

# Meramec Valley R-III School District



## Elementary Student Handbook

2026-2027

# ADMINISTRATIVE PERSONNEL

## MERAMEC VALLEY SCHOOL BOARD

Dianna Meyer, President  
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## CENTRAL OFFICE ADMINISTRATIVE PERSONNEL

Dr. Carrie Schwierjohn, Superintendent  
Mr. Tom Sauvage, Assistant Superintendent  
Dr. Ketina Armstrong, Assistant Superintendent  
Mr. Al Kirchhofer, Chief Financial Officer

Dear Students and Parents,

Welcome to the 2026-2027 school year! By working together, we can ensure your child has a quality educational experience in a safe environment that enables him/her to acquire the knowledge, skills, and attitudes necessary to become a responsible, successful individual.

It is our desire to help make your child's elementary school experience as successful as possible. This handbook is a tool that can be used to assist both students and parents. It provides basic information about our school policies, general guidelines, and other information. Be sure to read the attached policies and procedures sections to become familiar with student discipline procedures, attendance requirements, dress code, bus policy, etc.

Please remember open communication is a vital part of your child's school experience. You have the ability to contact your child's teacher via e-mail or through our school offices. You are also encouraged to maintain a high level of involvement in your child's school experiences by visiting the school and talking with your child about what is happening. When young children know their parents are interested in and concerned about their education, their interest also increases.

We look forward to getting to know your child and to working with you during this upcoming school year. The school administration and staff are here to help, and we will do our best to accommodate your needs. Thank you for choosing the Meramec Valley R-III School District!

Your partners in education,

Mrs. Theresa Gish, Coleman Elementary Principal [tgish@mvr3.k12.mo.us](mailto:tgish@mvr3.k12.mo.us)  
Dr. Jessica Tollison, Nike Elementary Principal [jtollison@mvr3.k12.mo.us](mailto:jtollison@mvr3.k12.mo.us)  
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Mrs. Christine Pruet, Zitzman Elementary Assistant Principal [cpruet@mvr3.k12.mo.us](mailto:cpruet@mvr3.k12.mo.us)

## **District Expectations**

### **SCHOOL PERSONNEL**

Schools are responsible for using the resources available to them to establish and maintain student control. Each member of the school staff is part of the team performing his or her role in the disciplinary process, fully utilizing the training and capabilities which are inherent to his or her position with commitment, firmness and fairness.

### **SCHOOL PERSONNEL RESPONSIBILITIES**

- Be guided by professional ethics in relationships with others.
- Inform parents about academic progress and student conduct order.
- Show concern and respect for each student.
- Implement classroom routines that contribute to instruction, a well-ordered classroom and the development of civic responsibility.
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
- Know and enforce rules courteously, consistently and fairly.
- Handle behavior problems according to the rules and regulations set forth by the school.
- Strive to use a variety of informal discipline and disciplinary action including conferences and/or contacts among administrators, parents or guardians, teachers, staff and students.

### **SCHOOL PERSONNEL RIGHTS**

- Require a reasonable standard of orderly behavior.
- Have the respect of students, parents and fellow staff members.
- Have conferences with all parties involved when a student behavioral problem has not been satisfactorily resolved.
- Protect themselves, another staff member or student(s) from physical assault or injury.

### **PARENTS**

Parents have the responsibility to provide the most important early training that all children need in preparation for their formal schooling. Parents should provide children with basic education in good conduct and respect for other persons and property. Parents share the responsibility to keep the lines of communication open between home and school and to encourage students' positive attitudes about learning.

### **PARENTS' RESPONSIBILITIES**

- Be considerate of school personnel.
- Ensure their child's prompt and regular school attendance.
- Maintain regular communication with school personnel concerning their child's progress and conduct.
- Provide their child with the resources needed to complete class work.
- Discuss work assignments and report cards with their child.
- Bring to the attention of proper school personnel any problem, concern, complaint, or condition which affects their child or other children of the school.
- Assist their child in developing good health habits.
- Maintain up-to-date emergency health care forms, including home address and phone numbers for home and work.
- Discuss with their child appropriate conduct at the bus stop, on the bus, and walking to and from school.

## **PARENTS' RIGHTS/PUBLIC COMPLAINTS**

### ***Refer to BOE Policy KL***

- Know that the disruptive action of a few will not be allowed to interfere with the opportunity of the majority for academic and social growth.
- Be granted reasonable access to all school records pertaining to their child.
- Be notified of their child's violation of school rules and regulations when necessary.
- Appeal decisions regarding their child and school.
- The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district.

## **STUDENTS**

Each child should have every possible opportunity to take advantage of the instructional programs. This behavior code is to make students aware of the actions which violate school rules and the consequences of such behavior. Students who violate rules take away from themselves and others the learning opportunity which students have the right to expect.

## **STUDENTS' RESPONSIBILITIES**

- Learn.
- Respect the person, property, intellect and creative products of others.
- Attend classes regularly and be punctual in attendance.
- Be prepared for each class with appropriate materials.
- Conduct themselves in a safe, healthy and responsible manner.
- Take responsibility for their own learning and behavior.
- Abide by the rules of the school and each classroom teacher.
- Seek or accept changes in an orderly and recognized manner.

## **STUDENTS' RIGHTS/COMPLAINTS & GRIEVANCES**

### ***BOE Policy KL***

- Learn and be treated in a respectful manner by other students and school personnel.
- Be safe in school buildings, on school grounds, and on school trips.
- Have study time and instruction time free from disruption.
- Be recognized, speak and have the full attention of others.
- Be treated fairly and consistently throughout the school district.

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**ACADEMIC ACHIEVEMENT  
Reference Board Policy IK**

**Grade Reporting**

The purpose of the Standards-Based Grading & Reporting (SGBR) system is to provide parents, teachers and students with more accurate information about students' progress toward meeting curriculum content standards during the critical first years of foundational learning. K-2 SGBR uses four different levels to indicate a child's progress toward meeting the end-of-year MVR-III curriculum standards.

STANDARDS BASED GRADE REPORTING,  
Grades K-4:

- 4 Surpassing Standard
- 3 Meeting Standard
- 2 Approaching Standard
- 1 Beginning Level
- X Standard Not Assessed

Per BOE Policy, all grades reported are expected to be accurate, consistent, meaningful and supportive of learning. Report cards are issued at the end of each trimester electronically by means of email.

**ACADEMICS AND ASSESSMENTS  
Board Policy IK, IK-AP(1), IL-1 & IL-AP(1)**

Communication between home and school is a vital component for a student's academic success. Throughout the school year, parents/guardians and students will be kept informed of a student's academic/behavioral performance and attitude, both formally and informally. Near the middle of each quarter, parents/guardians will receive notices of the academic/behavioral progress of all students with the exception of the first quarter of the kindergarten year. Grade reports will be sent home at the end of each quarter. Parent/teacher conferences will be held districtwide during the first and second semesters. Parents have access to student progress through SIS Parent Portal. Students will participate in standardized achievement tests during the elementary school years, such as state-wide MAP testing. Parents will be notified of standardized testing dates and the results will be made available to parents.

**ACCEPTABLE USE POLICY FOR COMPUTER NETWORKS  
AND INTERNET ACCESS  
Reference Board Policy EHB**

Meramec Valley R-III School District provides access for students and staff to computers for educational purposes. The computers may be stand-alone or part of an instructional or administrative computer network, which may include internet access. All users must share the responsibility for assuring that our computers and networks are used in effective, efficient, ethical, and lawful manners. The use of such equipment is a privilege and users must agree to comply with the guidelines contained herein.

Use of computer networks and Internet access may be revoked for abusive conduct. Such conduct would include, but not be limited to the following:

1. Altering or damaging computers, computer peripherals, computer networks, software, or electronic resources.
2. Gaining unauthorized access to electronic resources, software, or networks.
3. Using or attempting to use an account and/or files owned by another user.
4. Divulging any password to another individual.

5. Plagiarizing or violating copyright restriction.
6. Vandalizing the data of another user through deliberate use of computer viruses or other means.
7. Using or accessing vulgar, obscene, or inappropriate language or images.
8. Invading the privacy of others.
9. Posting anonymous messages.
10. Placing or receiving unlawful information on or through the computer network or stand-alone.
11. Divulging personal information including address, phone number, etc.
12. Harassing another individual.
13. Using computer networks and/or internet access for commercial purposes.
14. Downloading files without prior approval of the technology office.
15. Installing software without prior approval of the district technology office.
16. Accessing and using e-mail software and/or web-based e-mail, chat rooms, and/or other forms of direct electronic communication to send, receive, or retrieve messages except as part of a project directly supervised by a teacher.

Revocation of computer privileges and/or other consequences will be determined by the severity of the offense. The student code of conduct as listed in student handbooks will apply.

### **BREAKFAST AND LUNCH**

#### **Board Policy EF, EF-AP(1) & EFB**

The school district provides nutritious breakfasts and hot lunches for students at minimal cost. Meals may be secured by paying weekly or monthly through the school office or on-line. All lunch balances must be brought current by the end of each month. Money (preferably by check) should be sent at the beginning of each week. Free and reduced lunch applications are available in any school office. Parents may choose to complete a Meal Restriction form to prevent or limit a student's purchase of additional items, including a la carte.

Students will have their transactions calculated through a computerized lunch program. Money brought will be deposited through the school office, and the balance will reflect each time a student eats. The purpose of this system is to provide an accurate accounting of the student's financial records pertaining to money balances and charges.

To assist with this process, please do the following:

1. All money should be placed in an envelope with the student's name, grade, teacher's name, and the amount enclosed.
2. Payment may be made weekly, monthly, or quarterly. We strongly recommend that you pay as far in advance as possible, since a negative meal balance can result in your child receiving an "alternate" meal.
3. Periodic notices will be sent home with students reflecting their meal account balance and can also be accessed through the Infinite Campus Parent Portal. Parents are encouraged to contact the school office at any time a discrepancy is noticed.
4. You may also pay towards your child's lunch balance through the Parent Portal online or via app with an electronic payment.

