

Eldon Upper Elementary
Student Handbook
2025-2026



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WELCOME

Dear Parents and Guardians,

On behalf of the faculty and staff of Eldon Upper Elementary, we welcome you and thank you for trusting us with your most precious children. We are committed to student learning and to promoting the growth of the whole child academically, physically, socially, and emotionally. We believe all children can learn and succeed.

We look at ourselves as a learning team, with you being a very important member. We value the communication that flows between home and school. It is an awesome responsibility guiding and teaching your child as they progress to the next level. We encourage you to be an active member of the learning team by encouraging your child, stressing the importance of school, being involved in Eldon Upper Elementary and Parent Teacher Organization activities, attending conferences, and working closely with your child's teacher.

Please read this handbook. It will provide the basic information and policy items you will need to be aware of throughout the year. It is also very important that your child is aware of and understands what is stated. You will be receiving additional information throughout the school year, as it is our goal to keep you informed.

We welcome you anytime and look forward to working together this year! If you have any questions, please call us at 392-6364. When students, teachers, and parents work together, great things can happen! We look forward to a fantastic year!

Sincerely,

Cody Kliethermes
Eldon Upper Elementary
Principal

SCHOOL INFORMATION & CONTACTS

Eldon Upper Elementary School
409 East 15th Street
Eldon, Missouri 65026
(573) 392-6364

Principal: Cody Kliethermes
cody.kliethermes@eldonmustangs.org

Assistant to the Principal: Kari Duncan
kari.duncan@eldonmustangs.org

www.eldonmustangs.org/eldon-upper-elementary/

Office Hours: 7:30AM - 4:00PM

Mission Statement:

Mustangs are committed to developing leaders one learner at a time!

Vision Statement:

Through effective leadership and shared responsibility, Eldon Upper Elementary is committed to doing whatever it takes through rigor, relevance and relationships to ensure student learning. As a Professional Learning Community, we envision a school that:

- Maintains high expectations
- Utilizes technology and research-based best practices for learning
- Sustains a safe and positive climate for learning
- Treats everyone with courtesy and respect
- Analyzes data to guide instruction
- Nurtures parent and community relations
- Gains success through collaboration and professional development
- Strives for excellence in student achievement

Daily Schedule:

3rd Grade

- 8:30 – 9:30 – Math
- 9:30 – 10:20 – Specials
- 10:20 – 11:00 – Math
- 11:00 – 11:20 – Writing
- 11:20 – 12:00pm – Lunch
- 12:00 – 12:30 – Writing
- 12:30 – 1:00 – Recess / Wednesday 12:00 – 12:30
- 1:00 – 2:30 – Reading / Wednesday 12:30 – 2:10 / Read 180 – 1:00 – 2:05
- 2:30 – 3:10 – Science/Social Studies, *10 minute Brain Break if needed
- 3:10 Pack Up

4th Grade

- 8:30 – 10:30am – Comm. Arts (9:00 – 10:30/READ 180)
- 10:30 – 11:20 –Specials
- 11:20 – 12:00pm – Social Studies/Interventions
- 12:00 – 12:37 – Lunch
- 12:35 – 2:10 – Math
- 2:10 – 2:35 – Recess / Wednesday 1:45 – 2:10
- 2:35 – 3:20 – Science
- 3:20 – Pick Up, 3:22 – LEAP Dismissal, 3:30 – Bus Dismissal

5th Grade

- 8:35 – 9:25am – Specials
- 9:25 – 10:30 – Math
- 10:30 – 12:30pm – Comm. Arts (11:00 – 12:30/READ 180)
- 12:40 – 1:17 –Lunch
- 1:20 – 1:45 – Recess
- 1:45 – 2:35 – Science
- 2:35 – 3:15 – Social Studies / Interventions

Daily Release Times – *Except on Wednesdays

- 3:20 Pick Ups/Walkers
- 3:22 LEAP
- 3:30 Bus Riders, Dismissal from office by grade

*Every Wednesday release times are one hour earlier.

ATTENDANCE, SCHOOL CLOSINGS, & AFTER-SCHOOL DISMISSAL

Attendance:

Good school attendance is necessary for school achievement. Realizing that it is impossible to make up all the instruction lost due to being absent from class, the following attendance policy is in effect:

