RAYMONDVILLE R-VII SCHOOL DISTRICT

STUDENT HANDBOOK



2026-2027

TRACY HUGHES
SUPERINTENDENT / PRINCIPAL

KAITLYN BAKER
ASSISTANT PRINCIPAL

ASHLEY BRYANT
ADMINISTRATIVE ASSISTANT

ANGIE LONG
ADMINISTRATIVE ASSISTANT

RAYMONDVILLE R-VII SCHOOL DISTRICT
2026-2027 Parent-Student Handbook

District Board of Education, Faculty and Staff

Board Members:

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Aaron Scantlin	Vice President
Becka Mills	Sec/Treasurer
Aaron Davis	Member
Cody Mosley	Member
Shelbi Dixon	Member
Kayla Drury	Member

Administration

Tracy Hughes	Superintendent/Principal
Kaitlyn Baker	Assistant Principal

Faculty

Tina Sutton	Kindergarten
Kayla Mosley	First
Ashley Derrick	Second
Alan Thomas	Third
Jennifer Scott	Fourth
Kirsten Romines	Fifth
Tiffany Brunkhorst	Sixth/Math
Bailey Cichon	Seventh/Science
Charlene Bever	Eighth/English
Christina Buchanan	Special Education
Jennifer Branum	Counselor/Special Education
Julie Scantlin	Reading Interventionist
Jessica Smith	Art/Music/Library
Lisa Thomas	Pre-School

School Nurse
Denay Green

Teacher Aides & Paraprofessionals
Jordyn Lay
Josie Yerk

Daycare
Jerry Barton

Cooks
Shelly McFarlin
Tina King
Jennifer Gale

Bus Drivers
Bob Quinn
Brandon Derrick

Custodial and Maintenance
Brandon Derrick

Administrative Staff

Ashley Bryant Administrative Assistant
Angie Long Bookkeeper-Secretary to the Board

School Resource Officer

Mike Huffman

Raymondville R-VII School District

Dear Parents and Students:
On behalf of the faculty and staff at Raymondville R-VII School we want to welcome everyone to the 2026-2027 school year! Our mission is to empower all students to learn, achieve and succeed. We are extremely proud of our school, students and faculty and strive to provide a positive and safe learning environment. We are dedicated to academic excellence and holding high expectations to ensure that each and every student will be a successful learner. We will promote a positive culture and strive to successfully conquer challenges, meet our established goals, focus our purpose, celebrate successes, and surpass all expectations.
It is important to read through the handbook with your student and understand the rules and expectations of the district. We also encourage parents and guardians to be connected with teachers and follow all forms of communication to stay up to date on events and news throughout the district.
Please sign and return the form that states you have read and understand the handbook. If you have any questions or concerns, feel free to contact the office at (417)457-6237. I am looking forward to a new year and am committed to serving the students, staff and community of the district.

Tracy Hughes
Superintendent/Principal
Raymondville R-VII School

Mission Statement

The mission of the Raymondville R-VII School District is to empower all students to learn, achieve and succeed.

District Vision

Raymondville School District promotes rigorous, authentic teaching and blended learning experiences that personalizes the time, place, path, and pace of education to prepare students to flourish in a global society. We will ensure that all students and educators have access, support, and opportunity to utilize technology that meets the demands of tomorrow.

Board of Education

The Board of Education is the governing body of the school district. The Board of Education shall have the power to amend, do away with, or establish school policy as they deem necessary to the welfare of the students of this school district.

2026-2027 School Calendar

Aug. 24 First Day of School
Sept. 7 Labor Day No School
Oct. 15 End of 1st Quarter
Oct. 22 P/T Conferences
Nov 25-27 Thanksgiving Break
Dec. 17 End of 2nd Quarter/1st Semester
Dec. 21-Jan 4 Christmas Break
Jan. 5 School Resumes
Mar. 11 End of 3rd Quarter
Mar. 18 P/T/ Conferences
Mar. 25-29 Spring Break
May 20 Last Day of School

Office Hours/Telephone Number

The school office hours are from 7:30 a.m. until 4:00 p.m. on all regular school days. Students who have business in the office should be courteous, quiet, and businesslike and return to class immediately when the business is completed. The office telephone number is 417-457-6237.

Bad Weather and School Dismissal

Occasionally school must be dismissed early due to inclement weather. When the weather is bad, please listen to KTTR/KZNX, KUNQ, 99.3 Big Country, or any Springfield television stations for school dismissal information. If the announcement comes over the radio, consider the information factual. Parents who participate in the instant phone notification system will be contacted by phone. Please notify the office if your phone numbers change otherwise, you will not receive the messages. If the District implements Alternative Methods of Instruction (AMI), parents and students will be notified. Students will be sent home with the appropriate educational resource materials. Please know that work is due on the first day back to school.

If an early dismissal is needed due to impending and/or inclement weather, do not call the school unless you have pressing needs because our phone lines become tied up, and we cannot call out or people cannot call in with needed information. Parents must provide children with an "emergency plan" for days when students are dismissed early, and parents are not at home. Arrangements should be made with babysitters or neighbors to provide supervision for young children.

Daily Schedule and Waiting After School

No student should arrive at school before 7:30 a.m.

Buses unload at 7:30 a.m., and formal classwork begins at 7:45 a.m. School is dismissed at 3:45 p.m. Any student(s) picked up by parents or relatives should not be picked up before the dismissal bell rings, as this disrupts the normal classroom routine. ***Please notify the office by 2:30 of any changes to your students' after-school routine.*** **(bus or parent-pick up or walker)**

School Dress Code JFCA

The Board of Education recognized the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited.

Clothing which is not permissible:

- All headgear inside the building
- Any article of clothing which disrupts learning.
- Shirts advertising Alcoholic beverages, drugs, or Tobacco products
- Clothing which exposes the stomach area, such as tube tops, halter tops, etc.
- No spaghetti straps.
- Any clothing which displays offensive language
- Slashed jeans
- Mini skirts
- Shorts which are considered to be too short
- Any clothing which shows undergarments

The judgment of the principal will be the final determinant as to the acceptability of clothing. Students with unacceptable clothing will be given alternative clothing or sent home to change. Stronger disciplinary measures may be used for repeat offenders. Students who refuse to change will be suspended for the remainder of the day and one additional day.