## **BULLYING**

### **Reference Board Policy AC & JCF for entire policy**

#### **General**

In order to promote a safe learning environment for all students, the Meramec Valley R-III School District prohibits all forms of bullying. All other members of the school community, including students, parents/guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. 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, image or media file 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.

#### **Designated Officials**

The principal or designee 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 district wide anti bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti discrimination and anti-bullying education and training programs. In addition, the anti-bullying 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.

### **Investigations**

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 anti bullying 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 detention, 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.

## **BUS PASS PROCEDURES**

K-12 students can have up to 2 stops (total) within attendance area boundaries for bus transportation.

- a. One home address and one alternative address. (Examples include another parent, childcare provider, grandparent, etc.)
- b. All student transportation must adhere to a consistent schedule. Day-to-day changes will not be permitted. (Examples include being dropped at one stop on Monday, Wednesday, and Friday with the second stop being used Tuesday and Thursday).
- c. Emergencies will be dealt with on an individual basis.
- d. With the exception of emergency situations, requests to change buses may not be handled immediately. Please plan in advance for all bus stop change requests.
- e. It is encouraged to download the BusRight app for the ability to see your child's pick up and drop off bus times and bus route information.

## **BUS RULES**

### **Reference Board Policy JFCC & JFCC-AP (1)**

The following rules must be observed on the bus:

- \*Follow the driver's directions the first time they are given.
- \*Stay in your seat.
- \*Keep all parts of your body and all objects in the bus.
- \*No pushing, shoving or hitting at any time.
- \*No smoking, chewing tobacco or spitting.
- \*School rules are to be observed.

Bus drivers are responsible for the conduct of students on their bus. Any student who does not abide by the bus rules shall be reported to the building principal for disciplinary action. No student shall be put off a bus by a driver on a bus run before the student's normal bus stop.

Riding the school bus is a privilege. When a student's conduct violates bus rules and poses a safety hazard to other pupils, the privilege to district transportation may be denied to the student by the building principal. Removal from the bus as disciplinary action is the responsibility of the building principal.

Students must have prior approval from transportation if they are to be picked up or dropped off at a stop not assigned to the student. This approval should be arranged two weeks in advance unless an emergency situation arises. If a student is suspended from the regular bus route, the student shall not ride any other bus route during this time.

# CALENDAR

[Click here to view the calendar online!](#)

## MERAMEC VALLEY R-III SCHOOL DISTRICT

### 2026-2027 Academic Calendar



### Meramec Valley R-III Shool District

126 N. Payne Street, Pacific, MO 63069

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| DATE                | EVENT/HOLIDAY                         | August 2026    |    |    |    |    |    |    | February 2027 |    |    |    |    |    |    |
|---------------------|---------------------------------------|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| 10-13 Aug 2026      | New Teacher Training                  | Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa |
| 17-20 Aug 2026      | Teacher Work Days                     |                |    |    |    |    |    | 1  |               | 1  | 2  | 3  | 4  | 5  | 6  |
| 24 Aug 2026         | First Day of School                   | 2              | 3  | 4  | 5  | 6  | 7  | 8  | 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 7 Sept 2026         | Labor Day                             | 9              | 10 | 11 | 12 | 13 | 14 | 15 | 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 2 Oct 2026          | Homecoming- Half Day Students         | 16             | 17 | 18 | 19 | 20 | 21 | 22 | 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 5 Oct 2026          | PD Day Staff- No School Students      | 23             | 24 | 25 | 26 | 27 | 28 | 29 | 28            |    |    |    |    |    |    |
| 12 Nov 2026         | End of Trimester- Half Day Students   | 30             | 31 |    |    |    |    |    |               |    |    |    |    |    |    |
| 13 Nov 2026         | PD Day Staff- No School Students      |                |    |    |    |    |    |    |               |    |    |    |    |    |    |
| 23-27 Nov 2026      | Thanksgiving Break- No School         | September 2026 |    |    |    |    |    |    | March 2027    |    |    |    |    |    |    |
| 21-31 Dec 2026      | Winter Break- No School               | Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa |
| 1 Jan 2027          | New Year's Day- District Closed       |                |    | 1  | 2  | 3  | 4  | 5  |               | 1  | 2  | 3  | 4  | 5  | 6  |
| 15 Jan 2027         | PD Day Staff- No School Students      | 6              | 7  | 8  | 9  | 10 | 11 | 12 | 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 18 Jan 2027         | MLK Jr. Day- No School                | 13             | 14 | 15 | 16 | 17 | 18 | 19 | 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 15 Feb 2027         | President's Day- No School            | 20             | 21 | 22 | 23 | 24 | 25 | 26 | 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 Feb 2027         | End of Trimester- Half Day Students   | 27             | 28 | 29 | 30 |    |    |    | 28            | 29 | 30 | 31 |    |    |    |
| 1 March 2027        | PD Day Staff- No School Students      |                |    |    |    |    |    |    |               |    |    |    |    |    |    |
| 26 March-2 Ap. 2027 | Spring-Easter Break                   | October 2026   |    |    |    |    |    |    | April 2027    |    |    |    |    |    |    |
| 23 April 2027       | PD Day Staff- No School Students      | Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa |
| 23 May 2027         | PHS Graduation                        |                |    |    |    | 1  | 2  | 3  |               |    |    |    | 1  | 2  | 3  |
| 27 May 2027         | Last Day of School-Half Day Students  |                |    |    |    |    |    |    |               |    |    |    |    |    |    |
| 28 May 2027         | Teacher Work Day                      | 4              | 5  | 6  | 7  | 8  | 9  | 10 | 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 31 May 2027         | Memorial Day- District Closed         | 11             | 12 | 13 | 14 | 15 | 16 | 17 | 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 3-30 June 2027      | Summer School                         | 18             | 19 | 20 | 21 | 22 | 23 | 24 | 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 18 June 2027        | Juneteenth Observed- District Closed  | 25             | 26 | 27 | 28 | 29 | 30 | 31 | 25            | 26 | 27 | 28 | 29 | 30 |    |
| 5 July 2027         | 4th of July Observed- District Closed |                |    |    |    |    |    |    |               |    |    |    |    |    |    |
|                     |                                       | November 2026  |    |    |    |    |    |    | May 2027      |    |    |    |    |    |    |
| Student Days: 170   |                                       | Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa |
| Tri 1: 57 Days      |                                       | 1              | 2  | 3  | 4  | 5  | 6  | 7  |               |    |    |    |    |    | 1  |
| Tri 2: 57 Days      |                                       | 8              | 9  | 10 | 11 | 12 | 13 | 14 | 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| Tri 3: 56 Days      |                                       | 15             | 16 | 17 | 18 | 19 | 20 | 21 | 9             | 10 | 11 | 12 | 13 | 14 | 15 |
|                     |                                       | 22             | 23 | 24 | 25 | 26 | 27 | 28 | 16            | 17 | 18 | 19 | 20 | 21 | 22 |
|                     |                                       | 29             | 30 |    |    |    |    |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 |
|                     |                                       |                |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    |
|                     |                                       | December 2026  |    |    |    |    |    |    | June 2027     |    |    |    |    |    |    |
|                     |                                       | Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa |
|                     |                                       |                |    | 1  | 2  | 3  | 4  | 5  |               |    | 1  | 2  | 3  | 4  | 5  |
|                     |                                       | 6              | 7  | 8  | 9  | 10 | 11 | 12 | 6             | 7  | 8  | 9  | 10 | 11 | 12 |
|                     |                                       | 13             | 14 | 15 | 16 | 17 | 18 | 19 | 13            | 14 | 15 | 16 | 17 | 18 | 19 |
|                     |                                       | 20             | 21 | 22 | 23 | 24 | 25 | 26 | 20            | 21 | 22 | 23 | 24 | 25 | 26 |
|                     |                                       | 27             | 28 | 29 | 30 | 31 |    |    | 27            | 28 | 29 | 30 |    |    |    |
|                     |                                       |                |    |    |    |    |    |    |               |    |    |    |    |    |    |
|                     |                                       | January 2027   |    |    |    |    |    |    | July 2027     |    |    |    |    |    |    |
|                     |                                       | Su             | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa |
|                     |                                       |                |    |    |    |    | 1  | 2  |               |    |    |    | 1  | 2  | 3  |
|                     |                                       | 3              | 4  | 5  | 6  | 7  | 8  | 9  | 4             | 5  | 6  | 7  | 8  | 9  | 10 |
|                     |                                       | 10             | 11 | 12 | 13 | 14 | 15 | 16 | 11            | 12 | 13 | 14 | 15 | 16 | 17 |
|                     |                                       | 17             | 18 | 19 | 20 | 21 | 22 | 23 | 18            | 19 | 20 | 21 | 22 | 23 | 24 |
|                     |                                       | 24             | 25 | 26 | 27 | 28 | 29 | 30 | 25            | 26 | 27 | 28 | 29 | 30 | 31 |
|                     |                                       | 31             |    |    |    |    |    |    |               |    |    |    |    |    |    |

**Inclement Weather Make-Up Plan:**  
**Days 1-4:** Traditional Inclement Weather  
**Days 5-10:** AMI Learning Days  
Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent and the Board of Education.

