



**SCHUYLER R-1
ELEMENTARY**

2023-2024

STUDENT-PARENT HANDBOOK

**SCHUYLER R-1 ELEMENTARY
21701 US HIGHWAY 63
QUEEN CITY, MO 63561
(660) 956-4125
www.schuyler.k12.mo.us
App: Schuyler R-1 Schools, MO**

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WELCOME

It is our pleasure to welcome you to another exciting school year at Schuyler R-1 Elementary. It is vital that administration, teachers, students, and families work together to create the best possible learning environment. The purpose of this handbook is to familiarize both the students and their parents with some of the information and tools necessary for success while they are part of the Schuyler R-1 Elementary community. Please read this book carefully and sign and return the last page. Feel free to contact us anytime you have questions or concerns. We look forward to this being the best year yet at Schuyler R-1 Elementary, where Ram Pride Begins!

Katie Wayman, Elementary Principal

Raven Weaver, Special Services Director

SCHUYLER R-1 MISSION

The mission of the Schuyler R-1 School District is student-centered and provides **EDUCATION FOR FUTURE SUCCESS.**

SCHUYLER R-1 VISION

Schuyler R-1 develops students who are:

Relationship Focused

Academic Achievers

Motivated to Collaborate and Communicate

Success-Ready

IMPORTANT DISTRICT PHONE NUMBERS

Elementary Office (660) 956-4125 Option 1

Elementary/Superintendent Fax (660) 766-2400

High School Office (660) 956-4125 Option 2

High School Fax (660) 766-2646

Superintendent's Office (660) 956-4125 Option 3

Transportation Director (660) 216-8676

SCHOOL CALENDAR

Schuyler R-1 School Calendar

2023-2024



CALENDAR LEGEND

School Days

HOLIDAYS:

- Thanksgiving Break November 22-27
- Christmas Break December 20– Jan. 1
- Easter Break March 29 - April 1

IF NEEDED:

- May : These days may be forgiven depending on weather at the March School Board meeting.
- May 13
- May 24

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Date	Events
Aug. 17th	Open House 5 - 6:30 7th Grade Orientation 6:30-7pm
Aug. 22nd	1st Day of School
Sept. 15th	1st Quarter midterm
Sept. 22nd	Homecoming - Early out
Oct. 13th	End of 1st Quarter (32 days)
Oct. 19th	Parent/Teacher Conference District wide 4-7pm
Oct. 26th	Parent/Teacher conference Elementary 4-7 pm
Nov. 10th	2nd Quarter midterm
Nov. 22-27th	Thanksgiving Break
Dec. 19th	End of 2nd Quarter (36 days) End of 1st Semester (68 days)
Dec. 20 - Jan. 1st	Christmas Break
Jan. 2nd	1st Day of second semester
Feb. 2nd	3rd Quarter midterm
Feb. 8th	Parent/Teacher Conference Elementary 4-7pm
Mar. 8th	End of 3rd Quarter (40 days)
Mar. 14th	Parent/Teacher Conference High School 4-7 pm
Mar. 29th-April 1st	Easter Break
April 19th	4th Quarter midterm
April 25th	Parent/Teacher Conference Elementary 4-7 pm
May 19th	Graduation
May 23rd or 24th	Last Day of School Early Out
	End of 4th Quarter (46 days) End of 2nd Semester (154 days)

ELEMENTARY STAFF LIST

Elementary Principal: Katie Wayman
Special Services Director: Raven Weaver
Counselors: Jenny Kaden & Diane McClain
Elementary Office Secretaries: Renae Farnsworth & Amanda Lindquist

Central Office Staff: Kyle Windy - Superintendent, Vickie Pierce - Executive Assistant, & Tiffany Newland - Director of Finance
Board of Education: President Jennifer Pantry, Vice President Andy Akers, Marta Aeschliman, Kevin Buckallew, Wanda Homer, Marti McGoldrick., & Jill Moncrief

Preschool: Anita Amen & Robin Jackson
Kindergarten: Jessica Daniels, Jessica Osborn, & Shelby Treasure Title I: Lisa Worth
1st Grade: Julia Erwin, Andrea Frederick, Amanda Maize, & Mindy Roberts Title I: Kristina Garrett
2nd Grade: Hailey Bleything & Sidney Smith Title I: Linda Jackson
3rd Grade: Ashleigh Creek & Darla Veatch Title I: Shayla Spring
4th Grade: Natasha Nolte & Kerry Schoonover Title I: Linda Jackson/Shayla Spring
5th & 6th Grades: Kate Brummit - Mathematics, Philip O'Neal - Science, Title I: Brad Worth
Morgan Roberts - English Language Arts, & Sara Smith - Social Studies

Specials: Les Aeschliman - 5th & 6th Band, Darla Dixon - Music, Jenny Kaden & Diane McClain - Guidance, Jill Kassens - Art, Aaron Ockenfels - Physical Education, & Mary Stuart - Library

Special Education: Becky Douglas, Amy Garr, Tammy King, & Laci Tallman

Speech-Language Pathologists: Tina Leslie & Chloe Mayhew

Occupational Therapist & Parents as Teachers (PAT) Educator: Rachel Prewitt

Paraprofessionals: Lora Buckallew, Taylor Flynn, Shannon Forsmark, Shelby Garrett, Shannon Long, Chrissy Kerby, Lisa Nagel, Carrie Orr, Brenda Schmitter, Annette Schoonover, Jackie Schubert, Macy Wilson, & Melissa Yackel

Technology Department: Quality Network Solutions (QNS) & Sharon Priebe

School Nurse: Chelsea Halley

Custodians: Christian Harris, Herb Huntsman, Bruce Jackson, & Mac McCoy

Maintenance: Jay Brush

Director of Food Service: Melinda Neill

Transportation Director: Avery Jones

Bus Lineup & Drivers:

Bus #1	Dennis Partin	Bus #11	Amy Shotten
Bus #2	Frank Miller	Bus #13	John Brownell/Gary Years
Bus #5	Tish Snider	Bus #14	Kermetta Wilson
Bus #8	Junior Shotten	Bus #16	Twila Hogarth
Bus #9	Ed Hogarth	Tech Center	Gary Years
Bus #10	Wayne Anderson	Substitute Driver	Mary Jones

SCHOOL TIME

Classes begin at 8:00 A.M. and end at 3:32 P.M. All teachers will be available in their classrooms to assist students at 7:35 A.M.

SCHOOL ADMITTANCE

In accordance with Missouri School Law, Section 160.051, a child must be five (5) years of age before August 1 to be eligible for Kindergarten during the current school year. A child entering first grade for this year must be six (6) years of age before August 1. A copy of the official birth certificate of the child is needed for school records. All immunization records must be up-to-date before a child is allowed to attend school.

EQUAL EDUCATIONAL OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities, and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap.

KINDERGARTEN ENTRY

The Schuyler R-I School District provides the opportunity for each Kindergarten-age child to be screened before entry into school. A team of faculty members offers the screening clinic in early spring of each year for children who will be 5 years of age before August 1. The clinic consists of a screening tool as well as other evaluations. Screening results are reviewed by the Kindergarten team.

Upon completion of the clinic, parents and students will be invited to attend the Kindergarten Kick-Off Night to receive their child's results along with recommendations concerning the child's predictability of success in Kindergarten. All incoming Kindergarten students are encouraged to participate in summer learning opportunities when available.

ATTENDANCE

Board of Education Policy 2310 – Student Attendance

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

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship, and success in school. A frequent absence of students from the classroom learning experience disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. The school and its staff cannot teach students who are not present. The entire process of education requires a continuity of instruction, classroom participation, and study in order to reach the goal of maximum educational benefits for each student.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum. A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in the classroom. Information will be supplied to parents/guardians in regard to student absences.

All students returning to school after being absent must have an excuse. The cause of said absence may be verified by a written and signed note from the child's parents/guardians, a written Doctor's excuse, and/or a phone call to the office explaining why the student was absent on that day.

The building principal, along with building staff, will monitor student attendance and implement intervention strategies and actions as follows:

1. Anytime a student is absent and the parents have not contacted the school, the elementary office will contact the parent by phone or in person.
2. When a student's attendance falls below 90%, the principal will telephone or set up a conference with the student's family and teacher(s). The purpose of the conference is to determine why the student is not attending school regularly, to examine the student's academic performance, to communicate district attendance expectations, to provide information about compulsory attendance laws and educational neglect, to elicit suggestions from family members about increasing the student's engagement at school, and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
3. When a student has accumulated 8 absences in a semester, a letter will be sent to parents regarding their child's attendance. A copy of this letter will be sent to the Juvenile Officer.
4. When a student has accumulated 10 unexcused absences in a semester, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will make a referral to Children's Division, the Department of Social Services, or the local Juvenile Officer.
5. More than 10 absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Any conference may be waived by the building principal if the absences were caused by a specific event or long term illness. The district will arrange for instruction by other appropriate means if needed.

TRUANCY

Any student absent from school without his/her parent/guardian's permission will be considered truant. **An "F" or "0" will be issued for all class work done the day of the truancy absence.**

Truancy Absences are defined as:

1. Any absence from any part of the regular school day that would be considered skipping or absent from school without the parent/guardian's knowledge and permission.
2. Falsifying a signature on a note from a parent/guardian.

Non-exempt or irregular student absences will be monitored daily. If a student accumulates more than 10 consecutive unexcused absences in a semester, the proper legal authorities will be notified.

MAKE-UP WORK

Students are expected to make up assignments from missed classes within the time period established by their teachers. If they do not complete missed assignments in the required amount of time, they may be required to attend academic support sessions outside of the regular school day or during summer school. It is the responsibility of the students to obtain the make-up work from the teacher unless make-up work forms are requested by the parents/guardians. Please call before 9:00 a.m. to allow school personnel time to gather homework.

Students have two school days for each absence to make-up the work.

Make-up work example: If a student is absent on Tuesday (returning to school on Wednesday), they have two (2) days (Wednesday and Thursday) to finish the assignments. The finished work must be turned in to the teacher on Friday morning to receive full credit. If the work is not made up within the designated time, a failing grade for that particular assignment(s) will be issued.

If the student was absent the day of a test, they should take it when they return to school. If the student missed the test day and the review day, the student can arrange a tutoring session or sessions with the instructor and the instructor will arrange the test day. If the student does not ask for a tutoring session, they will take the test at the teacher's discretion.