Release of Students during School Day

Students are not permitted to leave the school grounds by themselves at any time during the school day.
Parents requesting release of a child for dental or doctor appointments or for emergencies must make the request in the principal's office. Parents must come to the office to sign the child out of school.

Enrollment and age requirements

A child must be five (5) years of age by August 1st to be eligible for kindergarten. A child must be six (6) years of age by August 1st to enter grade 1. The following are required for students enrolling in kindergarten:

- Birth Certificate
- Immunization Records
- Social Security Number

Cafeteria

Breakfast and lunch are served daily in the cafeteria. The lunch program promotes good nutrition by serving a well-balanced meal. Lunches brought by students should be eaten in the cafeteria only. Milk may be bought. All students who do not bring lunch to school will get a lunch tray.

The cafeteria is not considered a play area. When students are in the cafeteria, they are expected to display good manners and clean up their area to help promote a healthy environment. In the instance that a student does not follow cafeteria expectations, they may be required to stay after the lunch period and clean or have additional consequences.

Free and reduced price breakfast and lunches are available to all families.

Telephone

Telephones at school are business phones. Students are not allowed to use their personal cell phones while at school and the discipline policy will be enforced for usage. A safe storage space will be provided in the classroom for students to store their cell phone and pick up at the end of the day. Students will be allowed to call home or use the office phone in emergency situations. Parents are allowed to call the office for bus notes or end of the day plans. Please do so by 2:30 pm, so that all messages can be delivered to students.

Visitors

Individuals out of school (preschooler, friends, relatives, etc.) are not allowed to visit school during class time. Any exceptions must be cleared through the principal's office. Parents are invited and encouraged to visit their child's teacher and classroom whenever possible after scheduling a time with the teacher. All visitors must check in at the office and receive a visitor's pass before going to the classroom. Parents picking up children at the close of the school day are asked to wait outside the school office.

Unauthorized Items Brought to School

Students are not to bring any items to school that could cause a disturbance. Items such as radios, cell phones, bluetooth speakers, etc. are not to be in school and are not to be played in halls or in classes unless prior arrangements have been made with the teacher and permission has been given to the student. They will be taken from the student and held until the end of the day. If such an incident reoccurs, the item will be held until a parent comes for it.

No toys, balls, skateboards, scooters, bats, electronic games, or anything that causes danger or interferes with classroom instruction.

Students are responsible for the items they bring to school. It is very difficult to hold other students financially responsible for damaged or destroyed items.

Care of School Property

School property, including school buses, books, Chromebooks, buildings, lockers, locks, and fixtures, should be treated with proper care at all times. Students who damage or deface school property shall be required to pay for all damage or restoration.

Textbooks/Library Books/Chromebooks

Textbooks/Library books will be issued to all students. Those books remain the property of the school and their care is the responsibility of the student. Students will be charged for damage or loss of books. Students who intentionally damage or lose their Chromebook will have a fine added to their account for replacement cost.

Library

The Library is designed for your benefit and is a part of your education. Students are encouraged to use the library at every opportunity available. Library periods are scheduled so that each classroom will have material available. If a book is lost, arrangements must be made to pay for the book/books.

Lost and Found

Students who lose or find articles should report them to the office. It is encouraged that all student property be labeled with the owner's name so that it can be returned quickly. Items left in the lost and found will be donated after 30 days of not being claimed.

Selling/Trading

Students are not to bring items to school for the purpose of selling or trading them (example: baseball cards, candy, etc.). Students are not to purchase, trade, or take home items from other students even "on loan" These types of transactions usually result in one party or the other becoming unhappy with the trade or sale and therefore it turns into a dispute.

Disaster Plans- EBC

Fire, tornado, earthquake, and crisis drills will be held on a periodic basis throughout the school year with appropriate instruction given to each class. Proper safety procedures are posted in each room.

Students should follow teachers' instructions in every instance.

Attendance Board Policy JG-R

State law requires each student to attend regularly and mandates the Raymondville R-VII School Board of Education to develop an attendance policy. Attendance is the key factor in achieving positive outcomes with your education. Irregularity in attendance is the greatest contributing cause of school failure. Students have the responsibility of making up work missed during an absence. Students must consult teachers the first day back for assignments missed.

ATTENDANCE-BOARD POLICY – JED

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Raymondville R-II School District. Absenteeism hampers educational achievement and is detrimental to academic success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. It is difficult to teach someone who is not present. Thus, there is a close relationship between poor attendance and class failure. Also, employers hesitate to hire a student with poor attendance records. The following policy has been designed and adopted to provide a framework for ensuring responsible attendance by all students and to encourage students to stay in school by providing opportunity for recovery of lost credit.

Regular attendance is required of all students. Students may not be excused to leave school for any reason unless specific arrangements are made by the student's parents, or unless sent by the principal. For a student to be permitted to leave school a parent must call or make arrangements with the principal to pick up the student.

PROCEDURE FOR ABSENCES:

1. Parents should call the school or send a signed note of explanation with the student upon his/her return to school each time the student is absent.
2. If a child has gone to the doctor, the doctor's note should be sent to school.
3. After a child has five absences a letter will be sent home or a phone conference or conference with the parent and administration will be requested.
4. If there have been excessive absences (7 per semester) a child may be retained.
The district will contact the Division of Family Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.
5. Absences may be reviewed because of extenuating circumstances such as medical reasons. Parents should contact the principal to set up an appeal review. The attendance committee will consist of: principal, counselor, child's classroom teacher and one other classroom teacher.

Documentation/Verification of Absences

Verified/Excused Absence by a Third Party: Requires documentation that includes physician's statement, funeral notices, etc. Parents/guardians cannot be considered as third party. Third party documentation must be provided within one week of the student's absence.

Make-Up Work

1. Absence: Make-up work will be allowed for any classes missed. The student is responsible for contacting the teacher for their make-up assignments. Students are allowed one day for each day missed to make-up their work. While making-up work, students will be expected to turn in all current assignments. Lab activities and other classroom activities missed may be completed in an alternative manner at the discretion of the teacher. Students who know of absences in advance (school-sponsored activities), are encouraged to arrange make-up assignments before leaving. Make-up work will not be allowed in the case of truancy, out-of-school suspension, or excessive absences.