**Secondary Parent Teacher Conferences:**  
Oct. 5, Jan. 15, April 23  
**Elementary Parent Teacher Conferences:**  
Nov. 13 and March 1

**CALENDAR EVENTS KEY**

|                                    |    |    |
|------------------------------------|----|----|
| No School Students or School Staff | 1  | 2  |
| PD Day- No School for Students     | 3  | 4  |
| Significant Date                   | 10 | 11 |
| Summer Session                     | 17 | 18 |
| Early Release Day for Students     | 24 | 25 |

## **CELL PHONES**

Missouri Senate Bill 68 requires all public schools in the state to restrict student use of personal electronic communication devices (such as cell phones and smart watches) throughout the school day. This includes instructional time, passing periods, breaks, and meal times. The only exceptions allowed are in emergency situations, when device use is specifically outlined in a student's IEP or 504 Plan for medical reasons, or if determined by staff for educational purposes.

At the MVR3 Elementary level, we are fortunate to provide each student with a school-issued device, and we are committed to creating a focused, distraction-free learning environment. As such, students are not permitted to use cell phones at any time from 8:35-3:40 p.m. while on district property. Cell phones may not be used during class, in the hallways, at lunch, or at any other times during the school day. Phones may not be used as calculators or to listen to music. Students who bring a phone to school must have it turned off and stored in their backpacks. Phones should not be visible to staff during the school day. If a student needs to contact a parent or guardian, they must do so through the main office.

Additionally, students are not allowed to use wireless Bluetooth earbuds or headphones during the school day. With teacher permission, students may use wired earbuds or headphones that connect directly to their school-issued Chromebook.

Violations of this policy will result in disciplinary action in accordance with the school's Code of Conduct. The school is not responsible for the loss, theft, or damage of any personal electronic device, whether it is in the student's possession or has been confiscated by staff. It is the student's responsibility to secure their belongings at all times. Instruction will not be interrupted to recover or search for missing devices.

## **CHARACTER EDUCATION**

The Meramec Valley School District recognizes the importance of providing opportunities for students to have an awareness of individual character traits which help to promote the development of a positive and productive individual.

The MVR-III District is incorporating the 4 focus Values as a means of preparing students to be successful and responsible adults.

### **Learning**

We are committed to...

- Being curious and asking questions to solve problems
- Providing a safe and high-quality learning environment
- Setting individual goals and having a growth mindset
- Showing up ready to learn

### **Integrity**

We are committed to...

- Being good role models in our community
- Being responsible for our actions even when faced with challenges
- Providing opportunities for reflection and growth

## Perseverance

We are committed to...

- Trying new things and pushing through when things are difficult
- Demonstrating our ability to adapt and improve
- Using mistakes to reflect and get better

## Community

We are committed to...

- Ensuring students, staff, parents, and stakeholders have a voice
- Taking care of the things we have
- Having a sense of belonging and building positive relationships
- Valuing shared purpose and meaningful work
- Collaborating to support and help each other

## CLASS ASSIGNMENT

In making class assignments, we attempt to assign each child to a particular group that will be best for him/her. Children learn at different rates and in different ways. Students are provided a variety of learning experiences, materials and environments that will help each child become successful in school. Class rosters are established to meet the needs of all children. Principals will not approve a move simply because a child or parent prefers a particular teacher.

## COMMUNICATION NOTIFICATION SYSTEM

Emergency and General Communication:

In the case of inclement weather or other emergency situations, announcements will be made through multiple avenues. MVR-III communications will inform parents, staff, and community through voice calls, text messages, mobile app alerts, social media posts, and the district website Live Feed. In cases of school cancellation, news channels 2, 4, and 5 will also have the information. The district utilizes two general communication platforms for notifying parents, students, and staff: the MVR-III Mobile App (by AppTegy) and the Infinite Campus Parent and Student apps. These apps are free to download through the App Store (iOS) or Play Store (Android).

The MVR-III Mobile App includes:

- General Communication: The MVR-III mobile app facilitates rapid notifications and access to school information, including Live Feed updates, Events calendars, and other information.
- Rooms: The Rooms tab of the MVR-III app provides a secure, two-way communication tool for parents, students (grades 7-12), teachers, and coaches.
  - Messages: Secure messaging with teacher-initiated group conversations and administrator oversight.
  - Stream: Course-specific updates, announcements, photos, and assignments.
  - Translations: Automatic language translation based on device settings.
- MVR-III App Links: Apple App Store (iOS) and Google Play Store (Android)
  - Be sure to select notifications from your preferred buildings and enable Push Notifications on your phone settings.
  - Guardians will log into Rooms with the email and/or cell phone number the district has recorded for you in Infinite Campus (Contact the school office for assistance)
  - Students will log in with their @mvr3.org Google account

### Infinite Campus App:

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, assessments, and other information about students in MVR-III. Both parents and students have access to the Campus Portal, a confidential and secure website that allows users to log in and view information about progress in school.

- Infinite Campus App Links: Apple App Store (iOS) or Google Play Store (Android)
  - Guardians who have not set up a Parent Portal yet will need to contact the school office for an Activation Key to log in the first time
  - Students will log in with their @mvr3.org Google account

## **CURRICULUM**

The district specifies which subjects are to be studied at all elementary schools. Teachers select supplementary materials and appropriate teaching methods for challenging students to attain their own learning potential. Reading, writing, mathematics, social studies and science form the core of the elementary curriculum. Art, physical education, music and library skills are incorporated into the curriculum. Most courses are offered in self-contained classrooms under the guidance of one teacher. Music, art and physical education are taught by specialists in those subjects. Students with special needs are placed in individualized programs designed to meet their identified needs. These programs include gifted education, Title I reading and special education.

## **DAILY SCHEDULES**

8:35 a.m.-3:40 p.m.

Instruction begins promptly at 8:35 a.m. Students should be dropped off no earlier than 8:05 a.m. If morning childcare is needed prior to 8:05 a.m., contact the school office for information about SACC registration. School dismisses at 3:40 p.m. Classroom instructional time will be protected by calling students from class only for emergencies. When it is necessary for a child to deviate from his normal routine, a note from the parent should be sent to the office to explain specific instructions. The last part of the day is a very busy time, and we want to limit confusion and miscommunication. To pick your child up early, you must sign your child out at the front office. Please help us to preserve instructional time by waiting until 3:40 to pick up your child.

## **DIGITAL LEARNING/CHROMEBOOKS**

### **Reference District Chromebook Handbook for procedures and usage**

The Meramec Valley R-III School District is committed to creating a 21st century learning environment, enabled by technology, for ALL students that will provide an essential foundation for college and career readiness. With this mission and goal in mind, the 1:1 Initiative seeks to supply a Chromebook device for all students, allowing advancement in learning. The use of Chromebooks is a privilege and designed to be a tool for assisting in the educational process. If a student misuses the Chromebook, the student may be suspended from use of the Chromebook. Students attending elementary school will have a Chromebook assigned to them. Additionally, all Chromebooks are property of the school district. As such, the device may be searched without consent or taken from the student as a consequence for inappropriate behavior.

## **DISTRICT GOALS AND OBJECTIVES**

### **Reference Board Policy AD**

The following goals and objectives are identified for the Meramec Valley R-III School District. Additional specific strategies and action steps to support established goals and objectives will be outlined in the District Comprehensive School Improvement Plan and reviewed on a yearly basis.

#### **1-ACADMIC EXCELLANCE**

**Goal 1: By May 2029, at least 80% of students will meet or exceed their growth targets on benchmark assessments in both reading and math (K-12) and science and social studies (5-12).**

- Strategies for Implementation:
  - Implementing quality Multi-tiered Systems of Support with fidelity.

**Goal 2: By May 2029, increase College and Career Readiness opportunities to 80% for all students, as measured by performance points on the Annual Performance Report**

- Strategies for Implementation:
  - Implement a District College and Career Readiness Council to review and revise current CCR data, practices, and action steps.

#### **2-FAMILY & COMMUNITY ENGAGEMENT**

**Goal 1: Over the next five years, The Meramec Valley R-III School District will utilize two-way communication channels and align engagement with learning goals for a 2% annual increase in overall parent and community engagement, as measured by surveys and feedback data from communication tools**

- Strategies for Implementation:
  - Align parent and community engagement with student learning goals
  - Increase 2-way communication and engagement with all stakeholders

#### **3-POSITIVE CULTURE**

**Goal 1: Increase the percentage of employees who rate their job satisfaction as 4 or above (on a 5-point scale) by 2% annually over the baseline, as measured through an annual employee engagement survey.**

**Goal 2: Increase student and parent feelings of community by 2% annually, as measured by the cSurvey.**

- Strategies for Implementation:
  - Teachers and staff have formal ways to provide input regarding the optimal functioning of the District/school.
  - The District seeks ways to recruit teachers and staff in all positions.
  - The success of the District, as well as individuals within the District acknowledged.

#### **4-ATTENDANCE**

**Goal 1: Each school year, MVR-III will improve attendance by 3% among students with chronic absenteeism, by implementing a staff-led relationship-building initiative designed to increase student connection, engagement, and school belonging.**

*\*Chronic absenteeism will be defined as regular daily attendance of 85% or less, in alignment with DESE standards.*

- Strategies for Implementation:
  - Staff will build intentional, supportive relationships with students identified as chronically absent or at risk.

## EMERGENCY DRILLS

Fire, earthquake, tornado and intruder drills are conducted throughout the school year to instruct students on safety procedures. Each classroom has emergency procedures posted and these procedures are discussed regularly. The fire alarm is sounded for fire drills. Storm warnings or other emergency drills are announced over the P.A. system.

## EMERGENCY INFORMATION AND PROCEDURES

### Refer to Board Policy EBC-2

The school office should be notified of any change of address or phone numbers during the school year. It is also important to have up-to-date emergency phone numbers on file in case of an emergency with a student or in the event of early school dismissal. Please keep this information accurate!

It is mandated that disaster drills be conducted periodically during the school year. In compliance with these regulations, the Meramec Valley R-III School District has established procedures to be carried out in evacuating and protecting the students. Instructions for such emergencies are explained by teachers and posted in all classrooms.