If the student was absent the day a previously assigned project was due, they should have it ready to turn in when they return to school. A book report, essay, etc. are examples of previously assigned projects.

Exceptions: Students with an IEP that specify a longer time period to complete assignments and students who receive an administrative waiver from the principal will be exempted. The principal will give a waiver only for extreme emergency situations. The district recognizes that a policy cannot meet all contingencies, so emergency situations will be considered on a case-by-case basis. Decisions of the principal are final.

GRADING SCALE

GRADES	NUMERICAL VALUE	GRADE POINTS
A	95-100	4.00
A-	90-94	3.67
B+	86-89	3.33
B	83-85	3.00
B-	80-82	2.67
C+	76-79	2.33
C	73-75	2.00
C-	70-72	1.67
D+	66-69	1.33
D	63-65	1.00
D-	60-62	0.67
F	59 OR BELOW	0.00

I An incomplete is given only in cases where an illness, emergency, or arrangement has rendered a student unable to complete his/her assignments. Make-up work is the complete responsibility of the student.

ELIGIBILITY FOR SCHOOL SPONSORED ACTIVITIES

(SEE ATHLETIC HANDBOOK)

Activities and Athletics Attendance

Participation in extracurricular activities is encouraged. This policy covers those groups, organizations, and activities that do not receive academic credit. Such participation is an additional form of education and individual growth and development opportunity for the individual student.

While extracurricular activities do offer educational experiences, they are a privilege. As such, extracurricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day also apply to extracurricular activities. In addition, coaches and sponsors may establish policies for their groups in addition to those stated herein.

MSHSAA requires students to be enrolled in and pass at least 6 periods per semester to be eligible to participate in extracurricular activities.

In regards to attendance, **a student must be in attendance for the last half of the day of extracurricular participation. The student must also be in attendance the first half of the next day.** Prior to participating in an extracurricular activity on the weekend, a student must meet attendance requirements on the last day that school was in session for the week. Exceptions may be granted in special cases.

The following schedule for determination of eligibility and imposition of suspension will be implemented:

1. If an activity is a MSHSAA event, students must meet all eligibility requirements set forth by MSHSAA.
2. Any student failing a class may be required to attend study sessions after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last one to two weeks of a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation in extracurricular activities.

Each coach or sponsor shall establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines shall be on file with the Athletic Director.

In addition to the eligibility rules and regulations established by the MSHSAA, The Schuyler R-1 Board of Education has established the following:

In order for students to be eligible to participate in all extra-curricular activities, the student must have passed all classes as detailed below.

- Eligibility shall be determined eight times per school year, at midterm of each quarter and at the end of each quarter.
- Students who have three or more failing grades will automatically lose their eligibility until the next quarter.
- Students who receive two failing grades two consecutive grading periods will be ineligible until the next grading period.
- Any student who has two failing grades cannot leave school before 3:00 to attend a school sponsored activity. This is determined after the first full two weeks and every week thereafter.
- If a student receives an F and the teacher does not have the required amount of grades, the student will be allowed to attend the activity. Below is the recommended number of grades per grade check:
 - Week 4 – 7 grades
 - Week 8 - 14 grades

- IEP students who are mainstreamed will follow Option Two of the MSHSAA handbook: “The second option is for the IEP Committee to determine that a modification of the academic requirements or grading policies is necessary to reflect the needs of the Handicapped student. In this situation, the modifications may include alterations in the type of assessments to be given to the student, the number of such assessments given a student, the amount of time the student will be allowed to take the assessment, etc. The IEP Committee may also determine that grades will be determined on the basis of the student’s progress towards achieving specific goals and objectives from the IEP rather than standard assessments given other students. If this type of modification is made, the IEP Committee is responsible to specify the amount of progress which will be necessary to document that standard progress is being made by the student.”

REPORT CARDS

Four times per year at the end of the quarter, report cards will be available to parents for all grades in all classes. First quarter grade cards may be picked up at the fall parent/teacher conferences. All other grade reports will be issued to students. If parents are signed up for Parent Portal, paper copies may not be sent home unless requested.

PARENTAL RIGHTS TO REPORTS: Schuyler R-1 Elementary will send all reports regarding students to both fathers and mothers unless a court order prohibits the school from doing so. If you are not receiving your student’s reports and would like to, please contact an office secretary at (660) 956-4125.

RETENTION

The Schuyler R-1 Board of Education, administration, and faculty subscribe to the philosophy that the purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. Students will be promoted to the next grade level if they are meeting grade level objectives as identified by local and Missouri State Department of Education core subject standards. It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her levels of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. By placing the child in the best educational environment to fulfill these needs, the Board of Education, administration, and faculty are promoting optimum intellectual, emotional, physical, and social growth.

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

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

In recommending retention or promotion, these factors will be considered:

1. Academic achievement in all subject areas, especially attainment of grade level objectives as determined by tests, teacher assignments, and work samples
2. Chronological age
3. Study habits
4. Attendance
5. Social and emotional maturity
6. State-mandated retention requirements for primary students (Section 167.645 RSMo and Senate Bill 319 explain the “retention law” which mandates that at the end of the fourth grade students that are more than a grade level behind in reading will be automatically retained if they cannot perform at grade level by the end of required summer school. Previous retention does not provide an exemption from the state mandate.)

Ultimately, the decision for retention will be made by the principal and classroom teacher in accordance with the above-referenced factors. School officials will work with families to make the best decision for the student.

Appeals of Retention Decisions:

Parents/guardians who wish to appeal a decision regarding a student’s retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the school superintendent. All appeals must be requested within two (2) weeks after the close of the school year or the close of the summer school testing period.

Exceptions:

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP).
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

HOMEBOUND INSTRUCTION

The Schuyler R-1 School District is committed to providing educational services in the form of homebound instruction to those students who qualify according to the guidelines established by the state of Missouri. Specific information regarding homebound procedures will be shared at the building level. **Procedures for homebound instruction are as follows:**

1. The special services director is responsible for initiating all paperwork and securing a homebound teacher.
2. All applications are to be submitted to the special services director after all appropriate paperwork has been completed.
3. Special Education students require a revised IEP and change of placement notice.
4. Teachers instructing homebound students must possess a valid teaching certificate or a valid substitute certificate.
5. Students identified as having a chronic communicable disease will be provided homebound instruction as applicable in accordance with their IHP (Individual Health Plan).
6. When a pregnant student is unable to attend regular classes, upon certification by a licensed physician/nurse practitioner, the student will be permitted to continue her education by homebound instruction.
7. Prior to beginning instruction, a conference with the parent, student, and homebound instructor will take place to outline the schedule and procedure.
8. Students who are on homebound may not attend extra-curricular activities.

POLICY 6190: VIRTUAL EDUCATION

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade levels and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any online courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets the program requirements.

WITHDRAWAL AND TRANSFER/CHANGING SCHOOLS

When moving to another school district, the procedure for withdrawal or transferring is as follows:

1. Notify your child's teacher or the building principal and/or secretary.
2. Complete enrollment form for the new school including a transfer request.
3. Return all school books and property and make sure all fees are paid including lunch bills.

OFFICE POLICIES

Sign In and Sign Out

Any student arriving at school after attendance has been taken first period must sign in with the Elementary office prior to going to their classroom. Once a student is on school grounds, the student may not leave school grounds without permission from an administrator or the child's parent/guardian. To avoid any legal conflict, all students leaving school grounds for any reason must be signed out by a parent or their designee.

Visitors

All guests and visitors must report to the office upon arrival. Parents are welcome. Student guests are not allowed. Guests invited by a teacher must report to the office prior to going to the classroom. All former students must report to the office.

MORNING PROCEDURE

- Classes begin promptly at 8:00 A.M. each day with breakfast being served from 7:35 to 7:55.
- A staff member is on duty in the Multipurpose Room to supervise students beginning at 7:00. Students should not be dropped off any earlier than 7:00. They will enter through the doors to the multipurpose room from the playground.
- Buses will unload at the front doors at 7:35.
- If you are driving your child to school in the morning, please follow the traffic pattern to the back of the building. Students should enter in the back hallway south door off the playground. If you need to go to the office, please park in the front parking lot and report to the office for a visitor's pass.
- All students in grades K – 6th will go directly to the Multipurpose Room for breakfast or to their assigned classroom. The *Pledge of Allegiance* will be recited at 8:00.
- Students arriving after 8:00 A.M. must report to the office and be signed in by a parent/guardian.

AFTER SCHOOL PROCEDURES

All students have a designated ride after school (bus or pick up). Parents/guardians should notify the elementary office of any changes by 3:00 each day. If a student is to be picked up, their ride should be ready to pick them up at 3:32.

If an elementary student is being picked up by a high school student, the elementary student will go to the elementary office to meet their ride.

If an elementary student is being picked up by someone who is not parked in the high school parking lot, they will go to the Multipurpose Room immediately after school. Their ride will be parked outside in a loop along the fence and sidewalk. Staff will be present to make sure students go with the correct person.

If a parent is picking up an elementary **and** junior/senior high student, they will go behind the building and pick up the elementary student first. Their ride will be parked outside in the loop behind the building. Junior/senior high students are encouraged to walk to the Multipurpose Room to meet their ride.

SCHOOL CLOSING, DELAYED START, OR EARLY DISMISSAL

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting time, or early dismissal will be announced over T.V. Channel KTVO; local radio stations KIRX, KRXL, KTUF, and KMEM; and the Schuyler R-1 Schools app and website. If you do not have the app, you can download Schuyler R-1 Schools, MO app for free from the App Store or Play Store. Reports in the morning will be before 7:30 A.M. **If no report is heard, it can be assumed that school will be in session.** In the event of a delayed start, classes will begin at 10:00 A.M. No breakfast will be served.

ALTERNATIVE METHOD OF INSTRUCTION (AMI) PLAN

For school year 2023-2024, a local education agency (LEA) will not be required to make up school hours that are lost or canceled due to exceptional weather or emergency circumstances (up to 36 hours) if the LEA implements an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE).