EXCESSIVE ABSENCES

Excessive absences will be determined on a semester basis and on a daily basis. Students with an accumulation of absences that total more than seven days are in violation of the attendance policy and are considered excessive.

Appealing Process

If a student misses more than 7 days due to major illness, accident, death in the family or if all of a student's absences can be verified by a physician or if there are rare, extenuating circumstances, that student could file an appeal along with his/her parent or guardian to an attendance committee to be excused from those days missed. The committee will consider all the facts of each case in deciding whether to grant or deny the relief required. Relevant factors may include, but not limited to, the following:

1. The reasons for the accrued or anticipated absences.
2. The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal.
3. Whether all eligible class work has been satisfactorily completed.
4. The number of times the student has requested reinstatement of credit.

The parent or guardian of the student may submit an appeal to the attendance policy committee requesting reinstatement of credit. The student and parent will be informed if an appeal must be filed. The appeal should provide the following information in the student's handwriting.

1. Date of the appeal.
2. A complete explanation of the reason(s) why the appeal should be granted
3. Any appropriate documentation.
4. Signature of the parent or guardian with the date.
5. Turned into the principal.

The appeal committee will meet once a semester to review appeals. Within one week of the appeal committee's final decision, the parents will be notified.

Health Screenings

Routine screenings will be conducted. If referrals are recommended, parents/guardians will receive written documentation.

Contagious Diseases-EBB

If your child has a contagious condition, proper steps should be taken immediately to prevent the spread of the disease to the rest of the school population. Your child should be taken to the doctor to receive treatment when appropriate. Your child may return to school when evidence of medical treatment is present or with a written consent from your doctor. Students who have these conditions will be sent home until such time the condition no longer exists. (Contagious conditions include head lice, scabies, viruses, etc.) A specific board policy concerning communicable diseases is on file in the school office; policy EBB.

For more information, please, contact the office.

Illness/Injury

When a student becomes ill at school, the student will be sent home. Parents/Guardians, or the persons identified as an alternate contact, will be notified in the event of illness or medical emergency. If a medical emergency arises and none of the above can be reached, instructions on the Health, Emergency, and Illness form will be followed.

It is the responsibility of the parent/guardian to provide adult supervision and transportation of the student being sent home for illness or injury.

Immunizations

It is unlawful for any child to attend a Missouri school unless the child has been adequately immunized, or parents/guardians have filed the proper exemptions.

Parents/Guardians are responsible for providing proof of immunization compliance in the form of Physician or health facility records. These records must verify the type of vaccine and the month/day/ year.

Medication- JHCD

* The district will not administer the first dose of any medication.

An administrator or designee will administer medication only if the following guidelines have been met.

- Health/Emergency and Illness forms have been completed, signed and returned to school.
- Over-the-counter Medication (other than those listed on the Medication Consent form) must be sent in the original container and must have a note from the Parent/Guardian stating: student name, name of drug, dose and times to be given.
- Written instructions signed by parent or physician will be required and will include:
- Properly labeled container-prescription bottle if possible.
- Child's Name
- Name of medication
- Time to be administered
- Purpose of medication
- Dosage
- Serious side effects
- Termination date for administering medication.

All medications must be turned in to the school office, along with a dated note giving permission to administer the medication by the 8:00 bell.

Self-Administration of Medication

A student with a chronic health condition, such as asthma, may assume responsibility for his/her own medication as part of the learning self-care, if the following guidelines are met:

- The student's physician provides the school with a written request stating the students be allowed to administer the medication during school hours.
- Parent/Guardian provides a note to school requesting compliance with the physician's order.

Child Abuse

Any employee of the school is required to report suspected cases of child neglect or abuse to appropriate state officials. If we suspect a child has been abused, we will call the Child Abuse Hotline to report. State officials will then follow up with a detailed investigation of the report.

HOTLINE

Your safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at 866-748-7047. Your call may be anonymous.

MOCAP

The Missouri Course Access and Virtual School Program (MOCAP) is a course catalog of virtual online courses for students statewide. Students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.

MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. For more information on the enrolling process contact the principal or counselor, or look at the school website for information.

ATHLETIC CONTESTS/SOCIAL ACTIVITIES

Playing sports or attending social activities is considered a privilege in the school setting.
All students participating are required to obtain a physical given by a doctor. All physicals must be given to the coach before being allowed to practice or compete for a school team.

Students who are absent from school on the day of a social activity, athletic contest, or any school sponsored activity will not be permitted to participate in that activity. Exceptions may be granted by the Principal for extenuating circumstances, i.e. doctor appt, funeral, etc.

Any student who is over his/her days of attendance in a semester is ineligible to participate in extracurricular activities.
Students over their days/hours during the semester will be ineligible for the following events:
1) Field trips
2) Sports attendance
3) Sports participation

When students accrue or owe $100 or more to the school, they could lose participation in all field trips, athletic teams and club activities until fully paid; additionally, they will not be allowed to attend any ball games or school events until fully paid.

Any student with at least one failing grade in any course will not be allowed to participate during extracurricular activities. Students must still participate in practice until all grades are at or above 60%. A coach of his/her respective activity may set the percentage higher than 60% at the elementary level.

Student athletes representing Raymondville are expected to conduct themselves and dress appropriately when representing Raymondville at sporting events. Any student with frequent discipline referrals will be ineligible for participating in athletic contests and/or social activities.

Positive Behavior Support System (PBIS)

The Raymondville R-VII School District is a proud participant in School-Wide Positive Behavior Intervention Support Systems. Our district has chosen 3 universal expectations that everyone is expected to follow:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

These universal expectations are known to our students and staff as **"Eagle Pride"**. PBIS creates a common language and consistency that all staff members are encouraged to use. This allows our students to immediately understand what they are to do. Some of the terms used with PBIS are: Give Me 5 – quiets students, SQL – Straight, Quiet, Line and KHFAOOTY – Keep Hands, Feet and Other Objects to Yourself. In addition to these universal expectations, we also have expectations that are taught to every student for behavior in the cafeteria, hallway, playground, bathroom, classroom and community.