## EVERY STUDENT SUCCEEDS ACT COMPLAINT PROCEDURES

### 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<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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

#### 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.

<sup>1</sup>Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V.  
<sup>2</sup>In compliance with ESSA Title VII-Part C, Sec. 8304(d)(2)(C).

Revised 4/17

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.

## **FIELD TRIPS**

### **BOE Policy IICA & IICA-AP(1)**

Field trips are intended to expand/enhance classroom learning and bring real-life experience and meaning to the curriculum. These trips are a privilege, and all school rules apply. Students must ride the school bus to and from all field trip destinations. Field trips require all screened volunteers to complete a background check. Visit the Meramec Valley R-III website to locate the Volunteer Handbook and Chaperone Policy IICC-AP. Preschoolers/siblings are not allowed to attend field trips nor may they be transported by district transportation. Alcohol/Tobacco products are not allowed on any field trip.

## **FOOD AND DRINK**

### **District Food Protocol:**

The U.S. Department of Agriculture (USDA) regulations implement the Smart Snack in School nutrition standards. One of the major changes required by the rules effective June 30, 2017 is that school districts must have standards for all foods and beverages provided during the school day.

The Meramec Valley R-III School District adopts this district-wide protocol to contribute to the health and academic achievement of all students.

### **Snacks & Celebrate in healthy ways.**

- Schools and parents are encouraged to be creative in celebrating without food but if you would like to provide a treat for the celebration or the class as snack please follow the approved Healthy List of Foods/Smart Snack in School nutrition standards
- Birthday celebrations at school can be celebrated with treats or trinkets. The treats should follow the approved Healthy List of Foods.

*Per policy JHCF - Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.*

## **GUIDANCE**

Each elementary school has the services of a certified school counselor based on student enrollment within the building. Counseling services are available to all students.

There are four areas of responsibility that are covered by the counselor: classroom presentations, responsive services, system support and individual student planning.

### *Parent Resources:*

*Crisis Hotline 1-888-644-5886*

*Violence Hotline 1-866-748-7047*

*Family Services 1-800-392-3738*

*Franklin Co. Area United Way 636-239-1018*

*Suicide Hotline 988*

## HEALTH SERVICES

Communicable disease (*refer to Board Policy EBB, EBB-AP(1), EBB-AP(2)*): To prevent the spread of illness, students are not to share food or drinks at school. Students are expected to maintain good hygiene habits, regular bathing and frequent hand washing to help prevent disease.

Persons with communicable diseases will be excluded from school according to the following state guidelines:

**Fever** - Keep your child home until your child is fever-free for 24 hours without the use of fever-reducing medicines (Acetaminophen or Ibuprofen).

**Diarrhea** - Keep your child home until the child has been free of diarrhea for at least 24 hours.

**Vomiting** - Keep your child home until they have not vomited for 24 hours.

**Eye drainage** - Keep your child home if there is purulent (pus) drainage from one or both eyes and consult their physician.

**Rash** - with fever or behavior change - Keep your child home until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

**Going home “sick”**: Students who become sick or are injured during the school day should report to the school nurse. The nurse will assess the student’s problem and contact a parent/guardian if the student requires further medical assistance or needs to go home. Providing transportation and adult supervision is the responsibility of the parent/guardian.

**Food Allergies** (*refer to Board Policy JHCF & JHCF-AP(1)*) Some schools have students attending who have severe and even life-threatening food allergies. Eating these foods, even in trace amounts, may cause a severe reaction that can lead to death. School staff have been trained to recognize such a reaction and to administer medication in an emergency. Certain parts of our school building may be designated as “allergy aware” areas, and certain foods may be restricted in those areas. Please know that those restrictions are for the safety of students, and you are expected to comply with those food restrictions. Specific questions regarding allergies in each building may be directed to your building principal or building nurse.

**Head Lice** (*refer to Board Policy JHC-AP(2)*): Head lice infestations can be a problem in the school population. Head lice are not life threatening, do not carry disease, and are simply considered a nuisance issue. Transmission occurs by direct contact with the head of another infested individual. Head lice are often diagnosed in schools, but transmission usually occurs at home or in the community. A number of head lice cases in a school can take a significant amount of time away from the educational program. In order to protect our classroom time, we are adopting the following policy: Students with head lice infestation will be excluded from school only to the minimum extent necessary for treatment.

**Immunizations** (*refer to Board Policy JHCB & JHCB-AP(1)*): The school district maintains an immunization record on each student in our school. All students must be in compliance with state immunization guidelines to attend classes. Students whose immunizations are not up-to-date will not be allowed to come to school.

**Special Health Conditions:** If a child has a special problem concerning his/her health (e.g. frequent urination, hearing problems, allergies, asthma conditions, etc.), a parent or guardian should provide a note from a physician defining diagnosis and care instructions. School personnel must know about these problems if they are to take the best possible care of children while they are under their supervision.

**Screenings** (*refer to Board Policy JHC-AP(1)*) Annually, our health staff conducts certain screenings at the elementary level. Vision, hearing, and growth screenings (height, weight, and BMI), are typically conducted on 1st & 3rd graders every year as recommended by the State Missouri. Kindergarteners, students new to the district, and students undergoing evaluations may also be screened. If you DO NOT want your child to be screened, please contact the nurse in your child's school.

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

### **Reference Board Policy JHCD**

Definitions:

*Medications* – For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

*Authorized Prescriber* – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

### **Medication Administration**

1. All medications must be delivered to the school nurse by the **parent/guardian** in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request form from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration.

Documentation will minimally include the:

- ☐ Student's name.
  - ☐ Prescriber's name.
  - ☐ Pharmacy.
  - ☐ Prescription number.
  - ☐ Name of the medication.
  - ☐ Dosage.
  - ☐ Date and time administered.
  - ☐ Reasons for *not* giving medications as prescribed (e.g., vomiting, spills, refusal).
  - ☐ Name and signature of person who actually administered the medication.
5. To the extent practical, students shall be provided privacy when receiving medications.
  6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
  7. If the district maintains prefilled epinephrine auto syringes or asthma-related rescue medications, a list of students whose parents/guardians indicate that they cannot receive such medications will be kept with the medications.

## **HOMEWORK/STUDY TIME**

The Meramec Valley R-III School District believes that certain amounts of homework are beneficial to the education of young students. Homework assignments need to be distinguished from work not finished on school time. Homework is a purposefully planned activity which supports students at his/her individual learning level and presented on the appropriate grade level.

Work brought home from school is often identified as homework when, in fact, it is work that was assigned for completion at school. Assignments for children to complete and turn in during class time are carefully planned and tailored to the time available to complete them. If your child seems to be bringing home large amounts of homework or more than one homework assignment a day, check with your child's teacher. Students will be allowed one school day for each day of absence to receive credit for missed work.

*A guideline for the average amount of homework to be given a child at the elementary level on Monday through Thursday evenings will be as follows:*

*K-2: 20 minutes*

*3rd: 30 minutes*

*4th: 40 minutes*

## **INTRAMURAL SPORTS**

Intramural sports for Grades 3 & 4 may be held before or after school. This is a special opportunity for students to participate in their favorite sports (e.g. floor hockey, soccer, basketball). These activities provide excellent practice in good sportsmanship and cooperation. Schedules and registration slips for each sport will be provided for the activity. Students are expected to maintain passing grades and have good school citizenship in order to participate. Behavioral issues and/or non-motivation toward academics may preclude participation. Students who have been absent or sent home due to illness may not return after school to participate in these activities. Transportation to intramural sports must be provided by parents.

## **IN-SCHOOL SUSPENSION (ISS)**

### **Reference Board policy JGB**

#### **General**

The ISS program was established as a means of discipline.

Its purpose is:

- To reduce the number of students suspended or expelled from the district.
- To help students learn to accept responsibility for their own behavior in order to return to their regular classroom.

Students in ISS are given the opportunity to do all school work and receive full credit for all work completed to teacher expectations. The student will remain in the ISS room or principal's office for the entire day(s) assigned. Referrals to ISS may be made by the elementary principals, based upon teachers' written referrals or administrator's own judgments about the student's behavior. The number of days assigned for ISS is at the discretion of the principal. Students will be sent to ISS the next day it is available in their building.

The procedure for sending students to ISS will be as follows:

- Misconduct forms will be written and sent to the parent/guardian.
- Phone calls to parents will be made.
- Assignments will be submitted by the student's classroom teacher.

## **Rules and Procedures in ISS**

- Students report to their classrooms when they arrive at school.
- Students will take supplies of paper, pencils, erasers, etc. which will be necessary for the completion of their assignments.
- Students will be assigned seats by the ISS instructor and will remain in those seats for the entire day.
- Students must ask permission to leave their assigned seats.
- Students will not speak to the ISS instructor or any other student without permission from the ISS instructor.
- Students will not be allowed to participate in or attend after-school activities on days they are assigned to ISS.

Excused absences will delay rather than eliminate ISS. Upon returning to school, a student will be assigned a new date for ISS. Medical excuses from a physician may be required. Tardiness and unexcused absences will be handled by the principal. Removal from ISS When a student is removed from ISS, the parent will be required to come to school to pick up the student. Students will be required to serve a full day of ISS to make up any day they are ejected.

Incidents which may result in ejection from ISS:

- Sleeping
- Refusal to work
- Disruptive behavior (talking, noises, profanity, etc.)
- Defiance of authority
- Other behavioral problems as judged by the ISS instructor

## **LOST AND FOUND**

Meramec Valley R-III staff members are not responsible for students' lost or stolen property. Students are to leave toys and small personal items at home to protect against loss or destruction. Lost and found collection centers are located in each school building. The use of name labels or some form of identification on items of clothing and other belongings assists in their recognition and return to the owner. Please check when your child loses something. Many articles are not claimed. Items unclaimed after 30 days are donated to local charities.