1. Students are expected to bring a written note to school following an absence or ask a parent to call explaining the reason for the absence. Absences must conform to one of the following definitions:
 - A. Illness of the student.
 - B. Medical appointments-Parents are encouraged to schedule appointments during non-school hours whenever possible. Medical appointments must be accompanied with a physician's note.
 - C. A family emergency of a serious nature.
 - D. **ABSENCE APPROVED BY THE SCHOOL PRIOR TO THE ABSENCE**, e.g. family trips.
2. Only the legal guardian of an Eldon Upper Elementary student may pick them up from school unless the legal guardian has given verbal or written permission to the school to release their son or daughter to someone else.
3. Regular attendance at school subjects the student to many lectures, demonstrations, and participation exercises, which would otherwise be missed and often very difficult to make up. With this in mind, we feel that if a student misses more than TWENTY school days, that individual has not been exposed to a large portion of his/her educational opportunity and may be subject to retention at his/her present grade level, regardless of academic grades. In cases of extended illness or absences beyond 20, an approved, written statement signed by a licensed physician should be filed with the principal. Students who miss 20 or more days of school may be subject to the school contacting division of family services and/or juvenile authorities.
4. Suspension from school is considered to be unexcused. Work missed will be provided at the request of the student and/or parent.
5. After the first five, eight, and ten absences, the parent or guardian will receive a letter to remind them of their child's attendance record.
6. No outside guest may attend school classes or school day events without prior approval from the Eldon Upper Elementary Administration.

Release of Students During the Day:

To ensure your child's safety and to lessen classroom disruptions, please send a note or call the office if a student is to be picked up during school hours. The parent/guardian or designated person will pick up the student in the office. Authorized persons must have identification available upon request.

School Closing:

It may be necessary to call school off due to weather conditions or other acts of nature. This announcement will be aired over the radio stations KRMS, KLOZ, KBMZ, KZMO, and KLGS by 6:30 a.m. newscast. KRCG-TV-13 will also carry the announcement. In addition, the district will send out a message via the district's automated call system to the parent primary phone number on file. When this type of closing occurs, the day missed will be made up according to a calendar extension of the school year, or other days as designated by the school calendar.

Alternative Methods of Instruction (AMI) Days:

It is the goal of the Eldon School District to continue learning when school is not in session. Therefore, Alternative Methods of Instruction or AMI days may be used in the event that school is canceled. Eldon Upper Elementary School will participate in Alternative Methods of Instruction during the upcoming school year. This plan will allow the opportunity for all Eldon Upper Elementary students to be engaged in meaningful learning on inclement weather days or emergency days when conditions prevent district schools from being in session. Parents will be informed when an AMI day has been scheduled.

- Instructions and information will be provided by teachers, and students are expected to complete and submit learning activities in the time frame provided. If parents have questions about learning activities, they will contact their child's teacher through emails. Teachers will be monitoring their emails during regular school hours.
- Teachers will be available on-line (email, messenger, etc.) from 8:00 a.m. to 3:30 p.m. to provide assistance to students (providing there are no power outages) on AMI days.

Important Points to Remember for AMI Days - Students will NOT attend school on an AMI day. All students will have instructional activities to be completed at home on AMI days.

- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete and submit AMI assignments, will be marked absent for the related AMI day.
- AMI assignments may be given electronically (e.g. through Google Classroom) or by a packet sent home from school at parent/teacher conferences.
- The Missouri Department of Elementary and Secondary Education has allowed six (6) AMI days for the 25-26 school year.

Early Dismissal of School Due to Bad Weather:

In the event of an emergency after school is already in session, the superintendent of schools will announce an early dismissal of schools. The district will send out a message via the district's automated call system and the above mentioned TV and radio stations listed will be notified.

COMMUNICATION & SAFETY INFORMATION

Telephone Calls:

Telephone calls to and from the students are discouraged. Messages are taken by the school secretaries and are delivered to the child or the teacher.

Cell Phones:

Cell phones and personal electronic devices must remain powered off and out of sight during school hours. This policy is in accordance with Missouri Senate Bill 68 (signed into law July 9, 2025), encouraging a safe, supportive, and distraction-free learning environment.

Personal Property:

Any personal property not considered a school supply, which includes electronic communication devices and audio and visual recording equipment, are not to be brought to school unless the teachers ask for such items to culminate a special project. If personal property is brought to school without prior consent, it will be placed in the school office until the parent claims it. The school is not responsible for any lost, stolen, or damaged property.

School Safety/Visitors:

To provide a safe environment for our children we ask that all visitors report to the office. If you wish to deliver something to your child, please bring it to the office and we will notify him/her. Students will not be allowed to bring guests to school. The school cannot assume responsibility for children who are not enrolled in the school district.

As part of the Eldon R-1 School District's commitment to school safety, the District has buzz-in stations at the main entrance of South Elementary School, Eldon Upper Elementary School and Eldon Middle School. The buzz-in station includes an intercom and a security camera. After the start of school each day, all doors and exterior gates to the school will lock from the outside and the only point of entry to the building will be through the main entrance. All parents and visitors will be required to push an intercom button, state their name and the purpose of their visit in order to gain entry into the school. School staff will make a visual and verbal determination prior to granting the visitor access to the school. In addition, all visitors will be asked to sign in and wear a visitor badge while in the school. Visitors may be required to show photo identification.