Students will be recognized monthly for demonstrating positive behavior, excellent attendance, and a commitment to completing their work in the classroom. These High Flyers Celebrations are part of our core expectations for students.

Special Areas of Instruction

Special education services are provided to students in the Raymondville R-VII School District that have special needs based on qualification and state and local compliance plan guidelines. Small groups, inclusion and individualized instruction are used for delivery of instruction.

Other Areas of Instruction

Raymondville R-VII is fortunate to offer diversified areas of instruction. Those programs include:

- Title I for Communication Arts and Math
- Art
- P. E.
- Computer Technology
- STEM
- Music
- Counseling
- Library

Preschool

Raymondville R-VII preschool is open to children ages three to five years old. The hours are 8 a.m. to 3 p.m. Extended care hours are 7:30 a.m. to 7:50 a.m. and 3:00 p.m. to 3:45 p.m. Monday through Thursday.

Transportation to and from school is not provided until the child is 5 years of age.

We are located in the Raymondville School and follow that calendar. A safe, clean, learning environment directed by qualified staff members is provided. If you would like more information please call the school at 417-457-6237.

Grade Requirements

Students are expected to achieve mastery in each subject area. Students who are not working up to their potential or failing to master the minimum objectives may be retained.

Parents/Guardians will be informed of serious academic problems.

Grading Scale

The following standards-based grading scale will be used in determining quarterly grades for K-4th Grade:
4: Exceeds Target
3: Meets Target
2: Progressing Toward Target
1: Little or No Competency

The following percentage-based grading scale will be used in determining quarterly grades for 5th-8th Grade:

94-100	A	74-76	C
90-93	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	59-below	F

Grading

Progress Reports containing mid-term grades will be issued during the fourth or fifth week of each quarter to inform you of your child's progress. At the end of each nine weeks a report card will be sent home showing each child's progress.

Honor Roll

Honor Roll will be published quarterly for grades 5th-8th. Students having only grades of "A" to "A-" will be recognized as having achieved "High Distinction". Students having grades "A" to "B-" will be recognized as "Distinction"

Grade Cards

Grade cards are intended to give parents an evaluation of the student's scholastic achievement, study habits, and attitudes toward school. Parents are requested to examine the report, sign it and return it to the school within one week. The school welcomes any comments or suggestions concerning these reports.

Retention Board Policy-IKE

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents//Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

Retention Guideline

1. Children will normally be retained only one time, if ever, during their elementary school career.
2. Except under unusual circumstances, retention when found advisable should occur during the first three years.
3. A staffing must be held to review the data prior to discussion with the parent. The following must be included in the staffing: Principal, classroom teacher, specialist (e.g., Title I or resource room teacher), and the counselor. A majority of those present at the staffing must agree to retention. Dissenting opinions must be attached to the final recommendation for retention.
4. Appropriate assessment data (e.g., a measure of the intellectual ability and/or current academic achievement; teacher and/or principal observations) must be collected prior to staffing.
5. Parents should agree to the retention. While we will strive to gain parent approval and support, the school board policy is very clear that school districts make the final decision

Students Records Management

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Raymondville R-7 School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4065

Testing

The Raymondville R-VII School will be administering the MAP, English I EOC, and benchmark assessments during the school year. These assessments identify knowledge, skills, and competencies that Missouri students should acquire by the time they graduate.

The MAP, or other state mandated assessment is given in the spring. Grades 3 through 8 will be assessed in Mathematics, Communication Arts. 5th and 8th graders also take Science in addition to ELA and Math.

Exit Goals

Students graduating from the eighth grade will perform on level, and be able to apply reasoning skills and knowledge that he/she can positively function in society.

Specific goals of factual knowledge and basic skills are included in all grade level curriculum guides.

Exit goals spiral to culminate in the Eighth Grade. These are shown by graphics cross-referencing to Show-Me Goals and Standards found in the front of all curriculum guides.

Homework Policy

All unfinished classroom assignments and/or homework are to be completed and turned in at the beginning of the next school day. Grades on unfinished assignments will be reduced in value at the teacher's discretion. Teachers will inform parents of unfinished assignments through progress reports, telephone calls, or letters sent home.

Student Discipline Board Policy JG-R

Just as education is important to our society, teaching discipline and maintaining order are imperative to education. Teaching and learning are fragile processes, difficult enough under the best of circumstances. The special relationship between teacher and pupil requires a secure environment for both. Achieving depends on a school environment that is physically safe and sufficiently tranquil so attention can be focused on the task of learning. Learning requires attention. Students cannot be educated in a setting of disorder, disruptive elements, and excessive behavior problems. Students can realize their greatest opportunities for growth with an excellent school management system.

The purpose of the Raymondville R-VII policies, rules, regulations, and procedures is to provide a school climate conducive to providing a safe, healthy, and peaceful environment for the purpose of fostering education to teach and learn.

On the following pages are some of the rules and regulations. In the event that everything is not covered, we will expect common sense to apply.

Guidelines (Staff and Students)

School must exist in an environment of respect. The process of learning is the cornerstone of any successful school system. We want to have a student body and staff which feels free to learn and which enjoys the process of their own academic growth. However, the freedom to learn is built on a foundation of discipline. One cannot learn effectively in an environment of chaos. One cannot reap success from knowledge never acquired.

Authority of Teachers

Teachers and the Administration stand in the place of the parent during such time as students are under their supervision. Teachers will have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the Administration.

Time of supervision will be continuous from the beginning of the teacher's arrival at school in the morning until their departure from school (not to exclude supervision of students that they are responsible for at extracurricular activities).

A teacher who sees any act(s) of substandard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any student who strikes, slaps, kicks, flips off, or curses a teacher may be suspended from school and their parents may be requested to appear before the Board of Education before the student is allowed to re-enter school.

Agitating Incidents/Bullying

Students who agitate or are guilty of actions including but not limited to bullying, hazing, or excessive teasing.

Bullying and Cyberbullying

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

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. Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. 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. 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, and 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.

Disciplinary Reports

Parents will be contacted if the student is involved in any disciplinary situations in which disciplinary action is imposed. When students are suspended from school parents will be notified and students will be given a copy to hand carry home.