## **LIBRARY/MEDIA CENTER**

Children develop a love for reading early. Our elementary libraries offer a wide range of materials for study, research, pleasure, and parental use. Students may use the library independently during the day if arrangements are made in advance with the teacher and librarian. Please feel free to contact your child's Library Media Specialist to find out what resources are for use at home, too! All books must be returned before checking out additional materials. Students or parents are financially responsible for lost or damaged library books.

## **MVR-III STUDENT DIRECTORY INFORMATION**

### **Reference Board Policy JO**

The Meramec Valley R-III School District recognizes students for their achievements and honors throughout the school year. Student recognition may include publication of student name, student photo, student work, grade level of student, school attended by student, student sports participation record/statistics, and honors and awards received by the student. This publication may occur in district newsletters or may be published through the news media. Parents must notify the school office within the first ten days of a child's enrollment for the current school year if they do not want directory information about the students released in any manner during the school year. A parent/guardian will need to complete a Refusal of Directory Information and a Photograph Form and return it to his/her child's school within the first ten days of a child's enrollment if they do not wish information to be published about their child in any manner.

## **NOTICE OF NONDISCRIMINATION**

### **Reference Board Policy AC**

Meramec Valley R-III School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission, access to, treatment, and employment in its programs and activities.

As per Board of Education policy revised on May 15, 2014, applicants for admission and employment, students, parents of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Meramec Valley R-III School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, treatment, and employment in its programs and activities.

Any person having inquiries concerning Meramec Valley R-III School District's compliance with nondiscrimination laws is directed to contact, Tom Sauvage, Assistant Superintendent, 126 North Payne, Pacific, MO 63069, (636-271-1400). These non-discrimination laws include Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act. Assistant Superintendent is the person who has been designated to coordinate the District's efforts to comply with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the District's compliance with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

## **NURSE'S OFFICE**

The nurse's office is in the central part of the building. If students must see the nurse, be certain to have a pass from the teacher. If a pass is not obtained, the nurse may not see you, and you may be sent back to class with an unexcused tardiness depending on the severity of the situation. Permission to go home must be granted by the nurse or an administrator. **Students should not text or call parents without permission asking to be picked up from school.** The nurse's office is closed for one half hour each day. Any issues will be reported to the main office during this time.

## **OFFICE DISCIPLINE REFERRAL**

### **Reference Board Policy JG**

Discipline is primarily the responsibility of each teacher. The teacher may elect to handle discipline procedures within each classroom until an office discipline referral is necessary. When a teacher has exhausted all possible means of discipline, the student will be referred to the office and the steps in the catalog of offenses will then be followed for that particular offense.

A written report will be filed on each incident along with the action taken by the school officials. The student will be informed of the nature of the violation and the intended punishment. The student will be presented with the evidence and given the opportunity to discuss the case.

## **PARENT TEACHER CONFERENCES**

Parent/teacher conferences are encouraged at any time. A detailed plan for conferences will be announced approximately two weeks before they occur. Parent/teacher conferences may be offered before/after school and via phone or email.

## **PARENT TEACHER ORGANIZATION (PTO)**

Meramec Valley R-III School District promotes the educational programs of our school. Parents are encouraged to join and participate in PTO as they continue their outstanding tradition of providing additional opportunities for our students.

## **P.E. CLASSES**

### **Refer to Board Policy ADF-AP(1)**

Due to safety factors, all children should wear tennis shoes or soft-soled shoes during PE class. Hard-soled dress shoes, sandals, and boots are not appropriate for the type of activities performed in class. Additionally, girls should wear shorts under dresses to participate in PE. Participation in the program by every student will be required unless excused by a doctor for health reasons.

## **PERSONAL ITEMS**

Students must be aware that any personal items that can cause a disruption or are inappropriate to the school environment are not allowed. The students will be subject to the consequences of the discipline policy if personal items are inappropriate or can cause a disruption. These items include most electronic devices, unless permission is obtained in advance.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION Reference Board Policy AC**

Meramec Valley R-III School District prohibits any and all forms of unlawful harassment and discrimination on the basis of age, race, color, sex, religion, national origin, or disability in the admission, access to, treatment, and employment in its programs and activities. Meramec Valley R-III School District also prohibits retaliation against any individual because that individual has opposed any act or practice of discrimination and/or harassment based on age, race, color, sex, religion, national origin, or disability in the admission, access to, treatment, and employment in the District's program and activities, or because that individual has made a charge of discrimination or harassment, or otherwise testified, assisted, or participated in any manner in any investigation, proceeding, or hearing related to a charge of discrimination or harassment.

Meramec Valley R-III School District is an equal opportunity employer and it is the policy of Meramec Valley R-III School District to provide equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion, and to maintain a work environment for its employees that is free from unlawful discrimination, harassment and retaliation.

It is the policy of Meramec Valley R-III School District to provide and maintain a learning environment that is free from discrimination and harassment based on an individual's age, race, color, sex, religion, national origin, or disability.

It shall be a violation of district policy for any student, teacher, administrator or other school personnel of this District to unlawfully harass, discriminate or retaliate against any other student, teacher, administrator or other school personnel of this district on the basis of age, race, color, sex, religion, national origin, or disability. For purposes of this policy, "school personnel" includes school board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the Meramec Valley R-III School District.

### **Definitions**

For purposes of this policy, "harassment" includes both person to person and electronic communication.

Harassment may consist of:

**Verbal Conduct** – threats, taunts, name-calling and put-downs, insults, whistles or rude noises, comments about a person's body, sexual remarks/requests, extortion

**Written Communications** – notes, letters, etc. or sexual pictures or drawings

**Nonverbal Conduct** – stalking, gestures or suggestive body movements, display of sexual pictures or drawings, exclusion from a peer group

**Electronic Transmission** – threats or insults transmitted via a written format (internet, text message, email, personal digital assistant (pda), or wireless handheld device, or a graphic format (video, camera, cell phone)

**Physical Conduct** – uncomfortable proximity, grabbing/touching someone sexually, physical violence, theft or damaging property

Such conduct that interferes with the educational process is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

**PUBLIC INFORMATION PROGRAM**  
**Reference Board Policy KB and KB-AP (1)**

Open communication with the district's students, parents, patrons, and the public in general is essential for the school district to operate effectively. The district will abide by the Missouri Sunshine Law when making records available to the public.

**RECESS/PLAYGROUND SAFETY**  
**Refer to Board Policy ADF-AP(1)**

All children are expected to go outside for recess, weather permitting, unless they have a doctor's excuse. It is the student's responsibility to dress appropriately to the weather conditions. Our elementary schools have well-equipped playgrounds. The following general rules are designed to make the playground safer and more enjoyable for all:

1. Wood or metal bats are not to be used.
2. Jump ropes are to be used only for that purpose.
3. Students are not to stand on slides, swings, or use any equipment for any other purpose besides that for which they have been intended.
4. Items of a questionable nature will not be permitted.
5. No throwing or kicking objects (rocks, sticks, etc.).
6. Fighting will not be tolerated.
7. Students should immediately report all problems or accidents to a supervisor on duty.
8. No food or drink except water is allowed on the playground.

**SCHOOL AGED CHILD CARE (SACC) PROGRAM**

School-Aged Child Care (SACC) is available for all elementary students. The SACC Sites are Coleman, Nike, Zitzman Elementary.

- Nike & Robertsville students can attend SACC @ Nike.
- Zitzman students can attend SACC @ Zitzman.
- Coleman students can attend SACC @ Coleman

The program begins at 6:00 a.m. and follows the end of the school day until 6:00 p.m. The SACC program is available to meet child care needs either in the morning before school, in the afternoon after school, or both. Tuition for the program is based on the enrollment schedule of the student attending.

Current tuition rates are as follows and subject to change:

- First Child Each Additional Child Morning Session \$9.00 per day \$8.00 per day
- Afternoon Session \$9.00 per day \$8.00 per day
- Both Sessions \$14.00 per day \$12.00 per day
- Early Dismissal \$14 for the afternoon per child \$13.00 per sibling.

Weekly tuition must be paid the first day of the week your child is in attendance. A non-refundable support fee of \$30.00 is required for each child enrolled, not to exceed \$60.00 per family. A minimum of two (2) sessions per week is required and is subject to change. If there are any changes in a student's SACC schedule, it is the parents' responsibility to notify the SACC program of any changes personally and in advance. Charges are based on enrollment, not attendance. The SACC program handbook is located online on the district's website. A hard copy is available upon request. SACC is an extension of the school day and the catalog of offenses from this handbook will be followed. The SACC program is also available during the summer at the elementary buildings. Enrollment can be completed online for all three sessions. Tuition rates for the full-day summer program differ from the school year program.

## **SCHOOL CANCELLATIONS**

The decision to close school is made at the earliest possible hour. If weather conditions are severe enough, the decision is made the night before; however, the decision is frequently made in the early hours of the morning. As soon as a decision is made, information is then phoned to radio stations **KLPW-1220 AM** or **101.7 FM**, **KTRS - 550 AM**, and **WIL - 1490 AM** or **92.3 FM** and TV stations **Channel 2**, **Channel 4**, and **Channel 5's Snow Watch** which begins at 5:00 a.m. **Information will also be posted on the district website [www.mvr3.k12.mo.us](http://www.mvr3.k12.mo.us).** The school district will also use School Messenger to inform parents via telephone.