- The school's approved AMI plan allows us to make up 36 school hours through a virtual platform of instruction or copies of assignments sent home. This equates to about 5 full school days.
- This plan requires ALL students to receive, complete, and RETURN assignments for the school days that we opted to implement the AMI plan. The decision to implement an AMI day will be used on a case-by-case basis, as the District can still use a traditional snow day.
- Students and parents will be notified on the Schuyler app and website when an AMI day will be utilized.
- Elementary students will be provided hard copies of their AMI work. Junior High and High School students will receive hard copies, or it will be on their Chromebooks via Google Classroom or email. The assignments will be primarily review material.
- Teachers will update their AMI assignments/work as needed.
- If we choose to use an AMI day, students will be required to complete that day's work on the provided assignment. The work will be due the first day we return to school unless the student has an IEP that says they have extended time to complete assignments. If a student doesn't turn

in their work on time, we cannot count them for attendance, and the student won't receive any credit for the assignment.

- *If a student didn't receive the material due to an absence, they will be allowed to make up the AMI work according to handbook policy.*

CAFETERIA SERVICES AND REGULATIONS

The cooks will start serving breakfast at 7:35 A.M. for elementary students. Breakfast is to be eaten in the Multipurpose Room. It will be the student's responsibility to get to class on time. Eating breakfast late will not be allowed as an excuse for tardiness. The elementary operates on a closed meal hour. This means students will **not** be allowed to leave the school building for lunch.

Students are not allowed to bring soda to school or consume soda during school hours, including breakfast and lunch, unless it is for a special occasion as approved by the teacher. If soda is brought to school, it will be taken from the student and disposed of. It will not be returned to the student. Energy drinks are also prohibited at school.

The following cafeteria rules are for all students to follow.

1. Keep tables and floor clean.
2. Pick up and clean up any food you drop or spill.
3. Empty all debris from trays into the large trash containers provided.
4. Talk at a normal voice level.
5. Keep lunch lines orderly.
6. Stay with your class through the lunch line.
7. No pushing or running in the lunch line.
8. All students are required to check in with the lunch clerk if taking a school meal tray or taking a school milk for a lunch brought from home.
9. All food and drinks must be consumed in the cafeteria. **NO SODA ALLOWED!**
10. All students are required to go to the cafeteria during their assigned lunch time, and they should sit with their class.

MEAL PRICES

K-6	Lunch (Regular or Salad Bar)	\$2.30
7-12	Lunch (Regular or Salad Bar)	\$2.40
K-12	Reduced Lunch	\$0.40
K-12	Breakfast	\$1.80
K-12	Reduced Breakfast	\$0.30
K-12	Extra Milk or Juice	\$0.65
ADULT	Lunch	\$4.15
ADULT	Breakfast	\$1.80

The following meal charge regulations have been adopted by the Board of Education:

1. Meals should be prepaid.
2. Unpaid meal charges cannot exceed \$25.00. Because we care for the well-being of our students, no student will be denied a meal and no lunch tray will ever be taken from a student. Students may be offered an alternative meal (cheese sandwich, fruit/veggie, and a carton of milk) until their negative balance is paid in full. This meal will be entered in the register as a charged meal.
3. Cashiers make every effort to notify students and parents of low and negative account

balances. Ultimately, it is the responsibility of the parents to monitor their student(s) meal account balances. This can be done through the parent portal of SIS: <https://sc.sisk12.net>. A phone call will be made to the household when a student reaches a negative balance letting the parents or guardians know that a deposit needs to be made. Preschool and elementary students with a negative balance will be given a negative balance letter to take home to parents or guardians at the end of each week, so the students' meal accounts can be paid.

4. Second lunches and additional milk cannot be charged. It is the responsibility of the student to inform parents that they bought extra lunches, milk, etc.
5. Students who owe money from previous years will be expected to pay that balance.
6. All students who are going to eat lunch are expected to sign up in the morning.
7. Students who arrive late should sign up for lunch in the office.
8. All lunch bills must be paid before a student can participate in classroom field trips.
9. All lunch bills must be paid before a student receives their 6th grade promotion diploma.
10. If you have applied for free or reduced price meals and have a "Pending" application, it is your responsibility to pay for all school meals until you receive an Approval Letter.

ASSEMBLIES

At various times throughout the school year, students will attend assemblies sponsored by different school organizations. Students will attend assemblies and conduct themselves appropriately. During all assemblies, students will sit with their class. Students whose behavior at assemblies is not appropriate will be sent to the office with an office referral; however, repeated offenses will result in the student being banned from all assemblies for a time determined by the principal.

SCHOOL SPONSORED ACTIVITIES AND FIELD TRIPS

School sponsored activities and field trips will not count as an absence. Teachers will submit a roster of students to be excused from classes to the office at least one week prior to the scheduled activity, which has been previously approved and placed on the activity calendar. Students scheduled for an activity, but not attending, will be counted absent from class or classes.

Students attending school sponsored or sanctioned activities which occur during the school day will not be given additional time to complete assignments or take tests. To receive full credit, the assignment is due before the student leaves for the activity unless prior arrangements are made with the instructor. It is the student's responsibility to give the work to the teacher.

TRIP POLICIES

I. FOR ALL OVERNIGHT TRIPS

A group meeting with all parents will be held at a designated time. The parents must attend for students to go on the trip. All rules will be read and discussed, and all questions will be answered. Parents who miss the meeting must meet with the teacher at another time.

II. DISCIPLINE ON TRIPS - REFERRAL TO PRINCIPAL (SEVERE CLAUSE):

The following types of behavior will be considered "severe discipline problems" and will result in disciplinary action, which will include out of school suspension for 1-10 days. The principal will determine the length of the suspension.

SEVERE BEHAVIOR PROBLEMS:

1. If a student has in his/her possession any of the following items:
 - A) A weapon/weapons including, but not limited to, a knife, gun, brass knuckles, chains, etc.
 - B) Tobacco products
 - C) Illegal drugs (The sponsor should be aware of all prescription medicines the students have, and they should have directions as to their use.)
 - D) Alcohol/alcoholic beverages of any kind
2. Harassment of another student/students or of other personnel
3. Destruction of property
4. Theft, including shoplifting
5. Repeated use of profanity or of language which may not be profane but is vulgarly inappropriate
6. Leaving the assigned area or hotel without prior knowledge and consent of the sponsor(s)
7. Failure to obey a reasonable request by sponsors or chaperones
8. Inappropriate displays of affection

FIRST VIOLATION OF SEVERE CLAUSE: The student upon first violation of the severe clause shall be suspended from participating in the next two organizational extracurricular activities sponsored by any club, organization, or group. This will include dances including prom, skating parties, and athletic events sponsored by organizations such as trap shoot, Special Olympics, etc. In addition, the students will be suspended from school for the number of days determined by the principal. In determining the number of days the student is suspended from school, the principal will review the student's discipline record. Students with prior discipline violations will receive longer suspensions.

SECOND VIOLATION OF SEVERE CLAUSE WITHIN ONE CALENDAR YEAR: On second violation of the severe clause, the student will be suspended from all organizations and organizational extracurricular activities for one year.

VIOLATIONS OF STATE/FEDERAL LAWS: If the student's behavior is a violation of the law, the sponsor has the right to call in the proper authorities to handle the situation. The parents will be contacted as soon as it is feasible.

III. PERMISSION SLIPS

The parent must sign a permission slip for the child to attend the field trip. If any of the following information has not already been provided to the school, please include it on the permission slip:

1. Parents' names, address, and phone number
2. Work numbers and emergency numbers for parents
3. Insurance policy number and release so the sponsor can have students medically treated
4. Any medication student is taking and why and when they are to take it
5. Permission for an ambulance to be called, if needed, and a statement saying that parents will be responsible for the cost of the ambulance

IV. TRIP STOPS

Students will be riding the bus to and from the event with the only bus stop at the Elementary in Queen City. Parents will not be allowed to come and get the students from the event unless a family emergency arises, the student is seriously ill, proper authorities have custody of the student, or the parent has made arrangements with the student's teacher or principal.

V. OTHER POLICIES

1. If a student is failing any class (including band), they will not be allowed to go on the trip.
2. If the student has any outstanding fees (library books, meal balance, etc.), they will not be allowed to attend.
3. Unless they have a doctor's excuse, the student must be at school the school day before and the day after the trip. (i.e. If the trip is on Wednesday but they are absent Tuesday, they cannot attend. If the trip is on Monday but they are absent Friday, they cannot attend.)

4. If a student receives more than one major (office discipline referral) during the fourth quarter, they will be unable to attend their class end-of-year field trip.
5. If a violation occurs, the students will not be allowed to go on the trip.
6. At the discretion of the sponsor, food and drinks may be taken on the bus with drink containers sealed before boarding the bus. The advisor will search all food and drink items as students are boarding.
7. Students are discouraged from bringing valuable items, including electronic devices and phones.
8. Parents that choose to attend the trip must provide their own transportation. We ask that you do not bring along other children, so you can be focused on the child on the trip.

VI. SUPERVISION OF STUDENTS ON TRIPS

At the teacher's discretion, students may be assigned to groups of two or more. A sponsor or chaperone will be with the students at all times and will be closely supervised. The number of sponsors/chaperones supervising the students will be determined by the principal and the sponsor/sponsors. The number of supervisors will be related to the length of the trip, the activities needing supervision on the trip, the number of students participating, and other relevant factors.

POLICY 5661: FIELD TRIP TRANSPORTATION IN PRIVATE VEHICLES/COMMON CARRIERS

Authorized vehicles other than approved school buses may be used for transportation of students. The number of students transported shall be limited to the number of seat belts available in the authorized vehicle. The Board of Education shall adopt regulations for transportation in other than approved school buses and standards for use of authorized common carriers.

PERSONAL ITEMS

- Personal items are the responsibility of the owner. Stereos, radios, cell phones, walkie-talkies, laser pointers, iPods, cameras, handheld games, Pokemon cards, fidget spinners, etc. are not to be in school. Personal items are not to be seen or used during regular school hours from 7:35 A.M. to 3:32 P.M.
- Students should not chew gum during school unless provided and/or permitted by their teacher.
- Water bottles can be used by students during the day to drink water. Water bottles brought from home should be see-through.