Human Sexuality & Internet Safety Instruction

In accordance with Missouri law, the district provides instruction on human sexuality, the characteristics and dangers of sexual predators, safe and responsible use of the internet, the potential consequences of inappropriate texting, and the importance of open communication with responsible adults. Parents may request to review the curriculum and may remove their child from any part of this instruction.

INSTRUCTIONAL MATERIALS & SERVICES

Library Services:

Students visit the library in their specials class rotations. Students may also visit the library before and after school or during class with a pass from the teacher.

- All books are loaned for a two-week period.
- Students may check out three books at one time.
- Some reference materials may be checked out over night.
- Magazines are available in the library for student use; they may also be checked out overnight.
- Students losing materials will be charged the amount that it will cost to replace the materials. They may not check out any additional materials until the replacement fee is paid.

Books:

All books are loaned to students free of charge. Students are responsible for lost or damaged books. Students are responsible for textbooks until the end of the year or until the student withdraws from Eldon R-I. Fines are levied when books are lost, damaged beyond use, or cannot be repaired. Replacement price will be assessed in all cases regarding a library-type book. The replacement cost of a textbook may be assessed on a pro-rata basis.

Chromebooks:

Chromebooks are provided by the district as a learning tool to support instruction in the classroom. Students are responsible for the care and proper use of their assigned Chromebook at all times. Students are expected to follow classroom guidelines and the district's technology use policy when working on Chromebooks.

If a Chromebook is lost, stolen, or damaged, the student and parent/guardian may be responsible for repair or replacement costs in accordance with district policy. Negligent or intentional damage may result in disciplinary action.

Virtual Courses (MOCAP):

Students may enroll in virtual courses through the Missouri Course Access and Virtual School Program (MOCAP). Information about courses, providers, and the enrollment process is available at <https://mocap.mo.gov> or by contacting the building principal.

SERVICES FOR HOMELESS, MIGRATORY, AND ENGLISH LEARNERS

The district is committed to meeting the educational needs of all students, including those who are homeless, migratory, or learning English as a second language. Programs and supports are available to ensure every student has the opportunity to succeed. For assistance, please contact the district's Homeless and Migrant Coordinator at (573) 392-8000.

STATEWIDE ASSESSMENTS

Students are expected to participate in statewide assessments as required by state and federal law. A full list of assessments (such as MAP and others required by DESE) is available in the district office. Current law does not allow students to opt out of statewide testing. Questions may be directed to the building principal.

TITLE I PARENT INFORMATION

Parents of students in schools receiving Title I funds may request information about the professional qualifications of their child's teacher(s), including whether the teacher is certified, whether the teacher is teaching under emergency status, and whether the student is provided services by a paraprofessional and under the qualifications of that professional. Requests should be directed to the building principal.

CAFETERIA SERVICES

Breakfast is served from 7:50 - 8:15 a.m. each morning. Lunch is to be paid for in advance. Students should either buy hot lunch or bring cold lunch. The price for lunch is \$2.15. In order to purchase any extra food, the student must have money in his/her account. This is for full price as well as free and reduced lunches.

The Eldon R-I Schools charge policy is designed for the convenience of the parents and students. We will allow a student to charge a school meal only up to 3 meals. After the 3-meal charge is reached, Eldon Upper Elementary students will still receive an alternative meal such as a sandwich and milk until they pay their charges. They will not go without eating. Parents will have the opportunity to access their child's meal charges through the school parent portal of Infinite Campus.

In the beginning of May we cut off all charges and request that parents pay off all debt owed before the end of the school year. All charges not paid before the end of the school year will be carried forward into the next school year, even if your child/children switch buildings.

Free and reduced-price meals are available for students from families whose income falls within the guidelines established annually by the United States Department of Agriculture. If you feel that you qualify for these meals, you may obtain an application at your child's school during enrollment in August or from your school's office at any time during the school year.

STUDENT HEALTH SERVICES

School Nurse Information:

The school nurse's office is located down the hallway from the office. The nurse is on duty from 8:00 a.m. to 3:30 p.m.

All students must present documentation of up-to-date immunization status, including month, day and year of immunizations before they can attend school. In some cases an immunization could be "in progress." In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and will not be able to attend school. Documentation from your physician or MCHC (Miller County Health Center) should have the following information: child's name, date of future appointment, immunization(s) that will be given on that date, and the name of clinic or doctor's office that will be giving immunization(s). If you have any questions you may contact your physician, MCHC, or school nurse.