*Early Dismissal, Modified Time (late start) and Modified Routes (Snow Routes) will **only** be used in severe conditions.*

### **Early Dismissal**

If severe weather conditions develop during the school day, early dismissal may occur. Once school is in session, it becomes very difficult to dismiss early as it creates problems, especially for working parents. Should it become necessary to dismiss school early, information will be carried on the above listed radio and television stations, as well as the district website and school reach. ***Please have a plan concerning where your child should go if school is dismissed early. Communicate this plan to your child's school and discuss this plan with your child.***

### **Tuition Based Programs**

Pacific Intermediate School Age Child Care Program Opening At 8:00 a.m.

Elementary School Age Child Care Programs Opening At 8:00 a.m.

Doris Hoffman Early Learning Center Tuition Program Opening At 8:00 a.m.

**\*Dismissal will be at its normal regular scheduled times**

## **SCHOOL RECORDS**

### **Reference Board Policy JO**

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. The entire record, as well as selected items from that record, is to be made available for review by students, parents, and school officials.

In some cases, such as with psychological testing, social work profiles, and special education placement, parents and students should seek an interpretation of such tests. Anyone wishing to see a student's record must get written permission from either the parents, student, or the courts. Transcripts and school records will be forwarded to other schools when all fines are cleared.

## STUDENT ACTIVITIES

During the year, several classes and organizations will sponsor activities for the students. The following guidelines have been established:

1. If a student leaves the building once an activity starts, he/she may not return to the activity.
2. Admittance of outside guests will be considered individually.
3. Smoking or use of electronic smoking devices will not be allowed.
4. Students will be expected to dress appropriately.
5. Students will pay proper respect to all sponsors and do everything possible to make all school activities a success.
6. Students in ISS or OSS may not attend any school activity the same scheduled day as their assigned ISS or OSS.
7. Students who have unpaid fines may not attend school activities.

## STUDENT ATTENDANCE AND ABSENTEEISM Reference Board Policy JED-AP (1)

Attendance and academic success are directly related. Therefore, every effort should be made by all students to attend school on a regular basis. Special situations may be considered when approved both by the school and the parents in advance of the absence.

Regular attendance is critical to the learning process. When a student is absent from class, it is impossible to recreate the situation that existed during the student's absence. Makeup work cannot take the place of classroom instruction. It is essential that each student be in the classroom every day possible. **When a student misses school, a parent/guardian should call the school office before 9:00 a.m. each day the student is absent.**

One of our goals at the building and district level is to reduce the number of chronically absent students by at least 3%. A student is considered chronically absent by the state of Missouri if their attendance rate for the school year falls below 90%.

To keep families informed of their student's attendance status, Infinite Campus will generate an attendance letter at the 3rd, 5th, and 7th absences. These letters are meant to open the lines of communication between school and home in the case that any support is needed in establishing a plan to help that student maintain consistent attendance.

If you receive a letter, please know that Infinite Campus does not differentiate between the absence types. At Riverbend, we have different attendance codes. The most common absence types are as follows:

- "A" - This means that the absence is unverified because a parent/guardian has not contacted the school.
- "V" - This means the absence is verified because a parent/guardian contacted the school.
- "X" - This means the absence is verified and excused because the student had a medical note or other documentation specifying the reason for the absence.

### Tardy Slips

All students arriving late for school (except on late buses) must receive a tardy slip from the office before entering the classroom. Students (arriving late) need to be signed-in at the office by an adult. If a student leaves the building early (with less than 30 minutes remaining), this will also be counted as a tardy.

## **Students Leaving School**

For a child to be excused during the school day, an individual authorized on the emergency contact list must sign out the student in the office. Identification may be requested at this time. Each building will have a plan for signing out children at the end of the day.

## **STUDENT DISCIPLINE** **Reference Board Policy JG & JG-R**

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 comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R(1), JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. It will also be available online for all parents/guardians and their families.

## **STUDENT DRESS CODE** **Reference Board Policy JFCA & JFCA-AP (1)**

The administration is authorized by the Board of Education to establish appropriate dress standards. Violators will be asked to seek appropriate attire immediately. Repeated violations may result in disciplinary action.

The following guidelines should be observed:

1. Clothing with obscene, vulgar, racially inflammatory, or profane slogans/pictures shall not be worn to school.
2. Halter tops, tube tops, tops that allow bare midriffs, backless tops, fish-net mesh style tops, and strapless tops shall not be worn. Underwear shall not be worn as outerwear.
3. Shoes shall be worn. Tennis shoes must be worn for P.E. and are strongly suggested for daily wear.
4. Clothing which contains advertisements for and/or promotes alcohol, tobacco, and/or drug-related products shall not be worn to school.

Additions or modifications regarding the student dress code may be made at the discretion of the principal. Dress codes may be modified for special activities or occasions.

## **STUDENT REGISTRATION** **Reference Board Policy IGBA-1, IGBA-1-AP(1), IGBA-1-AP(2), IGBA-1-AP(3), IGBA-1-AP(4), IGBA-1-AP(5), IGBA-1-AP(6) & JEC**

Students registering to attend school in the Meramec Valley R-III School District will need a birth certificate (original state document), Social Security card, immunization records and proof of residency. A request for current IEP (if applicable) and previous grades or transcripts should be completed during the application process. These documents may be sent from a school previously attended when a request is completed. Updated information sheets are required.

The MVR-III District is obligated to identify and provide education and assistance to students who are homeless, migrant and/or are learning English as a second language.

## **STUDENT TRANSFER WITHIN THE DISTRICT**

## ***BOE Policy JCB & JCB-AP(1) & JCB-AP(2)***

The Meramec Valley R-III Board of Education will attempt to accommodate a parent request to transfer a student from one school to another within the district. However, any decision must be made in an organized manner and with the welfare of the students as a whole as its major requirement.

Any request to transfer a student from one attendance area to another must meet the following criteria:

1. At the start of each school year, every child should be enrolled in their attendance area.
2. A request form to attend a different attendance area should be filed with the Meramec Valley R-III Board of Education Office. The application process begins the first working day in August of the upcoming school year. The request form will be prenumbered and given out sequentially.
3. The sending principal and the receiving principal will consider the request and make their recommendations in writing.
4. Prior to approval, that parent/guardian, and student if appropriate, may be required to meet with the sending and/ or receiving principal.
5. Only class sizes of fewer than 20 in grades K-2 and 23 in grades 3-4 will be considered open to voluntary transfers.
6. Transfer decisions will be made on a first-come basis.
7. Every effort will be made to make the decision on or before the first day of school, but it may be necessary to delay the decision for up to two weeks in some cases.
8. Parents/Guardians of the student will be required to provide transportation to or from school unless the district is otherwise required to do so.
9. Transfers will remain in effect for the duration of one school year.
10. Parents/Guardians must re-apply each school year for student transfer consideration.
11. After a student has been approved at an elementary school site for a transfer for three or more consecutive years prior to the current transfer request, that student will be allowed to transfer to the same elementary site for the remaining years, if requested yearly by the parents/guardians.
12. Intradistrict transfers are a privilege and the expectation of maintaining attendance rates that support the CSIP and BSIP goals will be held. If attendance becomes an issue, then a meeting with the building principal and the attendance committee will be initiated and the intradistrict transfer status reviewed.

### **TECHNOLOGY USAGE Reference Board Policy EHB**

Students and staff of Meramec Valley R-III School District must follow the acceptable use guidelines of the district's chosen internet service provider:

1. Use of the Internet is for educational purposes.
2. Use of another organization's network must be consistent with their usage policy.
3. It is not acceptable to use the Internet for purposes, which violate any federal or state laws. This includes, but is not limited to, the transmission of copyrighted, threatening, or obscene materials.
4. It is not acceptable to use the Internet to harass or harm others.
5. It is not acceptable to use the Internet in a manner that disrupts normal network use and service. Such disruption would include propagation of computer viruses, violation of personal privacy, and unauthorized access to networks and network resources.
6. It is not acceptable to use the Internet for commercial activities.

E-mail privileges also fall under this policy and e-mail communications may be monitored by district staff.

### **TEXTBOOKS Refer to Board Policy IIA**

Students will be charged for lost or damaged textbooks. If charges are not paid before school is out, they will be collected at the time of pre-enrollment for the next year. Theft reports must be completed immediately whenever a book is missing.

### **TRANSPORTATION QUESTIONS**

Questions that arise concerning bus problems are to be directed to the Department of Transportation at **(636) 271-1470**.

### **TRAUMA INFORMED**

Trauma-Informed School Initiative: Pursuant to Section 161.1050, RSMo, DESE established the “Trauma Informed Schools Initiative” which includes providing information and training to school districts regarding the trauma-informed approach, how schools can become trauma-informed schools, and developed a website about the trauma-informed schools initiative that includes information for schools and parents. For more information about the Trauma-Informed School Initiative, please visit [www.dese.mo.gov/traumainformed](http://www.dese.mo.gov/traumainformed).

### **VISITOR POLICY**

#### **BOE Policy KK & KK AP(1)**

Meramec Valley R-III School staff invites parents, grandparents, and those interested in education to visit our schools. We are proud of our educational system and are available to answer questions concerning any aspect of it. For the protection of the students, as well as security in the school, however, it is required that any person entering the building during the school day stops at the school office, signs in before going to another part of the building, and receives a visitor’s pass. Any person found in the building without a visitor’s pass obtained at the school office and appropriately displayed will be considered in violation of city and/or state laws referring to loitering and trespassing.

### **VOLUNTEERS AND VOLUNTEER BACKGROUND CHECK**

#### **BOE Policy GBEBC, IICC & IICC-AP(1)**

Meramec Valley R-III School District volunteers help in many ways: by working directly with children, reading with students, assisting with computers, performing clerical tasks for teachers, assisting in the library, as well as other tasks. Parent involvement is key to student success. All school volunteers that follow a regular schedule or work individually with students must complete a background and fingerprint check. These checks ensure safety and security of our students, which is our top priority. The volunteer will be responsible for obtaining and completing all necessary paperwork. Volunteers such as tutors, parent readers, office workers, library workers, classroom helpers, field trip chaperones, etc. are required to complete background/fingerprint checks and at your own expense.