LOCKERS

Students are responsible for their own personal belongings. Since fifth and sixth grade students do not have locks on their lockers, it is recommended that they do not bring valuables to school. Phones can be kept in their teacher's classroom. **NO LIQUIDS OF ANY KIND ARE TO BE STORED IN LOCKERS.**

Students may be asked to share his or her locker with another student. All students' lockers located on school property may be periodically searched by authorized school and law enforcement personnel. Students are reminded that the school's lockers are provided to students for their use and convenience. Students who abuse the locker assigned to them or another locker may have their locker privilege removed. Only recognized student organizations may place items on the outsides of lockers, and those must be done with scotch tape. Any unauthorized pictures or items placed on the outsides of any lockers without prior approval of the administration will be removed.

BAND FOR 5th AND 6th GRADE STUDENTS

5th & 6th grade students may elect to participate in Band. They are expected to remain in the elective all year. **Information concerning dropping the course:** Students in the first semester will be allowed to drop band at the end of the semester for academic reasons not related to band. Parents of students wishing to drop the course should first contact the band director. During the second semester, students will receive an “F” for dropping out of band after the semester has begun. Changes of schedules should be approved by the homeroom teachers, band director, and principal. Students who stop coming to band without approval and required schedule changes are considered absent without excuse and will receive grades accordingly. (This can affect their eligibility for field trips.)

RECESS AND THE WEATHER

Summer weather – If the heat index is over 95 degrees, the recess time will be adjusted.

Winter weather – If the *real feel* temperature is 10 degrees or below, recess time will be adjusted.

It is highly recommended that all children participate in outside activities. If a doctor’s note is sent to the teacher stating why the child needs to stay in the workroom during recess, the child will be excused from the outside activities. Please dress your child appropriately for outside weather conditions. For example, gloves, hats, coats, snow pants, boots, etc. may be needed in the winter months. Wearing shorts between November and March is strongly discouraged.

GUIDANCE SERVICE GENERAL INFORMATION

The Schuyler R-1 School District believes that the guidance program is an important and integral part of the overall education process. The elementary guidance program is scheduled weekly for all K-6 classes. All students have a better chance to develop emotionally, socially, psychologically, and educationally through planned assistance. The guidance program aims to help each student grow to his or her full potential. The elementary counselor is also available to help students with any questions or concerns.

POLICY 2742 AND TRAUMA-INFORMED

The District is required to provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents’/guardians’ right to have their student excused from the training. Upon written request of the parent/guardian, their student will be excused from the training.

The web address of the Department of Elementary and Secondary Education’s Trauma-Informed Schools Initiative is <https://dese.mo.gov/traumainformed>.

TEXTBOOKS

The school furnishes books to all students. As textbooks are assigned they become the responsibility of the individual student. The student will remain responsible for the book until it is turned in to the instructor at the end of the semester or school year. Damage to textbooks will result in fines. The office will assess fines.

PTO

Schuyler R-1 Elementary School has a Parent-Teacher Organization (PTO). There are no dues for this organization. PTO has done a lot for the children and staff of our school, and we encourage you to be a part of the PTO. If you are unable to do so, we encourage you to support and participate in PTO activities.

MONEY MAKING ACTIVITIES

School sponsored money making activities may be held before or after the school day, but not during school hours. Candy should NOT be sold to students during school hours. Private profit making activities are discouraged. If your school group would like to do a fundraiser, please obtain a fundraiser application from the office.

EDUCATIONAL RECORDS ANNUAL NOTIFICATION

Each year the Schuyler R-1 School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by, or at, this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student, or volunteer serving on an official committee such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights.

This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Schuyler R-1 School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Schuyler R-1 School District in compliance with FERPA. A copy may be obtained in person or by mail from Vickie Pierce, 21701 US Highway 63, Queen City, MO 63561.

DESIGNATED DIRECTORY INFORMATION

STUDENTS

Form 2400

Student Educational Records FERPA Notice of Designation of Directory Information

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Schuyler R-1 School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Schuyler R-1 School District may disclose appropriately designated directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Schuyler R-1 School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production,
- The annual yearbook,
- Honor roll or other recognition lists,
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Schuyler R-1 School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 31, 2023. Schuyler R-1 School District has designated the following information as directory information:

Students in Kindergarten through eighth grade: Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g. full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital

images and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

High school and vocational school students: Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors, and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

PUBLIC NOTICE: SPECIAL SERVICES

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, highly mobile children such as migrant and homeless children, 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 Schuyler R-1 School District assures that it will provide a free appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

The Schuyler R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Schuyler R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Schuyler R-1 School District has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Schuyler R-1 School District from 8:00 A.M.–4:00 P.M. Monday through Friday. This notice will be provided in native languages as appropriate.

ESSA PARENTS RIGHT-TO-KNOW NOTIFICATION

Dear Parent or Guardian:

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

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

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

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

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

DESE - ESSA COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA), a Title VIII- Part C. Sec. 8304(a)(3)(C).

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board of Education will provide for the health and physical well-being of students by establishing a district-wide coordinated student health services program.

Nurses employed to staff the health services program shall serve under the direction of the school principal and, if necessary, under the supervision of qualified medical personnel. The nurse or designee will be responsible for all notifications to parents/guardians regarding health services. The services provided by the nursing staff will include:

1. Administration of laws that protect the health of children attending public schools in Missouri including
 - a. Ensuring compliance with immunization requirements
 - b. Excluding students who have contagious diseases from attendance when authorized by the law
 - c. Reporting the presence or suspected presence of diseases mandated for reporting by the law
2. Emergency first aid treatment for injury or illness occurring during the school day.

3. The administration of medication, pursuant to Board policy, including training unlicensed personnel in the administration of medications. A qualified member of the nursing staff is responsible for developing procedures for the training of unlicensed personnel as well as devising protocols for the administration of medications by unlicensed personnel. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering medication, medical services or life saving methods in good faith, and according to standard medical practice. A qualified employee is one who has been trained to administer medication according to standard medical practice.
4. Assistance in carrying out the district's responsibilities outlined in Section 504 plans, Individualized Health Plans (IHPs), or Individualized Education Programs (IEPs).
5. Guidance and counseling concerning health problems of students.
6. Maintenance of student health records, including the maintenance of emergency information forms for each student. The nurse will ensure that the school principal has access to all student health records. The nurse will store health records in a secure location, and any health information provided orally will be reduced to writing and stored appropriately. District employees shall not share information regarding a student's health in front of other students or staff members who do not have a need to know the information. Student records will be stored and disclosed in accordance with Board policy.
7. Age-appropriate health education in the District's instructional program, in accordance with Missouri School Improvement Program (MSIP) Standards and Missouri Grade-Level Expectations (GLEs), including information about the prevention and control of communicable diseases, the use of universal precautions, allergy prevention and response, bloodborne pathogens, and handling of bodily fluids. The nurse will maintain information developed by the Missouri Department of Health and Senior Services (DHSS) relating to human papillomavirus (HPV) and may provide this information directly to parents/guardians but not to students.
8. Screening for health conditions in accordance with Board policy and administrative procedures.
9. Notification of the school principal if informed of a condition that could require accommodation under federal law.
10. Development and annual review of a Wellness Plan.
11. Training staff as necessary to implement the district's health and safety program.
12. Such other services as assigned by the supervising principal or superintendent.

HEALTH RECORDS

The nursing department will maintain a comprehensive health history. This history will be updated annually through school screenings and information provided by the parent/guardian and student.

Included in the screenings:

- | | |
|-------------------|---|
| 1. Vision | Yearly in grades K, 1, 3, 5, 7, 9, 11 |
| 2. Scoliosis | Females in grades 6, 8 and males in grade 8 |
| 3. Height | Yearly in grades K through 12 |
| 4. Weight | Yearly in grades K through 12 |
| 5. Blood Pressure | Yearly in grades K through 12 |
| 6. Ear check | Every two years in grades PK through 12 |

A teacher, parent, or nurse may refer any student for these screenings. Records will be kept concerning referrals for further testing.

A request for updated medical, dental, and overall health history may be made before the beginning of each school year. It is the parent's/guardian's responsibility to notify the school and/or school nurse of a student's change in health status. A review and update of immunization records will be done periodically throughout the year to ensure compliance. State mandates of immunizations or exemptions will be followed.

All school health records will be confidential. Results of school screenings will be available to parents/guardians. As always, the school nurses will be available to teachers and students if health issues should arise.

A definition of the word "Health" for the purpose of the School Health Program at Schuyler R-1 School District is as follows:

1. The condition of the body and the mind.
2. Is all-inclusive of one's general well-being.
3. Includes physical, mental, and dental.

PHYSICAL EXAMINATIONS AND SCREENINGS

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (vision, hearing, and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or there is a court order.

Further, parents/guardians will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the district is conducted that is

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body but does not include a hearing, vision, head lice, or scoliosis screening. Parents or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association (MSHSAA) will be required to follow the rules of that organization.

All parents will be notified at least at the beginning of the school year of the district's policy on physical examinations and screening of students. Parents will also be notified within a reasonable period of time after any substantive change in the policy.

IMMUNIZATION OF STUDENTS

It is the policy of the Schuyler R-1 School District that all students attending the district schools shall be immunized in accordance with law. The District will not allow a student to attend school until the district

has satisfactory evidence on file that the student has been immunized, that the immunization process has begun, and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the District has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the District's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The District will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The District must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a nonexempt student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

FOOD ALLERGIES

It will be required that a physician's note/order be filed with the nursing department **before the first day of school**. If your child has a food allergy, the order shall state what your child has an allergy to and what precautions must be taken by the school to protect your child.

If you list a food allergy and do not have a physician's order to the nurse by the first day of school, then we will assume that there is no food/drink allergy that might be life threatening to your child, and he/she will be allowed to have all foods/drinks that are served at school.

Schuyler R-1 Elementary requires that all food that comes from home with the purpose of sharing among the students be store bought, packaged food items. This includes all food items consumed by students during the instructional day including kindergarten snack time, birthday treats, holiday parties, etc. This policy is for the safety of our students. With store bought, packaged items, the nutritional information is provided for our students with food allergies, so they are able to be more aware of the ingredients in the food items being served. Additionally, store bought, packaged food items are inspected to make sure they are prepared in a clean environment with workers who follow basic sanitation requirements. This policy does not apply to what you can send to school for your own child to eat in their lunch. It only applies to foods that are sent to be shared with the class.

COMMUNICABLE DISEASES POLICY AND PROCEDURE

The Schuyler R-I School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition, and treat students and employees in a nondiscriminatory manner. Schuyler R-1 School nurses follow the Prevention and Control of Communicable Diseases: A Guide for School Administrators, Teachers, and Child Care Providers.