Prescription Medication:

If your child needs to take prescribed medication (those prescribed by physician) during school hours, the medication must be in the original container from the pharmacy with only those doses to be given at school. Parents must provide their written permission to give medication and a physician must fill out an "authorization for medications to be taken during school hours" form (from the school nurse), or a prescription order form from the physician, before the medication will be given at school. Only one week's supply of medication may be sent at a time, and the medication must be given to the nurse. The nurse will keep the medication locked in the health office (per Board Policy JHCD).

Non-prescription Medication:

A list of non-prescription medications (over-the-counter medications) are provided annually on the Student Health Information form. The signed consent form must be on file for a student to receive any of these medications (e.g. Tylenol, Tums, or generic equivalents, cough drops, etc.). If a parent needs to provide another over-the-counter medication to be given at school, written permission and the medication in the original manufacturer's packaging must be supplied, and medication will only be administered in accordance with the manufacturer's label.

Failure to comply with the medication requirements will result in students not receiving the medication (per Board Policy JHCD).

CBD and Medical Marijuana Products:

Students are not permitted to possess or use CBD oil or medical marijuana products at school or school activities, even if prescribed. Questions about this policy should be directed to the building principal.

Illness or Injury during School:

In the event a student becomes ill or seriously injured, the nurse will contact the parent or guardian by telephone. If the parent cannot be reached, the nurse will call the emergency number listed on the student's emergency information sheet. Please be sure to keep emergency numbers updated with the school office.

Doctor's Written Medical Excuse:

If a student needs to be excused from physical education, or from any physical activity, the parent/guardian should obtain it in writing from their physician. The written notice should be brought to the elementary office.

Head Lice:

It will be the responsibility of the school nurse or the principal's designee to examine any student who is possibly infested with head lice or live eggs (nits). Students found to be infested will be excluded from attending school to be treated at home. Parents of students with receding head lice and have poor attendance will be reported to the principal by the counselor. The principal will request a conference with the parents to discuss other resources for treatment and prevention for head lice. Parents and guardians may also be provided with information about other community agencies providing assistance and/or other resources to treat head lice. Students must be free of live lice and live nits upon examination by the school personnel before riding the bus or returning to school. (Board Policy JHC-AP2)

Conditions that Require Exclusion from School:

The following information is provided to help parents understand certain conditions that require exclusion from school: Fever of 100.4 or over (or had fever within 24 hours prior returning); undiagnosed rash; vomiting; diarrhea; fainting; red inflamed eyes (for pink eye must be diagnosed and treated for 24 hours before returning); impetigo; ringworm (must be on proper medication prior to returning); head lice; scabies; chickenpox and mumps. All other conditions will be at the discretion of the school nurse.

Exemptions:

In the event that your child cannot receive an immunization for medical or religious reasons please provide the school with the following information: name of child, date, reason for exemption, and shots that are exempt. This information must be signed by a physician or MCHC.

Student Accident Insurance:

Student Accident Insurance is available through the Eldon R-1 School District. For more information contact Tammy Kirkweg, Human Resource Specialist at 392-8000.

Influenza Information:

Each year, parents and guardians will receive information regarding influenza and influenza vaccinations. This information is consistent with materials provided by the Centers for Disease Control and Prevention (CDC).

Special Education Services:

The Eldon R-1 School District provides special education and related services for children ages 3 through 21 who qualify under the Individuals with Disabilities Education Act (IDEA). Parents with question about services, eligibility, or referrals should contact the Director of Special Education at (573) 392-8060).

SUICIDE AWARENESS AND PREVENTION

The district has adopted a policy on suicide awareness and prevention. Staff members receive training to recognize risk factors and respond appropriately. Parents may request more information from the school counselor or building principal.

MISSOURI HEALTHNET FOR KIDS

Information about the MO HealthNet for Kids program, which provides health insurance for eligible children, is available in the school office or online at <https://dssmanuals.mo.gov/wp-content/uploads/2022/01/health-care-brochure.pdf>.

DRESS CODE

Appearance:

Any attire, accessories, or hairstyles, deemed to create a health, safety, or disruption to the learning environment will be considered inappropriate for school and will not be allowed.

Accessories:

Students are not to wear caps, hats, visors, headgear, hoods, or bandanas inside the building. Such items should be removed when entering the building and placed in the student's locker until exiting the building at the end of the day. Oversized coats are not to be worn inside the building. Sunglasses, chains, and skate shoes are not permitted. Wheelies, heelies, and shoes with cleats are not to be worn at school.

Inappropriate Markings:

Items of clothing, bracelets and wristbands, and buttons may not bear alcoholic beverage, drugs, or tobacco insignias, advertisements, or writing which is provocative, profane, rude, and/or suggestive.

