBACCO POSSESSION OR USE: The use of tobacco and/or chewing products, including E-cigarettes, is not permitted in school buildings, on school premises, or at school-sponsored activities. Smoking paraphernalia, lighters, matches, etc., will be confiscated.

TRUANCY: Truancy is defined as being absent from school or class without the knowledge of parent(s), teachers, and/or principals. A student who leaves school without checking out properly through the office is considered truant.

UNPREPARED: Students are expected to be prepared for classes by bringing all materials to class that are required. Teacher will contact parents of students who repeatedly are unprepared for class.

All Offenses: Consequences to be determined by teachers and administration.

WEAPONS/GUNS: The Board of Education recognizes the need to assure, to the best of its ability, the maximum safety of its students from all forms of violence and/or potential harm caused by guns and other weapons. Any student who brings a firearm, or other dangerous weapon to school, or school sponsored activities, shall be suspended from school for a period of not less than 365 days. In order to assure compliance with Federal and/or Missouri State Laws related to the suspension of students, the Superintendent of Schools shall recommend to the Board of Education any necessary modification of this policy on a case-by-case basis.

Knives are not allowed at school. Students in possession with a knife of less than a 4-inch blade will have the knife confiscated. Consequences outlined by the Safe Schools Act will be given to students in possession of a knife with a blade longer than 4 inches.

Consequences for Inappropriate Behavior

Due Process will be used for all office referrals; the consequence can be conferencing, counseling, detention, loss of school privileges, ISS, OSS, or long term suspension.

In determining the consequence for violations of this discipline code, the responsible school official shall examine the facts and circumstances surrounding the case. In arriving at the consequence, consideration will be given to:

- The maturity level of the student
- Appropriateness of the consequence
- Any extenuating circumstances
- Intent of the student
- The seriousness of the act
- Prior incidents of misconduct
- Degree of involvement of the student

Students charged with misconduct shall be accorded due process to include at least the following:

1. An oral or written explanation of the charges against him/her.
2. An opportunity to present his/her side of the case.
3. An opportunity to appeal to the next higher authority as permitted by school policy

Verona Family,

The district is looking to build clear and open communication between home and school. Please contact the office whenever you have a question, comment, or concern. The students while under the district's care will be treated fairly and with respect; however, there will be accountability when students make a poor choice. Students are not to be under the assumption of "privacy rights" while on school grounds or attending a school sanctioned activity. The district reserves the option to search students and their personal belongings, and seize items when necessary. Discipline will be handled with the intention of teaching better choices - discipline will not be punitive.

We look forward to a wonderful year for all of our students!

Many Thanks,

Mrs. Whitehead

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

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Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will your consent affect your family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

What if you change your mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

Will your consent or refusal to give consent affect your child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if you have a question?

Please call your school district's Special Education Department with questions or concerns.