Drugs and Alcohol (Board Policies JFCH AND JHCD)

The supplying, selling, possession, use, transmission, sharing, and/or being under the influence of alcohol or other drugs and paraphernalia, during the school day, on school premises, or at a school related function, is prohibited.

Any student who uses or has possession of alcoholic beverages or pills, drugs, or narcotics, not having a medical prescription issued by a duly licensed physician for a valid medical reason, while on school property, to or from school, in the vicinity thereof, or at a school sponsored activity, will be suspended immediately from school, as indicated in the disciplinary code.

Falsifying Documents

Because forging names and otherwise falsifying documents is a serious breach of trust, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

Fighting

No student should engage in fighting (or provoke a fight) during the school day, on school property (including buses), or at extracurricular activities.

Knives

Students will not have knives in their possession while on school property during the school day.

Language (Improper)

Cursing, profanity, obscene, lewd, and disrespectful language will not be tolerated at school or school-sponsored functions.

Lunch Room Detention

The student may be restricted to a specific table in the cafeteria during the entire lunch period(s) for minor violations of school policies, rules, and regulations as deemed necessary by the administrator.

Public Display of Affection (PDA)

One of the responsibilities of the public school is to help teach behavior generally acceptable to society. Public displays of affection are not usually considered appropriate. Consequently, students are to refrain from them.

Sexual Harassment

The Raymondville School is committed to providing an environment free from intimidating, hostile, offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any persons is prohibited.

In general, isolated incidents of an offensive nature are differentiated from sexual harassment by one or more request from the offended person to halt the offensive action(s) and the offender continuing to engage in the undesired activity. Repeated action or severe words or actions of this nature, even the first time, are “sexual harassment.” Some physical acts may also be considered assault, indecent exposure or sexual acts.

Allegations of sexual harassment will be investigated and if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Snowballs and Rocks

Students will not throw snowballs, rocks, or any other object that could result in injury while on school property, during school day, or at a school activity.

Suspension

A student may be suspended by a principal for a maximum of ten days for a violation of school rules and regulations. The Superintendent may suspend a student for a maximum of 180 school days (See section 167.171 and 563.061 of Missouri School Laws). The school board may expel a student from school.

During the time that the student is suspended from school, the student cannot make-up any of his work, is not permitted on school property, and cannot attend or participate in any school activity during or after school hours. A suspension will begin the day after a student has been dealt with for a particular offense. If the offense is deemed sufficiently serious or disruptive of the educational process the suspension will begin immediately.

The administration will make every attempt to contact parents/guardians to inform them of the suspension. The student's parents or guardian must come in to see the building administrator, make telephone contact, or acknowledge receiving the disciplinary report before the student will be permitted back in school.

Suspension (Long Term)

Students repeatedly violating the policy, rules, and regulations of the school may be referred to the Superintendent for a long term suspension consisting of 11 to 180 school days.

Tardy

The Raymondville R-VII School strives to help each student achieve maximum development of individual knowledge, skills, competence, and behavior patterns which will enable him/her to become a responsible member of society. The probability of success in this effort is lessened when tardiness interrupts the educational process.

Recognizing that some students will meet with emergencies that will result in their getting to class late, each student can accumulate four unexcused tardies per quarter without being disciplined. However, when a student has accumulated his/her fifth unexcused tardy (and every unexcused tardy beyond the fourth tardy) during the school quarter appropriate disciplinary action will be taken by the administration in accordance with the Student Discipline Code. It is the student's responsibility to keep track of the tardies.

Deliberate absences from class may not be considered tardy, but as being TRUANT

Vandalism

Anyone guilty of damaging property belonging to the school, staff member, or other individuals will be held liable for payment of damages and/or suspension from school.

Water Guns or Balloons

Students will not have water guns, balloons, or devices in their possession or use them on school property during the school day or at school activities due to disrupting the educational learning environment and for student safety.

Weapons (See Board policy JFCJ)

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 weapon, 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 as 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 one (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.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

Withdrawal of Privileges

A student's school privileges on campus during the school day, in the classroom/program/activities, etc. may be restricted or prohibited if the student's behavior or violation of school policies, rules, or regulations deems it necessary by the administrator.

Conditions of Suspension, Expulsion and other Disciplinary consequences- Board Policy JG-R

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

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

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

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

Student Discipline Code

Student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly, Section 5, which pertains to the code, is quoted below:

- The local board of education of each school district should establish a policy of discipline, a written copy of which should be made available in the Office of the Superintendent of school district, during normal business hours, for public inspection
- The policy will contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
- All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities, or during intermission or recess periods.
- Teachers and other authorized district personnel, in public schools responsible for the care, supervision and discipline of school children, including volunteers selected with reasonable care by the school district, will not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

The administrative staff will be allowed to exercise their own judgment in the administration of disciplinary options set forth under the student discipline code policy.

Any student, who has been suspended from school on two previous occasions, will have his record reviewed by the administrative staff for a recommendation to the Board of Education for a long-term suspension from school upon the students' third suspension.

Some violations of school rules and regulations may fall under two or more categories of the disciplinary code. The administrative staff will decide under which category it may be placed. Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.

Students who repeatedly violate school rules and regulations will be moved beyond the first offense category where the offense would normally fall. For example, a student who has been in the office for three prior offense violations will not again be placed in the first offense category.

Any violation of the above behaviors which also violate state statutes or city ordinances will be referred to the appropriate law enforcement.

The administrative staff may refer students to other agencies to include but not limited to: Juvenile Division, Division of Family Services, area counseling agencies.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Parents will be contacted by letter or telephone if the student is involved in any disciplinary situation in which disciplinary action results.

Referrals of any student to the Office of the Principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extra-curricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and policies are of such a nature as to warrant it.

The administrative staff will utilize appropriate alternative disciplinary methods when federal and/or state agencies and/or courts implement policies or court decision interpretations requiring alternate policies be applied to the appropriate groups.

The Raymondville R-VII Board of Education approved policies that pertain to zero threats of violence made to students and staff members. All reports of violence are to be reported to the building principal who will investigate the threat. If the building principal determines that a threat of violence has occurred, the offending student will, for not more than 10 days, be suspended from school. The building principal may also elect to refer the incident to the superintendent of schools who may assign additional punishment up to 180 days of out of school suspension or recommend expulsion to the Board of Education.