Shirts and General Attire:

Appropriate apparel must be worn to school. Inappropriate apparel includes shirts with spaghetti straps, halter tops, and strapless or off-the-shoulder tops. Bare waistline clothing and see-through clothing are not acceptable; untucked shirts must cover the waistline at all times; tight-fitting shirts and/or low cut apparel is also not acceptable. Neither boys nor girls will be allowed to wear mid-riff shirts which expose the belly button. Clothing meant to be worn as underwear is not acceptable. Clothing meant to be worn solely as sleepwear is not acceptable.

Pants, Shorts, and Skirts:

Trousers, slacks, shorts, skirts, jeans and sweatpants should be neat, clean, proper fitting and not be inappropriately cut-up or torn. Short shorts and short skirts (subject to the principal's discretion) are not permitted. Sagging pants below the waistline or showing underwear or buttocks are not acceptable. Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch either inside or outside of the garment and no flesh may be showing through the hole.

Physical Education Dress Code:

Students should wear tennis shoes and shorts, pants, or skorts. No gum or jewelry is allowed.

STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any removal will be subject to the appropriate due process procedures and in accordance with the law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board

expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality. The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies and regulations: JG-R, JGA, JGB, JGE, and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of the school year and will be available in the superintendent's office during normal business hours.

Discipline Appeals Procedure:

All appeals must be directed to the person who originally took the action upon which the appeal is based. If the appellant is not satisfied, then they may appeal to the designated superior of the person who took the original action. If either party is not satisfied with the decision of the superior, the appeal may be directed to the superintendent. If the appellant is not satisfied with the decision rendered, he/she may appeal to the Board of Education, if the punishment is for suspension out of school for more than 10 school days.

Electronic Devices:

No cell phones, headphones, or any other electronic device should be seen or heard during school hours, 6:50 to 3:20. For students attending LEAP the times are 6:50-5:30. If a student needs to contact a parent or someone else then they should come to the office for permission.

- 1st Offense: Student warning.
- 2nd Offense: Teacher takes phone away until the end of the school day.
- 3rd Offense: Principal takes phone away until the end of the school day.
- 4th and Following Offenses: Phone must be picked up in the office by a parent/guardian.

Dress Code Violations:

All students should adhere to the dress code restrictions within the handbook, if they are found to be in violation of the dress code the consequences will be as follows;

- All Offenses: Students will be asked to go to the nurses office to change.
- *Refusal by students to change or follow dress code will result in them being sent home.

Fighting:

Due to the nature and causes of fighting, each case will be dealt with individually. Every effort will be made to discipline the guilty party(s) while protecting the rights of those defending themselves. Students should refrain from name-calling, giving dirty looks, obscene gestures, or otherwise provoking others. It is always the best policy to walk away from tense situations and seek help from an adult. We encourage students to give the respect they would like to receive. Students involved in a fighting situation will be sent home that day, with punishment commencing with the first full day following the event. Punishment for such behavior is the same as listed under Assault.

1. Penalties for fighting may vary depending upon the nature and severity of the fight.

2. Students will be referred to a mediator to avoid further problems or as an alternative to discipline if it is appropriate.
3. All acts of violence, e.g. fights, threats, weapons, will be referenced to the Safe Schools Act (HB1301 & 1298)

Consequences may be applied to any person, who escalates the altercation with verbal taunts or physical exchanges, e.g. Chanting, name calling, preventing a student from leaving a fight or pushing a student into the fight.

Assault:

Intentionally placing another in reasonable apprehension of imminent physical danger. Knowingly causing physical injury to another person with criminal negligence, or recklessly engaging in conduct which creates a grave risk of death or physical injury to another person, and the act described occurred on school property, on a school bus, or arose as a result of a school or school district sponsored activity. Assault on school property is a class D felony. Reference Safe Schools Act HB1301 and 1298.

- 1st Offense: I.S.S., up to 180 days of O.S.S., parent conference to re-enter school, referral to law enforcement official, and documentation in the student's discipline record.
- Subsequent Offense: 1-180 days of O.S.S., parent conference to re-enter school, referral to law enforcement official, and documentation in student's discipline record.

Assault to a Staff Member:

1-180 days of O.S.S., referral to superintendent, and referral to law enforcement officials.

Bullying:

(see Board policy JFCF)—Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

- 1st Offense: In-school suspension, up to 180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension.

Weapons/Firearms:

Students are forbidden to bring any item considered to be a weapon including any firearm. The possession of any instrument or device by whatever name that can be used to inflict physical injury or harm on another person is prohibited in all schools, on or about school grounds, on or about school buses and at all school activities. Backpacks, coats and other personal belongings are subject to reasonable search and seizure.

- 1st offense: I.S.S., up to 180 days of O.S.S and referral to law enforcement officials and documentation in students discipline record.
- Subsequent Offense: 1-180 days O.S.S., referral to law enforcement officials and documentation in the student's discipline record.