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization unless they are exempted from immunization.

Universal Precautions

The District requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The District will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities such as, but not limited to, chicken pox, influenza and conjunctivitis will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities such as, but not limited to, hepatitis B virus or HIV shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non-bloodborne pathogens. In the case of students, certain types of behaviors such as biting or scratching may also be associated with transmission of pathogens. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper healthcare or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team, if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent/guardian to provide such notice to the superintendent.

Prevention and Control of Communicable Diseases and School Attendance

The school nurse and teachers observe children for deviation from the normal and assist in the detection of health problems in the child. Emotional and physical abnormalities should be recognized and dealt with as early as possible.

Signs of contagious conditions are recognized and the exclusion of pupils from school will be done based on the following symptoms.

1. Temperature of 100 degrees or above
2. Unidentified rash or skin eruption
3. Red, inflamed eyes with thick mucus discharge
4. Excessive sore throat
5. Excessive stuffy or runny nose, sneezing, or tearing
6. Persistent cough
7. Unrelieved headache
8. Nausea or vomiting
9. Diarrhea or complaints of abdominal pain
10. Unusual behavior, sleepiness, irritability, or listlessness

Return to the classroom is determined by the disappearance of these symptoms and/or the family physician's recommendations (diagnosis and treatment began). Any child brought to the principal or school nurse with complaints of illness or injury is recorded in the Daily Office Log.

These conditions and diseases, which are spread by contact with infected persons, shall include:

- | | |
|------------------|--|
| 1. Chicken Pox | May return when all lesions are crusted, generally day 6 after onset of rash. |
| 2. Common Cold | Exclude if fever is greater than 100 degrees or if excessive coughing is present. Need not be excluded if symptoms are mild/moderate and child is able to participate in routine activities. |
| 3. Pink Eye | Child may not attend school until examined by a physician and approved for re-admission or proof of treatment and permission given by the nurses of the school district. |
| 4. Fever Blister | If lesions are abundant on face or in the mouth or the child has difficulty chewing or swallowing, a physician should evaluate them. |
| 5. Fifth Disease | May exclude for elevated temperature. |
| 6. Impetigo | Exclude until lesions are healed or treatment has been initiated. |
| 7. Rubella | Exclusion for at least 4 days after appearance of rash. |

8. Rubella (German Measles)	Exclusion for 7 days after appearance of rash.
9. Mumps	Exclusion for 9 days after swelling begins, less if swelling has subsided.
10. Ringworm antifungal	Exclude until treatment has started. Usually treated with topical creams or ointments. In severe cases, may require oral prescription medications.
11. Scabies	Exclude until day after adequate treatment is completed.
12. Shingles	Exclusion only if lesions cannot be covered and only until lesions are crusted. No exclusion necessary if environment is controlled and no one else is susceptible to chickenpox.
13. Streptococcal (sore throat)	Should not return until at least 24 hours after beginning antibiotic treatment and until they are without temperature for 24 hours without the use of Tylenol, ibuprofen, or any other medication to lower temperature.
14. Hand, Foot, and Mouth	Should not return until they are without a fever for 24 hours and their blisters have scabbed over.

Schuyler R-1 School Nurses follow the Prevention and Control of Communicable Diseases, A Guide for School Administrators, Teachers, and Child Care Providers.

Head Lice

In keeping with the Schuyler R-1 School District's policy of avoiding the unnecessary exclusion of students from school, the District will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school-wide head lice screenings. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays, and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance

with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment, and prevention of head lice for staff, students, parents and the community.

TEMPERATURES

If your child runs a fever, he/she must be fever free for 24 hours without the aid of Tylenol, ibuprofen, or another medication before returning to school. Students may return to school if they have been seen by a physician and have a written excuse stating that they have been treated and are safe to return to school. A fever usually signals an illness that is contagious. This precaution reduces the number of other students and faculty that are exposed to a contagious illness. If your child will be absent, remember to call the school the day of the absence and send a note when they return.

While it is our belief that in general circumstances that a fever of 100 degrees is an acceptable screening number; in outbreak situations of respiratory illness, a more restrictive view may occur. Since people are most infectious during the 24 hour period before obvious symptoms, the nursing department will do its best to rapidly remove those suspected of being ill to decrease the spread of disease.

EMERGENCY CARE FOR ILLNESS AND INJURY

The school nurse has the responsibility for the emergency handling of accidents and sudden illness occurring on school property during school hours. This includes giving first aid and notifying parents/guardians. The school is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid. As a guideline, the nurse will follow the recommended procedures in the flip chart provided by the Department of Health and the Department of Elementary and Secondary Education titled "Recommended Procedures for Emergency Care of Illness and Injuries."

1. The District will be responsible for providing adequate facilities or at least one person in each building who is trained in first aid and CPR.
2. The District will give immediate and temporary first aid care to sick and injured students in the absence of the school health nurse.
3. Students who become ill at school should be evaluated by
 - History of symptoms with particular notice of signs and symptoms of communicable disease,
 - Presence of an elevated temperature, and
 - Physical assessment indicated by symptoms.
4. Students should be isolated until judgment has been made regarding their exclusion from school. Parents/guardians will be notified if the symptoms persist, and it is believed the child should be seen by a physician.
5. In an emergency, the parents/guardians will be notified immediately for appropriate instruction since the district's responsibility is only for first aid. The right to give treatment goes no further than treatment that is necessary to protect life and to comfort the individual(s) until additional treatment can be secured by the parents/guardians.
6. The District will have on file an emergency card for each child designating an adult to contact, two alternate names and current information, name of the physician, and other significant information (allergies, religious beliefs, etc.). The school nurse will utilize this information to contact parents/guardians. It is the parent's/guardian's responsibility to update this very important information.
7. For the child's safety, school personnel, including a school nurse, will not transfer an injured

student. If the parents/guardians cannot provide transportation for a seriously injured student, an ambulance will be called at the expense of the parents/guardians. A responsible adult will accompany the child in the ambulance in absence of a parent. The superintendent will be notified at the time the ambulance is requested.

8. If an injury occurs that requires further medical treatment (doctor's office or emergency room), or results in absence of more than one-half day, an accident report will be generated. A copy of the accident report should be retained in the student's permanent record and a copy submitted to the school administrator for review.
9. The District reserves the right to act as necessary, in its opinion, in a life or death situation. School personnel will notify the office of superintendent when such emergency services are needed.

POLICY 2870: ADMINISTERING MEDICINES TO STUDENTS

Prescription Medication

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

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

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

Over-the-Counter Medication

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

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

Emergency Medication

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

Storage and Administration of Medication

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

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to

contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

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

Pre-filled Auto Syringes

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

Self-Administration of Medication

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

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

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

Cardiopulmonary Resuscitation Training

Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students grades 9-12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

Automated External Defibrillators

Should the District acquire an automated external defibrillator and maintain it on school premises, the District will:

1. Comply with applicable regulations;
2. Ensure the defibrillator is tested at least every two years and after every use;
3. Ensure that the defibrillator is maintained according to the manufacturer's operation and maintenance guidelines;
4. Ensure that an inspection is made of the defibrillator at least every ninety (90) days for potential issues related to its operation, including blinking lights or defects suggesting tampering or other problems.

Any person who gratuitously and in good faith renders emergency care by use of the District's defibrillator will not be liable for any civil damages or subject to any criminal penalty unless the user acts in a reckless or wanton negligent manner.

Where the District possesses and maintains a defibrillator, training will be provided along with existing training in cardiopulmonary resuscitation for students in grades 9-12. Such defibrillator training will follow the standards set by the American Red Cross, the American Heart Association or similar training from a nationally recognized organization.

Administration of Asthma Rescue Medication

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

Parent/Guardian Administration

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

Exception for Potentially Harmful Administration

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

Positive Behavior Support (PBS)

At Schuyler R-1 Elementary, we utilize a framework called PBS. It is utilized by many other schools in our state as well as many other states and countries. "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" (MO SW-PBS, 2016). At Schuyler R-1, we utilize this framework to promote our district's mission and provide a structure for encouraging expected behaviors and discouraging inappropriate behaviors. Schuyler R-1 Elementary has four schoolwide expected behaviors that create the acronym RAMS: Respectful, Achiever, Motivated, and Safe.

Schuyler R-1 Elementary School "The Behavior Matrix"

Setting Expectations	All Settings	Classroom	Lunchroom	Hallway	Bus	Playground	Restroom	Locker
R Respectful	Speak appropriately to others. Follow directions.	Stay in your seat. ✓ Raise your hand. ✓ Wait to be called on. ✓ Be a good listener.	Use table manners.	Face front. Leave property alone.	Be on time. Listen to driver.	Share and take turns. Include others in play. Follow directions. Bring in what you take out. Voice Level: 4-5 Line up quickly and quietly.	Give privacy to others. Flush and use equipment appropriately. Voice Inside: 2 In Hallway: 0	Speak to locker partner in a kind manner. Only move or remove your own belongings. Voice Level: 1
		Complete assignments: ✓ Completed. ✓ Turned in on time.	Place silverware and trash in provided receptacles.	Walk on the right. Stop at the STOP sign or where teacher instructs. Voice Level: 0	Take all of your belongings with you.	Use restroom at assigned time.	Collect all materials in 1 trip. Keep assignments organized.	
A Achiever	Be responsible for self.	Ask for help. Use provided class time to complete work.	Eat in a timely manner.		Watch for your stop.	Be active.	Return to class quickly.	Return to class in a timely manner. Complete tasks in the time given by the teacher.
		Stay properly seated in your chair.	Stay in line while getting or emptying your food tray.	Keep hands and feet to self. Keep personal space.	Back and bottom touch the seat. Keep the aisle clear.	Stay on the playground. Walk on the sidewalk. Use equipment appropriately.	Bathroom checker. 4 in at a time. Wash with soap and water. Use hand dryer.	Keep hands, feet, and objects to self. Stay in space of your own locker. Keep floor and locker free of clutter.
M Motivated	Be at school. Be a problem-solver: ✓ Stop ✓ Think ✓ Go							
		Keep hands, feet, and objects to self. Use materials appropriately. Keep the school clean.						
S Safe								

OFFICE DISCIPLINE REFERRAL PROCEDURE

1. The referring staff member determines whether the student's infraction meets the criteria of a major or a minor as defined in the Positive Behavior Support (PBS) handbook.
2. The staff member completes either a major or a minor referral.
3. After three minor referrals in five school days, the student will be sent to the office. Major referrals, or Office Discipline Referral (ODR), will generally be sent to the office immediately.
4. The principal will review the referral form and gather any additional information as necessary.
5. The principal will determine the appropriate consequence(s). A bus conduct report is considered a major referral but will follow the consequence schedule as outlined in this handbook. The original referral sheet will be filed electronically for data collection.
6. The electronic data system used - School Wide Information System (SWIS) - will yield summary information regarding ODRs for individual students as well as useful information that will aid in the implementation of the PBS lesson plans. Each student's information is confidential and is only shared with specific staff members on a need-to-know basis.