RAYMONDVILLE R-VII DISCIPLINE CODE

KEY:
A.S.D. – After School Detention **EXPULSION – Removal from School**
I.S.S. - In-School Detention **SUSPENSION – Out of School (O.S.S.)**

OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
ABSENCES (Per Semester)	5th Absence Parent Warning Letter and/or Phone Conference Confer with principal	6th Absence Parent Letter Phone Conference/Confer with principal ASD Summer School	7th Absence Parent Letter Appeal Process ASD Summer School Notify Juvenile Officer and DFS	8th Absence Parent Letter Appeal Process Saturday School Summer School Notify Juvenile Officer and DFS	9th Absence Parent Letter Appeal Process Saturday School Summer School Notify Juvenile Officer and DFS
AGITATING INCIDENTS/ (Including, but not limited to bullying or hazing)	A.S.D/ISS. (2-3 Days) Or Suspension (2 Days)	ISS (3-4 Days) Or Suspension (4 Days)	ISS (10 Days) Or Suspension (10 Days)	Suspension (11-180 Days) Or Expulsion	
ALCOHOL/DRUGS: Possession, use transmission, sharing, under the influence of alcohol, legal or illegal drugs. Selling or supplying mood altering chemicals or any product portrayed to be a drug.	ISS/OSS (1-180 Days) Notification of law enforcement	OSS (11-180 Days) Or Expulsion Notification of Law	Expulsion Notification of Law	Expulsion Notification of Law	Expulsion Notification of Law
ASSAULT & BATTERY (with intent to cause injury)	ISS (4-10 Days) and Contact Juvenile and/or police	Suspension (11-90 Days) and Contact Juvenile and/or police	Expulsion and Contact Juvenile and/or police		
Cell Phone (caught with or using during school hours)	Warning Cell phone goes to office-guardian may pick up at the end of the school day	Detention (lunch & recess) Cell phone goes to office and must be picked up by guardian	ISS 1 day Cell phone goes to office and must be picked up by guardian	ISS 2 days Cell phone goes to office and must be picked up by guardian	ISS 3days Cell phone goes to office and must be picked up by guardian
CHEATING (repeated offenses)	Conference with student, parent, and principal. and Loss of points on assignments/test	Loss of up to one week's recess. Conference with parent and loss of points on assignments/test	A.S.D./ISS (1-2 Days) and Loss of points on assignments/test	A.S.D./ISS (3-4 Days) and loss of points on assignments/test	A.S.D./ISS (5-10 Days) or refer the matter to the administration for possible suspension.

Bullying and Cyberbullying (see Board policy JFCF)	A.S.D/ISS (2-3 Days) Or Suspension (3 Days)	ISS (3-4 Days) Or Suspension (4 Days)	ISS (10 Days) Or Suspension (10 Days)	Suspension (11-180 Days) Or Expulsion	
COMPUTER VIOLATIONS/ MISUSE (including dismantling any part of the computer)	Conference with student, parent, and principal. Financial Restitution	A.S.D./ISS (1-3 Days) Financial Restitution or Suspension (3 Days) and/or computer use terminated	A.S.D./ISS (3-4 Days) Financial Restitution or Suspension (3 Days) and/or computer use terminate	A.S.D./ISS (5-10 Days) Financial Restitution or Suspension (6 Days) and/or computer use terminated	Suspension (6-10 Days) Financial Restitution
CHRONIC FAILURE TO WORK ON ASSIGNMENT(S) DURING CLASS PERIOD	Student/Counselor Conference/Parent Conference	ISS (2 Days)	ISS (3 days)	/ISS (4 Days)	Suspension (3 Days)
DISRUPTION/ MISCONDUCT (class, halls, cafeteria, assemblies, school grounds, bus, school activities)	Conference with teacher/principal/parent	/ISS/Lunch Det./Recess Det. (1-2 Days)	/ISS (3-4 Days)	ISS (5-10 Days) Or Suspension (3 Days)	Suspension (5 Days).
DRESS CODE VIOLATION	Warning/Change Clothes	Lunch Detention (1 Day)	ISS (1 Day)	ISS (3 days)	
FALSE ALARMS (Tampering…)	Suspension (3-4 Days) or Expulsion and/or Referral to Appropriate Authorities	Suspension (10 Days) or Expulsion and/or Referral to Appropriate Authorities	Expulsion and Referral to Appropriate Authorities		
FALSIFYING DOCUMENTS (Including Forged Notes)	Warning and/or A. S. D./ISS (1 Day)	A.S. D. /ISS (2-3 Days)	A.S. D./ISS (3-4 Days)	Suspension (3 Days)	Suspension (4-6 Days)

FIGHTING **When evidence exists to indicate non-involvement in the fight, the administrator may absolve any student from complicity in the fight *Notify Juvenile and/or Police**	ISS (4 Days) Or Suspension (3 Days)	Suspension (5-10 Days)	Suspension (10-90 Days)	Suspension (11-180 Days)	Expulsion
INDECENT EXPOSURE **SEXUAL ACTS, ACTIONS**	ISS (4-10 Days) or Suspension (4-10 Days)	Suspension (11-90 Days) Juvenile Referral	Suspension (11-90 Days) Juvenile Referral	Expulsion Juvenile Referral	
INSUBORDINATION: and /or open defiant attitude or willful disobedience toward any staff member	K-4 Conference with teacher/principal. 5-8 ISS (1-2 Days) or Suspension (1-3 Days)	K-4 Loss of up to one week's recess. Conference with parent. 5-8 ISS (3-4 Days) or Suspension (3 Days/6 Days if 2nd suspension)	K-4 A.S.D./ISS (1-2 Days) 5-8 ISS (5-7 Days)	K-4 /ISS (3-4 Days) 5-8 Suspension (6 - 10 Days)	K-4 /ISS (5-10 Days) or Refer the matter to the administration for possible suspension. 5-8 Suspension (10 -90 Days)
Possession or use of DISRUPTIVE/ HARMFUL devices, items, etc. (water balloons, snowballs, rock, peashooter, firecrackers, silly string, shaving cream, etc.)	A.S.D./ISS (1-2 Days)	A. S. D./ISS (3-4 Days)	A.S. D./ISS (5 days) or Suspension (3 Days)	Suspension (6 Days)	Suspension (10 Days)
POSSESSION AND OR USE OF TOBACCO OR VAPING **Products on school grounds or buses**	**K-4** Conference with student, parent, and principal and/or ISS (1-2 Days) **5-8** ISS 3 days Juvenile Referral	ISS (5 days) Juvenile Referral	Suspension 3 Days Juvenile Referral	Suspension (5-10 Days) Juvenile Referral	Suspension (10 Days) Juvenile Referral
			Expulsion		