Theft:

Theft attempted theft or knowing possession of stolen property. In all cases, restitution will be made to the victim and a referral will be made to juvenile authorities.

- 1st Offense: I.S.S. up to 180 days O.S.S., notification to law enforcement officials, and documentation in the student's discipline record.
- Subsequent Offense: 1-180 days O.S.S. or expulsion, notification to law enforcement officials, and documentation in the student's discipline record. Parents must reinstate students in school.

Vandalism:

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. Restitution will be made in all cases.

- 1st Offense: In-school suspension up to 180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.
- Subsequent Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record.

Public Display of Affection:

Students should keep hands to themselves and show respect to others. Failure to maintain personal space may result in:

- 1st Offense: Principal/student conference, in-school suspension, or out-of-school suspension, and possible documentation in student's discipline record.
- Subsequent Offense: In-school suspension, out-of-school suspension, and possible documentation in a student's discipline record.

Tobacco:

School board policy prohibits the possession or use of tobacco, JUUL's or vaping devices by students on school property, including extracurricular activities. Students in possession of lighters and/or matches are considered to be in violation of the tobacco policy.

Possession and/or Use:

- 1st Offense: 1 day of O.S.S.
- Subsequent Offense: An additional day of O.S.S per offense

Disrespectful or Disruptive Behavior:

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or 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 the law. Reference Board policy AC if illegal harassment or discrimination is involved.

- 1st Offense: Principal/Student conference, recovery, I.S.S., up to 10 days O.S.S.
- Subsequent Offense: I.S.S., up to 180 days O.S.S.

Defiance:

Showing disrespect to the teacher. Example: Repeatedly not bringing supplies to class; repeatedly not doing classwork; refusing to follow class rules:

- 1st Offense: Recovery, or ISS
- 2nd Offense: I.S.S. and a parent conference.
- 3rd Offense: 3 days ISS to 3 days O.S.S.

In the case of a student disobeying a teacher, that student will be sent to the office and will not be allowed to return until a conference has been held between the student, teacher, and administrator. If a second incident occurs within the semester, discipline will be as defined in Disrespectful Conduct or Speech.

Cheating:

Obtaining work dishonestly.

- 1st Offense: Zero on the assignment and parents contacted.
- 2nd Offense: 1 day I.S.S., zero on the assignment, and parents contacted.
- 3rd Offense: 1-3 days O.S.S., parent conference upon student return to school.

Plagiarism:

According to the handbook, *Write for College*, plagiarism includes, but may not be limited to:

1. Copying word for word without quotation marks or acknowledging the original source.
2. Using keywords or phrases without quotation marks or acknowledging the original source.
3. Paraphrasing key words, phrases or ideas without acknowledging the original source.
4. Using an author's ideas without crediting the original source.

- 1st Offense: Students will be instructed to repeat the assignment correcting the violations.
- 2nd Offense: Referral to principal and conference with parents/guardians. Plagiarism may be reviewed under cheating guidelines.

Sexual Harassment:

Use of unwelcome verbal, written or symbolic language or physical contact based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to, sexual jokes or comments, unwelcome sexual advances, touching breasts or undergarments, regardless of whether or not the touching occurred through or under clothing. Reference Board policy AC and regulation AC-R.

- 1st Offense: Principal/student conference, 1-10 days I.S.S., 1-180 days O.S.S., and possible documentation in student's discipline record.
- Subsequent Offense: 1-10 days of ISS, 1-180 days O.S.S.

In-School Suspension:

Students that are assigned In-School Suspension shall report to the assigned classroom. They will have an opportunity to complete all assigned class work for the day to receive full credit, and then ride the bus home that evening. Procedural guidelines for the administration of the school's in-school suspension program shall be as follows:

Inductive Procedure I.S.S. Students will report for I.S.S. at the designated start of the school day. Students will bring with them:

- a. All textbooks from all courses in which they are enrolled.
- b. Supplies of note paper, pencils, erasers, etc.

When arriving at the I.S.S. classroom, students will be handed:

- a. The assignment forms from teachers.
- b. A sheet listing the regulations and time schedules of I.S.S. Each student will be assigned to an individual workstation.

ISS Rules and Regulations

- a. Students will be productive in course assignments.
- b. No food or drink will be allowed in I.S.S.
- c. Students will eat together in the I.S.S room and must follow all cafeteria rules.
- d. Restroom breaks will be given throughout the day by the I.S.S coordinator.
- e. An unexcused tardy will add one full day in I.S.S.
- f. Parents will be notified by a copy of the discipline referral being mailed home and the student will be given a copy of the referral to take home. Every attempt will be made to let parents know before students are assigned I.S.S.
- g. Any student who disobeys the I.S.S. rules or refuses to work while in I.S.S. will be suspended out-of-school, may be required to do I.S.S. Upon their return, the parent/guardian will be notified.
- h. Repeated disciplinary infractions may result in out-of-school suspension instead of I.S.S.