Students who want to discuss a situation with a bus driver, teacher, or school employee may schedule a private conference with the bus driver, teacher, or employee at the adult's convenience. Students should remain after class to schedule a private conference with their teachers. Students should wait until they are getting off the bus to ask the driver for a conference. Bus drivers, teachers, and staff members should arrange the conference within a 24-hour period, if possible. The principal, at the request of the student or school employee, will attend the conference.

DRESS FOR STUDENTS

Students should be encouraged to wear appropriate clothing, which is comfortable and in good taste, and to take pride in being well groomed. Cleanliness and neatness of dress and hair are important to all students and should be encouraged and supervised by parents. Students should also wear clothing suitable for the weather conditions. Students need to use good judgment in deciding their attire for the school day and school activities. Any night home activity is up to the discretion of the supervisor or coach.

If any staff member feels that the mode of dress by a student is disruptive to the educational process and/or against the school dress code, the student will be asked to change or reverse unsuitable clothing. Parent(s) may be asked to bring alternative clothing to school. If you have any doubts that an outfit is appropriate for school, don't wear it.

Upper Body - The following should not be seen:

- (1) A tank top strap that is less than 2 inches wide
- (2) Cleavage – Top and side
- (3) Midribs/Lower Back – Even while sitting
- (4) Top of the buttocks
- (5) Bare back
- (6) Undergarments

Lower Body - The following apply:

- (1) All coverings need to be the length of the student's fist at their side or longer.
- (2) Holes in pants the sizes of a quarter are only permissible from the top of the knee cap. Scuffed and scraped jeans above the knee cap that do not have holes are permissible.
- (3) Pajamas are only allowed by approval for special theme days.
- (4) The only exceptions to these requirements are school board approved team uniforms.
- (5) Undergarments are not to be seen.
- (6) Pants need to be pulled up.

- (7) Shorts should not be worn during winter months due to outdoor recess and colder temperatures.

Additional comments:

- (1) Any of the following items of clothing are not acceptable: clothing with obscene, suggestive, or profane words; clothing with pictures or advertisements for liquor or tobacco; clothing with symbols and/or words across the groin or bottom area; or clothing that is insensitive to age, race, religion, gender, or ethnicity.
- (2) Hats will not be worn between the hours from 7:35-3:32 except on special theme days.
- (3) Sunglasses/Chains – are not to be worn in school, exceptions to this rule must be cleared through the office
- (4) Gum Boots and/or chore boots are allowed only if soil free. A student wearing soiled boots must have shoes to change into. No Spurs are allowed.
- (5) Coveralls –All insulated and non insulated coveralls and bib overalls may be worn to school but must be removed before entering the classroom.
- (6) When wearing a hooded sweatshirt, students cannot wear the hood on their heads like a hat.

It is important to note that the rule of good taste overrides the specifics of all aspects of the dress code. Just because a piece of clothing meets the specific requirements of the dress policy, it may still be deemed inappropriate if it disrupts the educational process, adversely impacts the learning environment, or endangers the health or safety of students, staff, or community members.

PLAYGROUND RULES

1. Students should not climb on or over the fence.
2. Students should not leave the playground without special permission.
3. Children are not to be in the parking area at any time.
4. After a rain, students should play on the surfaced areas.
5. Students are NOT to play TACKLE FOOTBALL, HARDBALL, OR DODGEBALL on the school grounds. NO CONTACT SPORTS.
6. Kickballs are the only pieces of equipment that may be kicked.
7. Do not throw rocks, snowballs, sticks, etc. Doing so will be addressed according to the discipline plan.
8. Avoid roughness in play such as tripping, kicking, fighting, and tackling.
9. Always refrain from petting and playing with dogs and cats that come to the playground.
10. Avoid writing on school property such as buildings, walks, and ground areas.
11. Help maintain an attractive playground by keeping the schoolyard clean by picking up papers and other litter.
12. Use school equipment safely and as it is meant to be used.
13. Be sure that equipment brought from home is carefully marked with student's name. Each child is responsible for such personal property.
14. Students are not permitted to play on the playground after school is dismissed, because the playground is not properly supervised at this time.
15. Inappropriate language will be addressed according to the discipline policy. You should set a good example for friends and younger children.

Slides

1. Students should sit down and face forward while using the slides.
2. Only one person should go down the slide at one time.
3. Once slides have been climbed, always go down.
4. Do not track mud onto the slides.

Swings

1. Only one person in a swing.
2. Do not stand in the swing.
3. Do not swing sideways or twist your swing.

BUS REGULATIONS

Bus transportation is a school service. Students are responsible to obey the driver at all times and are expected to be courteous and considerate to other students as well.

In the morning, students need to be at their designated bus stop five minutes **before** the scheduled pick up time. Students need to form a line and wait for the driver to direct them to board to ensure an orderly and sure boarding process. In an attempt to stay on the published time schedule, buses cannot wait for students who are not at the bus pick up location. Students who miss their regular bus must be picked up by a parent or guardian.

After school, students need to go directly to their bus with all needed personal items. Students are **not** allowed to leave the bus once the buses are loaded. Buses will not return to school. Elementary students desiring to ride a bus other than their assigned bus must bring a note or request from home and have it signed by the principal. High school students wishing to ride a bus other than their assigned bus must pre-arrange (24 hours in advance preferred) this request with the transportation director.

The local school has a measure of responsibility in training pupils to be good passengers and to observe certain rules for good discipline and safety on the bus. The following regulations for pupil safety will serve as a guide.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
5. Pupils must not at any time extend arms, hands, or head out of the bus windows.
6. Pupils must not try at any time to get on or off the bus, or move about within the bus, while it is in motion.
7. No smoking, lighting of matches, or use of any tobacco products on the bus by anyone at any time while students are on the bus.
8. Roughhousing on the bus is prohibited.
9. Pupils must observe directions of the driver when leaving the bus.
10. Pupils shall keep the bus clean and refrain from damaging it. Any damage to the bus should be reported to the driver at once.
11. Pupils must keep their feet off the seats.
12. Pupils must keep sharp objects off the upholstery.
13. Pupils must not throw objects inside the bus or outside the bus windows.
14. Pupils who must cross the road must walk around to the front of the bus and stand about ten feet in front of the bus in line with the right front fender and wait for a signal from the driver to cross the road.
15. When pupils must cross the road to board the bus, the driver should signal when it is safe to do so, and children should proceed to cross the highway in front of the bus.
16. Any problems that the driver cannot solve are to be reported to the transportation director.
17. Destruction to the bus by the student is to be reported to the transportation director. Any student caught damaging the bus is expected to pay for the damages. There is also the possibility of a bus suspension.
18. Profanity is not to be used on the bus.
19. Cooperation is expected between administration, drivers, students, and parents.
20. At no time are balloons, water guns, or water in any container to be permitted or used on the bus, including the last day of school.
21. Pupils riding the bus to somewhere other than the normal destination must have written

permission from parents. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent, or principal of the school.

22. Bus riders should never tamper with the controls or the equipment on the bus.
23. When a pupil is suspended from the bus for an infraction of rules and regulations listed above, he or she is not suspended or excused from attending school when so designated by the principal.
24. Students should not ride buses other than the one to which they are assigned. If there is a need to change, the transportation director will notify the parent and elementary office.
25. Food and drink are prohibited, except bottled water.

Bus Discipline Consequences

Failure to follow these regulations will result in disciplinary action up to suspension from the school bus. The bus driver is strictly in charge of the bus and is expected to report to the Superintendent or Transportation Director any failure of cooperation on the part of the students. Inquiries about routes should be referred directly to the Transportation Director. Should further questions arise, please call the Superintendent at (660) 956-4125.

- 1st Offense - Shall be in the form of a written warning, and the student shall be allowed to ride the bus on a probationary basis. The parents/guardians will be notified by school letter.
- 2nd Offense - Will result in a suspension from the bus for 1 day. The principal shall notify the parents.
- 3rd Offense - Will result in a suspension from the bus for three (3) school days, after a conference is held with the student, principal, and transportation director. The principal shall notify the parents.
- 4th Offense - Will result in a suspension from the bus for five (5) school days, after a conference is held with the student, principal, and transportation director. The principal shall notify the parents.
- 5th Offense - Will result in a suspension from riding the bus for ten (10) school days, after a conference is held with the student, principal, and transportation director. The principal shall notify the parents.
- 6th Offense - Will be automatically suspended from riding the bus for the remainder of the school year.

CELL PHONE POLICY

1. All electronic devices are "off" during school hours including recess and should not be visible. Students in fifth and sixth grades are asked to turn their phones in to their homeroom teachers, since lockers are not locked.
2. Phone calls can only be made under the supervision of office personnel and not in hallways, locker rooms, restrooms, etc.
3. Video recording and picture taking will not be tolerated unless under the direction of a faculty member.
4. Cell Phones are strictly prohibited in bathrooms and locker rooms and should not be visible.
5. Phone must be on silent with vibrate setting turned off.

1st Offense - Teacher will collect the phone and return it at the end of the day.

2nd Offense - Teacher will collect the phone and call the parent/guardian to pick up the phone.

3rd Offense - Office Referral. Teacher will collect the phone and turn it into the principal.

4th Offense - ISS

POLICY 6320: COMPUTER, INTERNET, AND TECHNOLOGY USAGE

A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Tommy Roberts or designated representatives.

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610), as well as employee handbooks, clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security as well as restricted database files and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work. These passwords/account codes shall not be shared with others, nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state law, or federal law. Students or employees who misuse electronic resources or violate laws will be disciplined at a level appropriate to the severity of the infraction.