POSSESSION of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia	OSS Suspension (1-180 Days) or Expulsion Juvenile Referral	OSS Suspension (11-180 Days) or Expulsion Juvenile Referral	Juvenile Referral		
POSSESSION OR USE OF ANY WEAPON as defined in Board Policy, other than those defined in18 U.S.C. § 930(g)(2) or § 571.010, RSMo.	ISS, 1-180 Days OSS or Expulsion unless modified by the Board upon recommendation by the superintendent Juvenile Referral	1-180 OSS Or Expulsion unless modified by the Board upon recommendation by the superintendent Juvenile Referral	1-180 OSS Or Expulsion unless modified by the Board upon recommendation by the superintendent Juvenile Referral	1-180 OSS Or Expulsion unless modified by the Board upon recommendation by the superintendent Juvenile Referral	1-180 OSS Or Expulsion unless modified by the Board upon recommendation by the superintendent Juvenile Referral
POSSESSION OR USE OF A FIREARM	Suspended for 1 full calendar year or expulsion Juvenile Referral	Expulsion Juvenile Referral			
PROFANITY, DEGRADING, OFFENSIVE LANGUAGE AND GESTURES/LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIALS (directed to fellow students)	A.S.D./ISS (1-2 Days) or Suspension (1-2 Days)	A.S.D./ISS (2-3 Days) or Suspension (3 Days)	A.S.D./ISS (3-4 Days) or Suspension (4 Days)	A.S.D./ISS (5-10 Days) or Suspension (8 Days)	Suspension (11-180) Days)
PROFANITY, DEGRADING, OFFENSIVE/ OBSCENE LANGUAGE AND GESTURES directed at Staff Members	A.S.D./ISS (4-8 Days)	Suspension (6-10 Days)	Suspension (11-90 Days)	Expulsion	
PUBLIC DISPLAY OF AFFECTION	A.S.D./ISS (1-2 Days)	A.S.D./ISS (3-4 Days)	A.S.D./ISS (4 Days)	A.S.D./ISS (6 Days) or Suspension (3 Days)	Suspension (4-6 l Days)
SALE, PURCHASE OR DISTRIBUTION of any prescription drug, alcohol, narcotic	OSS (1-180 Days) Or Expulsion	OSS (11-180 Days) Or Expulsion	Expulsion		

substance unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia,	Juvenile Referral	Juvenile Referral	Juvenile Referral		
STRIKES, SLAPS, KICKS, SHOVING (Directed at students)	ISS (3 DAYS) OR SUSPENSION (3-10 DAYS)	SUSPENSION 11-180 DAYS			
STRIKES, SLAPS, KICKS, SHOVING directed at staff members	Suspension (11-90 Days)	Expulsion			
TARDIES (Unexcused) Per Quarter-Students with habitual tardy problems may receive additional penalties	4th Tardy WARNING 5th Tardy	5th Tardy A.S.D (1 Day)	6th Tardy ISS (1 Day)	7th Tardy ISS (1 Day)	8th Tardy ISS (2 Days)
THEFT	A.S.D./ISS (3-5 Days) Plus Financial Restitution	A.S.D./ISS (3-4 Days) Or Suspension (6-10 Days) Plus Financial Restitution	Suspension (10 Days) Plus Financial Restitution **Contact Juvenile Office and/or Proper Authorities**	Suspension (11-90 Days) Plus Financial Restitution **Contact Juvenile Office and/or Proper Authorities**	
THREATENING BODILY HARM TO ANY STAFF MEMBER *Contact Juvenile and/or Police	ISS (4-10 Days) or Suspension (4-10 Days)	Suspension (10 Days) or Suspension (11-90 Days)	Suspension (11-90 Days) or Expulsion	Expulsion	
THREATENING BODILY HARM TO STUDENTS *Contact Juvenile and/or Police	ISS (2-3 Days) or Suspension (3 Days)	ISS (3-4 Days) or Suspension (4-10 Days)	Suspension (11-180 Days)	Expulsion	
VANDALISM-Valued OVER $50.00 Willfully causing damage to property	Suspension (4-10 Days)	Suspension (11-90 Days)	Expulsion		

belonging to staff, students, or other individuals while at school or on school property or at a school activity.	Plus Financial Restitution	Plus Financial Restitution	Plus Financial Restitution		
VANDALISM-Valued at UNDER $50.00 Willfully causing damage to property belonging to staff, students, or other individuals while at school or on school property or at a school activity.	A.S.D./ISS (3-4 Days) Suspension (3 School Days) Plus Financial Restitution	Suspension (6 Days) Plus Financial Restitution	Suspension (10 Days) Plus Financial Restitution	Suspension (11 -90l Days) Plus Financial Restitution	Expulsion Plus Financial Restitution
WRESTLING, SCUFFLING, TRIPPING, PILE-ON	Conference or A.S.D./ISS/Lunch Det. (1-2 Days) Severe acts may result in movement to 2nd or 3rd or 4th step	A.S.D./ISS/Lunch Det. (2-3 Days)	A.S.D./ISS (4 Days) or Suspension (3 Days)	Suspension (6 Days)	Suspension (10 Days)

Bus Rules and Regulations

The purpose of the following is to emphasize, clarify, and specify the exact type of behavior or conduct expected of the Raymondville R-VII students while riding the buses:

THE SAME STANDARDS OF CONDUCT THAT APPLY IN THE CLASSROOM APPLY ON THE BUS!!!