Absenteeism Absences will delay, not eliminate I.S.S. and the time must be served upon return to school. Medical excuses from a physician may be required if the absence occurs during the time I.S.S. is assigned.

Out-of-School Suspension:

According to Missouri law, a building principal may suspend students for a maximum of 10 school days. The superintendent may suspend students for a maximum of 180 school days. The local Board of Education has the authority to expel students from school. During a suspension, a suspended student is not to be on school grounds or at any school function unless permission has been obtained from the principal. **Suspended students found on school grounds or at school functions without permission from the principal will be subject to arrest for trespassing and additional action will be taken.**

Repeat offenses - If a student has 3 or more discipline referrals that cause 1 or more days of ISS or OSS the student will not be allowed to attend after school activities which includes athletics and dances for the remainder of the school year. If the student is on the team it will be determined by the coach and or the athletic director if they may participate.

Students In Good Standing:

Those students who are considered in good standing by the school will be allowed to attend all school events, field trips, etc. throughout the school year. To be eligible for these events, students must have an attendance record of 85% or better, no more than 1 F on mid quarter/quarterly grades, and have fewer than 4 days of ISS/OSS. If a student is deficient in one or more of these restrictions, he/she will not be allowed entrance to said events. Grades for this are quarter and

mid-quarter grades. Students NOT in good standing will be considered in that way until the next mid quarter or quarter whichever comes first.

BUS REGULATIONS

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal by the driver. The building principal will take proper action to improve the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their student gets to and from school safely.

Most student discipline problems can be resolved if the parent and school officials work together. We ask for their help in matters of discipline and offer the following rules of good conduct and discipline.

Students will only be allowed to ride one bus to one destination, either home or to their baby-sitter, except in emergency situations. This is important because drivers and other school personnel cannot keep up with the high volume of daily changes in home destinations and because some buses are already filled to near capacity.

Emergency Bus Pass: There will be **NO Temporary Bus passes issued**. If an emergency would happen and you as a parent or guardian have absolutely no other way of transporting your child home then you may visit with the building's principal. If the building principal deems the situation as an emergency they will then issue an emergency pass, we will only permit any one student to receive 3 emergency passes per year. The bus driver must have a copy of the form, which will have important information, and specific locations of the drop-off.

Your bus driver has authority to:

- a. Assign seats as required.
- b. Settle disputes between/among passengers.
- c. Recommend suspension.

As a passenger you are obliged to: OBEY THE DRIVER PROMPTLY

- a. Arrive at the bus stop on time daily and never stand in the roadway while waiting for the bus.
- b. Stay in the bus seat while the bus is in motion.
- c. Talk in quiet tones.
- d. Keep head, hands, and feet inside the bus at all times.
- e. Be courteous to drivers and fellow passengers.
- f. Help keep your bus clean:
 - (1) Throw trash in waste can
 - (2) **DO NOT** drink soda or eat any food on the bus.
- g. Students are not to exit the bus through the emergency door unless during an actual emergency or an emergency drill directed by the bus driver.

Severe Infractions - These infractions may result in the loss of bus riding privileges.

- a. No profane language.
- b. No obscene gestures.
- c. Possession/use of tobacco or alcoholic beverages is prohibited.
- d. No threats to a driver, other persons or property.
- e. Vandalism and damages. Students will pay for actual replacement or repair costs and be referred to the principal for disciplinary actions. Such behavior may result in permanent removal from the bus.
- f. Other chronic behavior problems.

EMERGENCY PROCEDURES

Procedures to Follow in Case of Severe Weather:

With communication facilities available to us, it is usually possible to have advance warning of an impending storm. Upon receiving information of an approaching storm, you will be notified by the intercom and the action to be taken by all students is as follows:

1. At the direction of your teachers, quietly evacuate your classroom in an orderly manner. Proceed to the area to which your teacher directs you. Every classroom should have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Students should avoid doors and windows to avoid injury from swinging doors and flying glass.
3. Get as close to the wall, kneeling on the floor, with your head covered by your hands.
4. Please remain in your area until the ALL CLEAR is sounded or your teacher gives you permission to return to class.
5. It is important that you stay with your class in the designated area assigned in order that your teacher may take roll to account for everyone in the class.

Fire Procedures:

In the event of a fire, the teacher should activate the fire alarm, have the students evacuate the building immediately, and notify the office of the nature of the fire.