Acceptable Use

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

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

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

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline as well as the enforcement of any District policy, state laws, and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view, or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

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

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, login under login name 123anonymous) and submit an electronic request for access to a website, or:

2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in as 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students; the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

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

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers, or the addresses or telephone numbers of students, employees, or other individuals during email transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery, or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the

information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems that arise from the user sharing his/her account code/password are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking, or other technology to protect students and staff from accessing Internet sites that contain visual depictions that are obscene, child pornography, or "harmful to minors." The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

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

Consequences

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

1. Suspension of District network privileges
2. Revocation of network privileges
3. Suspension of Internet access
4. Revocation of Internet access
5. Suspension of computer access
6. Revocation of computer access
7. School suspension
8. Expulsion
9. Employee disciplinary action up to and including dismissal

POLICY/REGULATION 2170: DISTRIBUTION OF NONCURRICULAR PUBLICATIONS BY STUDENTS

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

Guidelines for Distribution

Students may distribute, at reasonable times and places, unofficial written materials, petitions, buttons, badges, or other insignia, except expressions which:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting, hateful or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in above categories to any student is prohibited.

Please refer to Regulation 2170 for definitions and the distribution procedure.

POLICY 2655: BULLYING

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

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

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

reports an act of bullying shall be subject to disciplinary action.

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

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

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

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

POLICY 1300: PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT (TITLE IX)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Mrs. Raven Weaver
Email: rweaver@schuyler.k12.mo.us
Address: 21701 US Hwy 63, Queen City, MO 63561
Telephone Number: 660-956-4125

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint of harassment or discrimination based on a protected classification by students, employees, parents, and patrons of the District. Students with a complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

To read all of Policy 1300 and Regulation 1300, please visit schuyler.k12.mo.us.

POLICY 2620: FIREARMS AND WEAPONS IN SCHOOL

Firearms and Weapons in School

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

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

Definition of Firearm

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive,
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter,
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law,
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

The term *weapon* shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade knife

Other weapons:

1. Mace spray
2. Any knife, regardless of blade length (optional)
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

Students Who Bring Firearms or Weapons to School

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Applicability of Regulation to Students with Disabilities

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C. § 930(g)(2), to or at school, on school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

POLICY 2640: USE OF TOBACCO, ALCOHOL, AND DRUGS

Smoking

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, in/at District buildings, vehicles, and grounds. (See Policy 5250)

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witness statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

CBD Products

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

STUDENT SEARCHES

The Schuyler R-1 School District may/will search student lockers and other school property used by students. Such searches may include the use of a drug dog to search lockers, backpacks, purses, and cars parked on the school grounds. Searches are used to maintain the welfare of our student body or to prevent discipline problems and interference with the educational process.

STUDENTS' CODE OF CONDUCT: INFRACTIONS AND CONSEQUENCES

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the District, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on District property, including playgrounds, parking lots, and District transportation, or at a District activity, whether on or off district property. The District may also discipline students for off-campus conduct that negatively impacts the educational environment to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Schuyler County R-I School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the District's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the District is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity or being on or near District property or the location of any District activity for any reason unless permission is granted by the superintendent or designee. In addition, the District may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in §160.261, RSMo. or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any District property or any activity of the district, regardless of whether the activity takes place on District property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian, or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian, or custodian and the superintendent or designee has authorized the student to be on District property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the District.

- The student resides within 1,000 feet of a public school in the District and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences" listed below.

Infractions, Offenses, and Consequences

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty (Refer to Policy and Regulation 2610) – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense	No credit for the work, grade reduction, or replacement assignment
Subsequent Offense	No credit for the work, grade reduction, course failure, or removal from extracurricular activities

Arson (Refer to Policy and Regulation 2610) – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault (Refer to Policy and Regulation 2673)

- Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

- Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another

First Offense:	Expulsion
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Automobile/Vehicle Misuse (Refer to Policy and Regulation 2650) – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension
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Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension
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Bullying and Cyberbullying (Refer to Policy and Regulation 2655) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to, physical actions including violence, gestures, theft, or damaging property; oral or written taunts including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; or sending or posting materials that threaten or raise concerns about violence against others, suicide, or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension
Subsequent Offense:	1-180 days out-of-school suspension or expulsion

Bus or Transportation Misconduct (Refer to Policy and Regulation 2652) – Any offense committed by a student on transportation provided by or through the District shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty (Refer to Policy and Regulation 2610) – Any act of lying, whether verbal or written, including forgery.

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

Disrespectful or Disruptive Conduct or Speech (Refer to Policy and Regulation 2610) – Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of District policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings, or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Drugs/Alcohol (Refer to Policy and Regulation 2640)

1. Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug.

First Offense:	In-school suspension or 1-180 days out-of-school suspension
Subsequent Offense:	1-180 days out-of-school suspension or expulsion

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit

drugs, imitation controlled substances, or drug-related paraphernalia including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension
Subsequent Offense:	11-180 days out-of-school suspension or expulsion

3. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion
Subsequent Offense:	11-180 days out-of-school suspension or expulsion

Extortion (Refer to Policy and Regulation 2610) – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences (Refer to Policy and Regulation 2662) – Violating the conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any District-sponsored activity or being on or near District property or the location where a District activity is held. See the section of this regulation titled "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the District considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of District property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the District's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") (Refer to Policy and Regulation 2610) – Tampering with emergency equipment, setting off false alarms, or making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of District property

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion
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Fighting (see also "Assault") (Refer to Policy and Regulation 2610) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action

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

Gambling (Refer to Policy and Regulation 2610) – Betting on an uncertain outcome, regardless of stakes, or engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

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

Harassment, including Sexual Harassment (Refer to Policy 2130)

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating, or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion
Subsequent Offense:	1-180 days out-of-school suspension or expulsion

Hazing (Refer to Policy and Regulation 2920) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or District-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension
Subsequent Offense:	1-180 days out-of-school suspension or expulsion

Incendiary Devices or Fireworks (Refer to Policy and Regulation 2620) – Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by District staff; possessing or using fireworks

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

Nuisance Items (Refer to Policy and Regulation 2610) – Possession or use of toys, games, MP3 players, and other electronic devices (other than mobile phones) that are not authorized for educational purposes

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

Public Display of Affection (Refer to Policy and Regulation 2610) – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping

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

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material (Refer to Policy and Regulation 2610) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by District staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

Sexual Activity (Refer to Policy and Regulation 2610) – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation

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

Technology Misconduct (Refer to Policy and Regulation 6320)

1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use District technology to connect to other systems in evasion of the physical limitations of the remote system; copy District files without authorization; interfere with the ability of others to utilize District technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using District technology; or evade or disable a filtering/blocking device

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion

2. Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops, or any other electronic communication devices during the regular school day including instructional class time, class change time, breakfast, or lunch

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

3. Violations of Board policy and regulation 6320 other than those listed in (1) or (2) above.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion

4. Use of audio or visual recording equipment in violation of Board policy 6320.

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

Theft (Refer to Policy and Regulation 2610) – Theft, attempted theft, or knowing possession of stolen property

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion

Threats or Verbal Assault (Refer to Policy and Regulation 2610) – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage

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

Tobacco (Refer to Policies and Regulations 2610 and 2640)

1. Possession of any tobacco products on District property or transportation or at any District activity

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

2. Use of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension

Tuancy or Tardiness (Refer to Policy and Regulation 2430) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; or arriving after the expected time class or school begins, as determined by the District

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension
Subsequent Offense:	Detention or 3-10 days in-school suspension and removal from extracurricular activities

Unauthorized Entry (Refer to Policy and Regulation 2610) – Entering or assisting any other person to enter a District facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a District facility through an unauthorized entrance; or assisting unauthorized persons to enter a District facility through any entrance

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

Vandalism (Refer to Policy and Regulation 2610) – Willful damage or the attempt to cause damage to real or personal property belonging to the District, staff, or students

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

Weapons (Refer to Policies and Regulations 2610 and 2620)

1. Possession or use of any weapon as defined in Board policy other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2), or § 571.010, RSMo

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion
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2. Possession or use of a firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent
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Subsequent Offense:	Expulsion
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3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion
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IN-SCHOOL SUSPENSION (ISS) RULES

While in ISS, you must obey these rules:

1. Bring all books, pencils, pens, and paper that you will need for the day to the ISS room. Additionally, bring a sweater or sweatshirt.
2. You should have at least one library book
3. You will remain in the ISS room at all times. Passes to other rooms will not be given.
4. You will be allowed one bathroom break every 1-2 hours. You will use the bathrooms in the north elementary hallway. You will be supervised during these breaks.
5. You will eat breakfast and lunch in the ISS Room.
6. Sit with your feet on the floor. Sleeping will not be allowed. Laying your head down counts as sleeping; keep your head up at all times.
7. Conversations with other students in or out of ISS while you are in ISS are not allowed.
8. Assignments will be provided by your regular classroom teachers. You are expected to work on these assignments while in ISS.
9. NO FOOD OR DRINKS OF ANY KIND.
10. You will be respectful to persons and property in the ISS classroom.
11. Rudeness to ISS students, principal, or staff member(s) or repeated violations of rules will not be tolerated. Students dismissed from ISS will be placed in OSS and will lose all credit for assignments and tests, BUT you will return to ISS on the next ISS day until you have completed the ISS successfully.

OUT-OF-SCHOOL SUSPENSION (OSS) POLICY

Students can earn up to 50% on all work done during the time they spend in OSS. It is the responsibility of the student to obtain all work they miss.

DUE PROCESS

Parents may request they be contacted immediately by the teacher if the student is assigned detention or by the office if a student is referred to the principal.