Volunteers must complete BOTH background checks prior to being allowed to volunteer in any capacity.

Background Check #1 <http://www.machs.mo.gov/reg.code/0674>

Background Check #2: <http://www.health.mo.gov/safety/fcsr>

### **WEAPONS IN SCHOOL**

#### **Reference Board Policy JFCJ**

The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of district sanctioned firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapons, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

### **WITHDRAWING FROM SCHOOL**

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. Textbooks and library books must be returned and any monetary obligations must be taken care of before leaving. The school where your child will be attending will request the necessary school records once you've completed enrollment.

### **STUDENT CODE OF CONDUCT**

The infractions of school discipline listed below are grouped in categories according to the seriousness of the

offense. It is not intended to be exclusive or all inclusive. **All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the principal.** The school will make every attempt to ensure that the maintenance of an atmosphere exists where orderly learning is possible and encouraged. Penalties set forth in this handbook may be more severe if in the judgment of the administration it is warranted.

**NOTE: Any student suspended from the school may not enter school at any time he/she is suspended. Students who refuse to serve ISS will be suspended out-of-school for the number of days they were assigned to ISS. Upon their return to school, students must complete their ISS assignments. Students may be assigned out-of-school suspension after serving ten (10) days of ISS per semester.**

\*Penalties set forth in the following offenses may be more severe if in the judgment of the administration.

| OFFENSE                                                                                                                                                                                                                   | FIRST OFFENSE                                                                                                                                                                                                        | SECOND OFFENSE                                                                                                                                   | THIRD OFFENSE                                                                                                                                    | FOURTH OFFENSE                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Series 1: Controlled Substances</b>                                                                                                                                                                                    |                                                                                                                                                                                                                      |                                                                                                                                                  |                                                                                                                                                  |                                                                                                                        |
| 1.1 Selling or giving and buying or receiving drugs.                                                                                                                                                                      | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified.                                                                                  | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified.                           |                                                                                                                        |
| 1.2 Possession or use of any drug without medical authorization in school or at a school sponsored activity or showing evidence of such when appearing at school or on school property.                                   | Ten (10) days OSS from principal or five (5) days OSS and counseling. Proof of attendance for counseling must be provided or ten (10) day suspension becomes reinstated. Local law officials will be notified.       | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified.              | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. |
| 1.3 Possession of any drug paraphernalia without medical authorization. (The definition of drugs include prescription or nonprescription, over the counter and any controlled or illegal substance by Missouri State Law) | Up to ten (10) days OSS from principal or five (5) days OSS and counseling. Proof of attendance for counseling must be provided or ten (10) day suspension becomes reinstated. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified.              | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. |

|                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                |                                                                                                                                     |                                                                                                                                                  |                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 1.4 Possession or use of alcoholic beverages in school or at a school sponsored event, or on a bus, or showing evidence of drinking when appearing at school or on school property.                                                                                                             | Ten (10) days OSS from principal or five (5) days OSS and counseling. Proof of attendance for counseling must be provided or ten (10) day suspension becomes reinstated. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. |
| 1.5 Smoking, chewing or possession of smoking products (including electronic smoking devices) during the time school is in session or when school activities are being held before or after, or during the times when students are understood to be in the direct control of the school system. | Up to one (1) days ISS                                                                                                                                                                                         | Up to two (2) days ISS                                                                                                              | Up to three (3) days ISS                                                                                                                         | Up to three (3) days OSS                                                                                               |
| 1.6 Possession of lighter or matches                                                                                                                                                                                                                                                            | Up to one (1) day ISS                                                                                                                                                                                          | Up to two (2) days ISS                                                                                                              | Up to three (3) days ISS                                                                                                                         | One (3) Day OSS                                                                                                        |

| OFFENSE                                                                                                                                                    | FIRST OFFENSE                                                  | SECOND OFFENSE                                                                                                                             | THIRD OFFENSE                                                                                                                       | FOURTH OFFENSE                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Series 2: Attitude/Actions Toward Staff</b>                                                                                                             |                                                                |                                                                                                                                            |                                                                                                                                     |                                                                                                                                                  |
| 2.1 Assault on school personnel, including bus drivers                                                                                                     | Up to Ten (10) days OSS. Local law officials will be notified. | Ten (10) days of OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified.                           |
| 2.2 Threatening bodily harm to a staff member                                                                                                              | Up to Three (3) days OSS. Local law officials may be notified. | Up to Five (5) days OSS. Local law officials may be notified.                                                                              | Up to Ten (10) days OSS. Local law officials may be notified.                                                                       | Ten (10) days of OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. Local law officials will be notified.       |
| 2.3 Insubordination/Open defiant attitude toward staff members. Defiant is defined as the act or instance to resist, willingness to contend, and/or fight. | Detention and/or<br>Up to One (1) day of ISS                   | Up to 3 days ISS                                                                                                                           | Up to 3 days OSS                                                                                                                    | Up to 5 days OSS                                                                                                                                 |
| 2.4 Inappropriate/profane remarks towards a staff member                                                                                                   | Up to Three (3) days ISS                                       | Up to Three (3) days OSS                                                                                                                   | Up to Five (5) days OSS                                                                                                             | Up to Ten (10) days OSS with possible recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. |

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| 2.5 Disrespect: Disobedient (refusing or neglecting to obey) to authority | One (1) hour after school detention                                                   | One (1) day ISS          | Up to three (3) days ISS | Up to five (5) days ISS                                                    |
| 2.6 Physical Aggression Toward Staff                                      | Up to Three (3) days ISS & any other action deemed necessary to the nature of the act | Up to Three (3) days OSS | Up to Five (5) days OSS  | Up to Ten (10) days OSS with possible recommendation to the superintendent |

| OFFENSE                                                         | FIRST OFFENSE                                                                                                                                                                                                                  | SECOND OFFENSE                                                                                                                                                                                                                | THIRD OFFENSE                                                                                                                                                                                                                          | FOURTH OFFENSE                                                                                                                                                                                                            |
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| <b>Series 3: Fires and Weapons</b>                              |                                                                                                                                                                                                                                |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                           |
| 3.1 Arson on school property                                    | Up to ten (10) days OSS                                                                                                                                                                                                        | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS                                                                                                                                  | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS                                                                                                                              | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS                                                                                                                 |
| 3.2 Setting off fire alarm, making a bomb threat or dialing 911 | Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Up to Three (3) days OSS. Possible volunteer service for Pacific Fire Protection District/Police Department. | Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Up to Ten (10) days OSS. Possible volunteer service for Pacific Fire Protection District/Police Department. | Financial restitution, if any, to the district. Up to Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Possible volunteer service for Pacific Fire Protection District/Police Department. | Financial restitution, if any, to the district. Up to Ten (10) days OSS with a recommendation to the board of education for expulsion. Possible volunteer service for Pacific Fire Protection District/Police Department. |

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| 3.3 Unauthorized setting off of a fire extinguisher, fireworks or stink bomb                                                                                                                                                                                                                                                                                                                                                                                                   | Up to Five (5) days ISS and financial restitution | Up to three (3) days OSS and financial restitution | Up to five (5) days OSS and financial restitution | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS |
| 3.4 Possession of fireworks or stink bombs                                                                                                                                                                                                                                                                                                                                                                                                                                     | Up to Three (3) days ISS                          | Up to Five (5) days ISS                            | Up to three (3) days OSS                          | Up to ten (10) days OSS                                                                          |
| 3.5 Weapons: Gun Free Schools Act requires suspension of one (1) calendar year (subject to modification by the Superintendent on a case-by-case basis.) Weapons will be confiscated and dealt with on an individual basis with a suspension and possible recommendation of expulsion. Local law officials will be notified in any of the cases. A weapon is defined as any object that has the potential to do severe bodily harm. (Including knives, BB guns, firearms, etc.) |                                                   |                                                    |                                                   |                                                                                                  |

| OFFENSE                                                                                             | FIRST OFFENSE                                                  | SECOND OFFENSE                                                                                                                          | THIRD OFFENSE                                                                                                                       | FOURTH OFFENSE                                                                               |
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| <b>Series 4: Remarks/Actions Towards Students</b>                                                   |                                                                |                                                                                                                                         |                                                                                                                                     |                                                                                              |
| 4.1 Threatening bodily harm to a fellow student                                                     | Up to One (1) days ISS                                         | Up to Three (3) days ISS                                                                                                                | Up to Five (5) days ISS                                                                                                             | Up to Three (3) days OSS                                                                     |
| 4.2 Harassment<br>Reference Board<br>Policy AC                                                      | Up to Five (5) days OSS and parent conference                  | Up to Ten (10) days OSS                                                                                                                 | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS                                    | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS |
| 4.3 Threatening verbally, through gesture, or in writing, fatal harm to a staff member or a student | Up to ten (10) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. |                                                                                              |