At the sound of the fire alarm students should evacuate the building. Students should be familiar with the evacuation process by observing the following:

1. At the direction of your teacher, quietly evacuate your classroom in an orderly manner. Proceed to the area to which your teacher directs you. Every classroom should have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Please remain in your area until the ALL CLEAR is sounded or your teacher gives you permission to return to class.
3. It is important that you stay with your class in the designated area in order that your teacher may take a role in order to account for everyone in the class.

Earthquake Safety Information:

In addition to fire and severe weather procedures, families should be aware of earthquake safety measures. The Missouri State Emergency Management Agency recommends that during an earthquake, students and staff:

1. Drop to the ground.
2. Cover by getting under a sturdy desk or table, or by covering head and neck with arms.
3. Hold on until the shaking stops.

More information about earthquake preparedness is available at

https://sema.dps.mo.gov/earthquake_preparedness/

SEARCHES BY SCHOOL PERSONNEL

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Lockers and desks may be searched by school administrators who have reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees. Students or student property, such as backpacks, may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students.

FEDERAL PROGRAM COMPLAINT PROCEDURE

Parents and guardians have the right to file a complaint concerning federal programs administered by the district. Complaints should be submitted in writing to the superintendent's office, which will provide information about the process for investigation and resolution.

STUDENT HANDBOOK AND SCHOOL BOARD POLICIES

Policy AC - Nondiscrimination Notice

The Eldon R-1 School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability.

The Eldon R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Eldon R-I School District is an equal opportunity employer.

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

The Board designates the following individual to act as the district's compliance officer:

Director of Special Education
Eldon School District
112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8003
Fax: 573-392-8080

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools
Eldon School District

112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8000
Fax: 573-392-8080

Family Educational Rights and Privacy Act (FERPA) Notice

FERPA gives parents and guardians certain rights with respect to their child's education records. These include the right to inspect records, request amendments, and consent to disclosures, except where permitted law.

The district designates certain information as "directory information," such as a student's name, grade level, honors, and participation in school activities. Directory information may be released without parental consent unless the parent notifies the district in writing.

Protection of Pupil Rights (PPRA)

- Parents have the right to:
- Inspect surveys before they are administered to students.
- Refuse consent for their child's participation in surveys that collect certain sensitive information.
- Be notified about and opt out of non-emergency, invasive physical examinations.
- Refuse consent for the collection of personal information used for marketing purposes.

Trauma-Informed Schools Initiative

Parents and guardians may access information about the Missouri Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative at <https://dese.mo.gov/traumainformed>.

Asbestos Notice

In compliance with federal law, the Eldon R-1 School District has conducted inspections for asbestos-containing materials. An Asbestos Management Plan is available upon request.

Policy IGBA

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

Policy IGBH

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Policy KL

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

Policy GBL

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.

3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

Policy IL

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

Policy KB

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.)

Policy KB

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

Policy JO

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to

wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

Policy JHDA

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

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

Policy EBAB-API

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings.

Policy EBC

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Policy IGAEB

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present

students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.

4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
7. Teach students about the characteristics of and ways to identify sexual predators.
8. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
9. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
10. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

Policy JO-AP

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with law, including when the disclosure is:

Policy JFG

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Policy JG

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 Eldon 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 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. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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 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.
3. 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.

Academic Consequences

Students who are suspended from the high school for 11-180 days will not receive credit for work during the period of the suspension. Students who are suspended from the high school for

1-10 days may earn up to 100 percent for the work completed during the suspension. Students who possess weapons on school property are not allowed to attend Mustang Academy and students with assaultive behavior may not be allowed to attend the academy. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

For students in grades K–8, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district’s policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and 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 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 – 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.

Assault

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, 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. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Bullying and Cyberbullying (see Board policy JFCF) – 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	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 (see Board policy JFCC) – 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 – Any act of lying, whether verbal or written, including forgery.

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

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – 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, 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 Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, or in-school suspension.
Subsequent Offense:	Restitution. In-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – 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, In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	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") – Tampering with emergency equipment, setting off false alarms, 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, 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.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, 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.

Harassment, including Sexual Harassment (see Board policy AC)

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, 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.

Incendiary Devices or Fireworks – 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, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-API)

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, or in-school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
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2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

3. Use of audio or visual recording equipment in violation of Board policy KKB.

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

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, 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 – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, 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

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

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

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

Vandalism (see Board policy ECA) – 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, 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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Weapons (see Board policy JFCJ)

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or 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 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

Policy JFCF

In order to promote a safe learning environment for all students, the Eldon R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not

limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from

being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Policy JHCD

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Policy KKB

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Policy GBH

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

Policy JHCB

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian

whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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

2. Who may file a complaint? Any individual or organization may file a complaint.

3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated. 7.

How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered 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.