All students at Schuyler R-1 Elementary have the right not only to an education, but also the rights guaranteed by the United States Constitution. In situations involving student infractions of district or building policies that may result in punishment, the following due process procedures apply:

1. Students will meet with the principal or the superintendent.
2. Students are always given oral or written notice of the charges against them.
3. Students denying the charges are given an explanation of the facts, which were considered in forming the basis for the proposed discipline. Students will be allowed to discuss the charges with the responsible teacher.
4. Students are always provided an opportunity to present their version of the incident in question.
5. SHOULD A STUDENT BE SUSPENDED FOR MORE THAN 10 DAYS, THE STUDENT HAS THE RIGHT TO APPEAL THAT SUSPENSION TO THE BOARD OF EDUCATION. IF THEY CHOOSE TO APPEAL, THE SUSPENSION IS STAYED UNTIL THE BOARD HAS RENDERED ITS DECISION UNLESS IN THE JUDGMENT OF THE SCHOOL'S CHIEF EXECUTIVE OFFICER, THE STUDENT'S PRESENCE IN SCHOOL POSES A CONTINUING DANGER TO OTHER STUDENTS, FACULTY OR PROPERTY, OR THEY ARE DISRUPTING ACADEMIC PROGRESS BY THEIR ATTENDANCE AT SCHOOL. A HEARING BY THE BOARD OF EDUCATION WILL FOLLOW AS SOON AS IT IS PRACTICAL. APPEALS TO THE SUPERINTENDENT OR BOARD OF EDUCATION MUST BE IN WRITING AND WITHIN 10 DAYS OF THE PREVIOUS DECISION.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness and any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. All persons are assured that they may utilize this procedure without reprisal.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board is final.

Parent Involvement Building Plan

Purpose

The Schuyler R-1 School District believes that positive parental involvement is essential to achieve maximum social, emotional, and academic growth and encourages the participation of parents in all aspects of their child's education. The Schuyler R-1 Elementary Parent Involvement Plan has been developed to include activities, programs, and procedures that

- Support the Schuyler R-1 Elementary curriculum which emphasizes the Missouri Learning Standards. The curriculum of the Schuyler R-1 School District consists of content standards, objectives, instructional methods, resource activities, and assessment for all instructional areas.
- Create a common vision of parent engagement and the resources needed to sustain that vision.
- Increase and improve the level of parent involvement in our students' education.
- Promote a safe and open atmosphere for parents/families to visit the school their children attend and actively solicit parent/family support and assistance for school programs.
- Use available community resources to strengthen and promote school programs, family practices, and the achievement of all students.

These Title I documents can be provided in a family's preferred language. We want all families to be involved in the school, including families with limited English proficiency, disabilities, and/or migratory status. All students will receive this information during enrollment or at the beginning of the school year. It is always available outside the elementary office and in the handbook on the school's website.

Parent Involvement

The Schuyler R-1 Elementary School will provide parents/guardians with information on district policies, content of its curriculum, the form of assessment used to measure their child's progress, and the proficiency levels their child is expected to meet.

- At the beginning of each school year, the Schuyler R-1 School District will host an annual Open House that will give students and parents/guardians an opportunity to tour the building, visit the classrooms, and meet the Schuyler R-1 Elementary staff.
- Near the beginning of each year, a fall Title meeting will be held to inform the parents of our students participating in the school-wide Title I program and the parent's right to be involved.
- Additional meetings will be held throughout the school year which will include planning, reviewing questionnaires, and improving Title I programs.
- Student Handbooks will be made available to all students online at www.schuyler.k12.mo.us or in the Elementary office to explain rules, regulations, and school board policies.
- The District will provide opportunities for parents/guardians and teachers to communicate on an ongoing basis and supply parents/guardians with meaningful and relevant resources that will improve student learning.

To accomplish these goals, Schuyler R-1 Elementary will

- Provide opportunities for parent/teacher conferences.
- Provide quarter and semester grade reports.
- Provide results of standardized assessments such as STAR and MAP testing.
- Conference by phone, email, text message, and/or letters.
- Provide access to any instructional materials used as part of the educational curriculum.

- Encourage parents/guardians to visit the learning environment of the child’s classroom.
- Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
- Supply parents/guardians with information on how to monitor their child’s progress through an online parent portal as well as providing age-appropriate study techniques.
- Provide feedback opportunities for parents/guardians by attaching an evaluation to activities and program events and inform parents of action taken in a timely and organized manner.
- Supply parents/guardians with resources along with ways to access the resources needed to help them improve their child’s learning. The school website is www.schuyler.k12.mo.us.

Expanding Opportunities for Involvement

Schuyler R-1 Elementary will provide various curriculum-based activities and programs for parent/student-school involvement.

- Open House
- Grandparents’ Day
- Veteran’s Day Assembly
- Fall and Spring Music Programs
- Grade Level Parent Nights
- Family Fun Nights
- Parents as Teachers Group Connections
- After School Tutoring
- 5th/6th Campus Bowl
- Community-Based Service Projects
- 5th/6th Band
- Book Fairs
- Elementary Track and Field Day
- Classroom Parties (twice each year)
- Grade Level Field Trips
- Kindergarten Screenings and Kick Off
- Various PTO Sponsored Assemblies
- Semester and End of Year Awards

The Schuyler R-1 School District provides opportunities for parents/guardians to participate and/or volunteer in programs/events that support their child’s learning.

- Parent/Teacher Conferences
- Various Advisory Committees
- PTO Meetings and PTO Sponsored Events
- School Board Meetings and Presentations
- Integration of Preschool and PAT Activities
- Parent/Community Volunteers as Guest Speakers in the Classrooms and at Family Fun Nights

These activities, events, and programs will be advertised through posted agendas, classroom newsletters, the school website and app, emails, and/or notes sent home. The activity, meeting, or program may be supported with agendas, minutes, sign-in sheets, and evaluation forms.

Parent-School Compact

The Schuyler R-1 School District and the parents/guardians participating in activities, services, and programs funded by Title I of the Elementary and Secondary Education Act agree that this compact outlines how the parents, the school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's standards.

School Responsibilities

Schuyler R-1 Schools will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows.
 1. Use the curriculum in daily instructional planning.
 2. Provide effective learning strategies to motivate and assist students with an understanding of academic concepts.
 3. Have high expectations for learning and achievement for all students.
 4. Assure that every student has access to quality learning experiences appropriate to their development.
 5. Assign appropriate homework that extends and reinforces lessons taught at school.
 6. Believe that each student can learn at his/her pace and strive to meet individual needs.
 7. Supply parents/guardians with responses, textbooks, supplemental materials, etc., if needed, along with ways to access the resources needed to help improve their child's learning.
- Hold Parent/Teacher conferences each semester during which this compact will be discussed as it relates to the individual child's achievement.
 1. Conferences are held each semester and by appointment during the school year.
 2. IEP meetings are conducted as mandated.
 3. Parents/guardians may schedule a meeting with teachers as needed before school, after school, or during their planning times. Meetings should be arranged in advance.
- Provide parents/guardians with frequent reports on their child's progress.
 1. Reports via the parent portal, email, or paper copies will be provided as requested.
 2. Quarterly progress reports will be sent home each quarter.
 3. Classroom work, tests, and homework results will be sent daily and/or weekly.
- Provide parents/guardians with reasonable access to staff.
 1. Parents/guardians may schedule an appointment with their child's teacher before school, after school, and during their planning times. Meetings should be arranged in advance.
 2. Staff members will communicate to families through the student planner or communication platform utilized by the teacher (PK-6 use Facebook, Remind, Seesaw, Google Classroom, email, phone)
 3. Parents/Guardians have access to the district's calendar of school information, activities, and events on the school's website and app.
 4. The teacher may also provide weekly newsletters explaining the activities in the upcoming weeks/months.

5. Schuyler R-1 Open House will be held before school begins to give families an opportunity to meet their child's teachers, tour the building, and receive important information about the upcoming school year.
- Provide parents/guardians with opportunities to be present in the school.
 1. Parents/guardians will be welcome in the classroom to observe, given an appointment has been arranged in advance.
 2. Parents/guardians may volunteer in the classroom by scheduling a time with their child's teacher and completing volunteer paperwork for the District.
 3. Parents/guardians may volunteer by contacting the school's PTO. The PTO may sponsor different activities throughout the school year.

Parent/Guardian Responsibilities

We, as parents/guardians, will support our child's education by

1. Making sure my child attends school every day and is on time.
2. Making sure my child gets enough sleep.
3. Making sure any homework is completed.
4. Checking and signing my student's binder, planner, homework sheet, etc., if applicable.
5. Reading and responding as necessary to all communication from the school.
6. Attending Parent/Teacher Conferences to discuss my child's progress.
7. Attending the Schuyler R-1 Open House to help with my child's transition to school.
8. Participating or volunteering, when possible, in PTO and/or Booster Club and their many activities.
9. Becoming a parent representative on Schuyler R-1 advisory groups when applicable.
10. Supporting the school's effort to implement Positive Behavior Support (PBS).
11. Reading with my child for at least 15 minutes each night.

Student Responsibilities

We, as students, will share the responsibilities to improve our academic achievement and achieve Missouri and Schuyler R-1's high standards by

1. Making my education a priority.
2. Coming to school every day ready to learn and prepared with all necessary supplies.
3. Completing and turning in all class and homework assignments on time.
4. Paying attention in class and maintaining appropriate behavior.
5. Asking my teachers questions when I do not understand.
6. Respecting myself, others, and school property.
7. Reading the Student Handbook and following all school rules.
8. Giving my parents/guardians all notices and information received from my school every day.
9. Talking to my parents/guardians about what I learned at school.

Student Signature: _____

Parent/Guardian Signature: _____

School Representative Signature: _____

Receipt of Student-Parent Handbook & Internet and Computer Usage Policy

The handbook is available online at www.schuyler.k12.mo.us or a printed copy may be requested by contacting the Elementary Office at (660) 956-4125. It has been written as a guideline to encompass most issues. However, exceptions can and do occur and will be handled on a case by case basis by administration. Board-approved district policies can be found on the school's website under Board of Education → Board Policies.

This is to acknowledge that my parents/guardians and I read the 2023-24 Student-Parent Handbook and Internet and Computer Usage Policy for Schuyler R-1 Elementary. We understand that we are responsible for knowing and adhering to the rules and procedures contained in the Handbook and the Internet and Computer Usage Policy as well as any other rules and procedures established by the Schuyler R-1 School District. Prior to receiving authorization to use the Internet and devices, students and parents/guardians must sign this form.

Please sign and return this form to the Elementary Office by Friday, September 1st.

Student (Print Name): _____

Student Signature: _____

Parent/Guardian Signature: _____

Do you have internet access at home that would enable your child to complete school work online?	Yes	No
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Does your child have access to a device at home that would enable him/her to complete school work remotely?	Yes	No
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