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| 4.4 Assault on fellow students                                                                                                                        | Up to ten (10) days OSS. Local law officials will be notified.                                              | Ten (10) days OSS. Recommend to the superintendent for up to forty-five (45) days suspension. Local law officials will be notified. | Ten (10) days OSS. Recommend to the superintendent for up to ninety (90) days suspension. Local law officials will be notified. | Ten (10) days OSS. Recommend to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. |
| 4.5 Fighting on school property whenever blame can be attached to one or more students instigating or being responsible for causing a fight to occur. | Up to three (3) days OSS.<br><br>Local law officials may be notified.                                       | Up to five (5) days OSS.<br><br>Local law officials may be notified.                                                                | Up to ten (10) days OSS.<br><br>Local law officials may be notified.                                                            | 10 days OSS. Recommend to the superintendent for up to forty-five (45) days suspension.<br>Local law officials will be notified.      |
| 4.6 Inappropriate physical contact                                                                                                                    | Up to three (3) days ISS                                                                                    | Up to five (5) days ISS                                                                                                             | Up to three (3) days OSS                                                                                                        | Up to five (5) days OSS                                                                                                               |
| 4.7 Bullying                                                                                                                                          | Up to five (5) days ISS                                                                                     | Up to three (3) days OSS                                                                                                            | Up to five (5) days OSS                                                                                                         | Up to ten (10) days OSS                                                                                                               |
| 4.8 Use of profanity                                                                                                                                  | One hour after school detention                                                                             | One (1) day ISS                                                                                                                     | Up to three (3) days ISS                                                                                                        | Up to three (3) days OSS                                                                                                              |
| 4.9 Inappropriate remark to fellow student                                                                                                            | Up to 3 days ISS                                                                                            | Up to 5 days ISS                                                                                                                    | Up to 3 days OSS                                                                                                                | Up to 5 days OSS                                                                                                                      |
| 4.11 Extortion, stealing or misappropriation of school or personal property                                                                           | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to three (3) days ISS. | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to three (3) days OSS.                         | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to five(5) days OSS.                       | Return or reimbursement to the victim. Local law officials may be notified. Up to ten (10) days OSS.                                  |
| 4.12 Forging a signature of a parent or school official.                                                                                              | One (1) day ISS                                                                                             | Two (2) days ISS                                                                                                                    | Three (3) days ISS                                                                                                              | Three (3) days OSS                                                                                                                    |

| OFFENSE                                                                                           | FIRST OFFENSE                                                          | SECOND OFFENSE                                                                        | THIRD OFFENSE                                                                         | FOURTH OFFENSE                                                                                                |
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| <b>Series 5: Inappropriate behavior</b>                                                           |                                                                        |                                                                                       |                                                                                       |                                                                                                               |
| 5.1 Class misconduct or intentional disturbance of class, cafeteria, hallway or school functions. | One-hour detention                                                     | Up to One (1) day ISS                                                                 | Up to three (3) days ISS                                                              | Up to five (5) days ISS                                                                                       |
| 5.2 Academic dishonesty by copying or allowing copying, cheat sheets or plagiarism                | One-hour detention, redo assignment or exam, parent contact by teacher | One (1) day ISS, redo assignment or exam, parent contact by teacher                   | Up to three (3) days ISS, redo assignment or exam, parent contact by teacher          | Five (5) days ISS, redo assignment or exam, parent contact by teacher                                         |
| 5.3 Public display of affection                                                                   | Warning                                                                | School Detention                                                                      | Up to One (1) day ISS                                                                 | Up to Two (2) days ISS                                                                                        |
| 5.4 Inappropriate behavior on the bus                                                             | Warning, restate expectations and/or detention if deemed necessary     | Up to Five (5) days bus suspension. ISS or OSS can be assigned depending on severity. | Up to Ten (10) days bus suspension. ISS or OSS can be assigned depending on severity. | Permanent removal from school transportation for the rest of the year. ISS or OSS can be assigned on severity |
| 5.5 Inappropriate item at school                                                                  | Parent contact & up to One (1) day ISS                                 | Up to Three (3) days ISS                                                              | Up to five (5) days ISS                                                               | Up to ten (10) days OSS with possible recommendation to the superintendent.                                   |

| OFFENSE                                                  | FIRST OFFENSE                                                 | SECOND OFFENSE                                                                                    | THIRD OFFENSE                                                                                          | FOURTH OFFENSE                                                                        |
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| <b>Series 6: Attendance</b>                              |                                                               |                                                                                                   |                                                                                                        |                                                                                       |
| 6.1 Truancy or leaving school grounds without permission | Up to Two (2) days ISS                                        | Up to Three (3) days ISS                                                                          | Up to Four (4) days ISS                                                                                | Up to Three (3) days OSS                                                              |
| 6.2 Tardiness to school per trimester                    | On the Fourth (4) tardy parent conference with administration | On the Sixth (6) tardy parent conference with administration – Up to One (1) hour lunch detention | On the Eighth (8) tardy parent conference with administration – Up to Two (2) hours of lunch detention | On the Tenth (10) tardy parent conference with administration – Up to One (1) day ISS |
| 6.3 Being in an unauthorized area without permission     | Discretion of Building Administrator                          | Up to One (1) days ISS                                                                            | Up to Three (3) days ISS                                                                               | Up to Five (5) days ISS                                                               |

| OFFENSE                                                                                                                               | FIRST OFFENSE            | SECOND OFFENSE           | THIRD OFFENSE            | FOURTH OFFENSE           |
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| <b>Series 7: Improper Care/Defacing Property</b>                                                                                      |                          |                          |                          |                          |
| 7.1 Displaying, writing, carving, painting, etching or possession of pornography, racism, sexist comments or profanity on any object. | Up to three (3) days ISS | Up to five (5) days ISS  | Up to three (3) days OSS | Up to five (5) days OSS  |
| 7.2 Writing of graffiti that expresses symbols or messages or organizations prohibited by the board                                   | One (1) day ISS          | Up to three (3) days ISS | Up to five (5) days ISS  | Up to three (3) days OSS |

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| 7.3 Destruction of and/or defacing of school or personal property | Full financial restitution by the pupil to include all labor and material, ISS or OSS will be given depending upon severity | Same as first offense, OSS may be assigned depending upon severity                                                | Same as the first offense.<br>Recommendation for up to ninety (90) days OSS by the Superintendent.                |                                                                                                                          |
| 7.4 Vandalism on the bus                                          | Five (5) days bus suspension plus full financial restitution. ISS or OSS can be assigned depending on severity.             | Thirty (30) day bus suspension plus full financial restitution. ISS or OSS can be assigned depending on severity. | Ninety (90) day bus suspension plus full financial restitution. ISS or OSS can be assigned depending on severity. | Permanent removal from school transportation for the rest of the year. ISS or OSS can be assigned depending on severity. |

| OFFENSE                                                             | FIRST OFFENSE                                                                                                                                           | SECOND OFFENSE                                                                                                                                                          | THIRD OFFENSE                                                                                                                                         | FOURTH OFFENSE                                                       |
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| <b>Series 8: Technology</b>                                         |                                                                                                                                                         |                                                                                                                                                                         |                                                                                                                                                       |                                                                      |
| 8.1 Unauthorized use of electronic device(s) including cell phones. | Conference with teacher and parents will be notified; phone may be sent to the office for student pick up at the end of the day                         | Conference with administration; phone may be sent to the office for parents to pick up                                                                                  | Up to one (1) day ISS; parent will need to pick up the cell phone                                                                                     | Up to three (3) days ISS; parent will need to pick up the cell phone |
| 8.2 Failure to follow Acceptable Use Policy                         | Up to three (3) days ISS. Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by | Up to three (3) days OSS. Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by administration. | Up to ten(10) days OSS. Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by |                                                                      |

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|                                                                                                                                                             | administration.                                                                                                                                                                                    |                                                                                                                                                        | administration.                                                                                                                                                                                                                                    |                                                                                           |
| 8.3 Unauthorized use of Chromebook including visiting websites without permission                                                                           | Conference with teacher and parents will be notified                                                                                                                                               | Conference with administrator and possible loss of Chromebook privileges                                                                               | One (1) day ISS and short term loss of Chromebook privileges                                                                                                                                                                                       | Up to three (3) days ISS and loss of Chromebook privileges as determined by administrator |
| 8.4 Use of Chromebook to display or broadcast pornographic images, racism, sexist comments, alcohol, illegal drug use or other school inappropriate content | Up to three (3) days ISS                                                                                                                                                                           | Up to five (5) days ISS and possible loss of Chromebook privileges                                                                                     | Up to three (3) days OSS and loss of Chromebook privileges as determined by administrator                                                                                                                                                          | Up to five (5) days OSS and loss of Chromebook privileges as determined by administrator  |
| 8.5 Purposely damaging school technology or defacing any Chromebook cases                                                                                   | Full financial restitution by the pupil to include all labor and material, ISS or OSS will be given depending upon severity. Chromebook privileges may be suspended pending financial restitution. | Same as the first offense, ISS or OSS will be assigned depending upon severity. Chromebook privileges will be suspended pending financial restitution. | Same as the first offense including a possible recommendation for up to ninety (90) days OSS by the Superintendent. Chromebook privileges will be suspended pending financial restitution and may be revoked for the remainder of the school year. |                                                                                           |

Counseling services may be utilized as an option to reduce the number of days of Out of School Suspension for some major discipline infractions. Proof of the student attending counseling would be required.

If a student participates in any extra-curricular activity that is sponsored by the Meramec Valley R-III School District, he/she may be assigned additional discipline by the personnel in charge of that activity after that person has conferred with the building administrator.

Please see the Meramec Valley R-III Activities Handbook.

### **Policy Acknowledgement Page**

- PARENT PERMISSION & WAIVER OF LIABILITY FOR STUDENT PARTICIPATION AT
- Field Trip Procedures; Policy IICA & IICA-AP(1)
- Photo Release; Policy EHBB-AF(1)
- District Expectations; Policy AD
- School/Bus Safety Procedures; EEA, JFCC
- Student Attendance Policy; Policy JED, JED-AP(1)
- Student Technology Usage Agreement; Policy EHB, EHBA, EHBB
- Student Assessment; Policy IK, IL
- Directory Information; Policy JO
- Bullying; Policy JFCF

Student's name: \_\_\_\_\_

Grade level: \_\_\_\_\_

Date: \_\_\_\_\_

Parent(s)/Guardian(s) signature:

\_\_\_\_\_

\*\*\*Your signature indicates you have read and understand the information contained within the  
MVR3 2026-2027 Student handbook.