- Once the students get on the school bus/reports to school, he/she is under the authority of the school.
- The bus driver has the same authority in enforcing the rules and regulations as the classroom teacher. Thus, promptly obey his instructions and cooperate with him.
- The bus driver is authorized to assign seats.
- Students will not attempt to get on or off the bus, move about, or stand while the bus is in motion. Stay in your seats.
- The use of tobacco products, alcohol, and drugs are not permitted.
- Students will not throw paper, articles, or objects while on the bus.
- Students will not at any time extend hands, arms, feet, head, etc., out of the bus window.
- Be courteous, use no profane language.
- Students must present the bus driver or the central office with a note from their parents if they are getting off the bus at any other place than the regular point.
- Keep the bus clean. Food and drinks are not permitted.
- Water balloons, water guns, etc. are prohibited.

- No knives, matches, or lighters are to be in your possession.
- Rude, discourteous, and annoying conduct or disrespect is to be avoided.
- Students will not be scuffling or fighting.

- Do not be destructive. All damage to the bus should be immediately reported to the driver.
- The rear door is an emergency door and should not be opened.
- Students must be on time in meeting the bus.
- Cross 10 feet in front of the bus upon a signal from the driver.
- Unnecessary or unreasonable noise should be avoided.
- Students should never stand in the roadway while waiting for the bus.
- Students not attending school are not eligible to ride the bus.

All bus rules and regulations are designed to provide for student's safety and well being and school bus transportation safety. Discipline for bus misconduct can be carried out by the bus discipline code OR the regular school discipline code.

It is each student's responsibility to adhere to the policies, rules and regulations of the Raymondville R-VII School District. It is the bus driver's responsibility to enforce the above rules. Students in violation of the above rules and regulations may be referred to the principal for appropriate disciplinary action.

School Bus Discipline Code

OFFENSE	Incident(s) prior to referral to principal's office	Step 1	Step 2	Step 3	Step 4	Step 5*
MISCONDUCT /DISRUPTION	Parent Notification by School Bus Driver	Conference/ Warning and Parent Notification by Principal	A.S.D./ISS (2 Days)	A.S.D./ISS (4 Days) or Suspension (4 Days from all buses)	A.S.D./ISS (6 School Days) or Suspension (10 Days from all buses)	Suspension (20 School Days from all school buses)
LEWD/OBSCENE MATERIALS	Parent Notification by School Bus Driver					
HARMFUL DISRUPTIVE BEHAVIOR, DEVICES, ITEMS	Parent Notification by School Bus Driver	Conference/ Warning and Parent Notification by Principal	A.S.D./ISS (2 Days)	ISS (4 Days) or Suspension (4 Days from all buses)	ISS (6 Days) or Suspension (10 School Days from all buses)	Suspension (20 Days from all school buses)
INSUBORDINATION/DISOBEDIENCE	Parent Notification by School Bus Driver	Conference/ Warning and Parent Notification by Principal	A.S.D./ISS (2 Days)	ISS (4 Days) or Suspension (5 Days from all buses)	ISS (6 Days) or Suspension (10 Days from all buses)	Suspension (20 Days from all school buses)
BOISTEROUS MISCONDUCT	Parent Notification by School Bus Driver	Conference/ Warning and Parent Notification by Principal	A.S.D./ISS (2 Days)	ISS (4 Days) or Suspension (4 Days from all buses)	ISS (6 School Days) or Suspension	Suspension (20 Days from all school buses)

					(10 Days from all buses)	
GAMBLING /EXTORTION	Parent Notification by School Bus Driver	Conference/ Warning and Parent Notification by Principal	A.S.D./ISS (2 Days)	ISS (4 Days) or Suspension (4 Days from all buses)	ISS (6 Days) or Suspension (10 Days from all buses)	Suspension (20 Days from all school buses)

High School Transportation

The following procedures will be used when Raymondville is not in session and Houston and or Licking are in session.
When Raymondville is not in session due to inclement weather, there will be no transportation provided by the Raymondville School District. When Raymondville is not in session for reasons other than weather and your student's high school is in session, the Raymondville School District will provide campus to campus transportation in the mornings and afternoons.

Our district is required to inform you of certain information that you have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is highly qualified.

Asbestos Control

The Raymondville R-7 School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the objectives of its Asbestos Control Plan. Asbestos Management Plans were prepared by accredited manage planner(s) as required by the Asbestos Hazard Emergency Response Act, Final Rule, #40 CFR 763. Persons involved in the Inspection, Analysis, and development of the Management Plan were fully accredited. The plans may be accessed through the building administrator at 417-457-6237.

Compliance Plan

Each year a revised copy of the Raymondville R-VII School Compliance Plan to serve handicapped children is required to be made available to the public. This updated Compliance Plan contains the following revised information:

- A certification statement by the Superintendent and President of the Board of Education that Raymondville School will continue to serve the needs of the handicapped children in its district.
- A narrative, which indicates the manner in which efforts have been made to provide teacher in-service or training in the Raymondville R-VII system concerning the education of handicapped children.
- A chart which identifies district personnel development needs.
- The budget which above federal funds being used by the school district to educate handicapped children.

Should anyone be interested in receiving or discussing this updated Compliance Plan, please call the school at (417) 457-6237 or come by the Superintendent's office for a visit.

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

What is a complaint for purposes of this policy?
A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?
Any parent or guardian, surrogate parent teacher administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?
There are two types of complaints:

- A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and,
- A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

COMPLAINT PROCEDURES

1 Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 1/152
In compliance with ESSA Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.
Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs

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

1. What is a complaint under ESSA?
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 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, and/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 non public school children handled differently?
In addition to the procedures listed in number seven above, complaints related to equitable services will also be filed with the US 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 Departments' 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 30 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.

ESSA NONPUBLIC TITLE-I COMPLAINT PROCEDURES

Who May File a Complaint
A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

Address to File a Complaint
The complaint should be addressed to Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

Definition of a Complaint
A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials.
Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint.
A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local educational agency.

Alternatives for Filing Complaints
It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.
2. Notification of LEA. The SEA will inform the involved school district(s) of the complaint.
3. Report by SEA. Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct an independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit, if required.

Decision

The SEA will resolve the complaint and will provide the parties, a written summary of the 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.
The complainant or the LEA may appeal the decision of the SEA.

Appeals

Appeal to the U.S Department of Education
No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal.
The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

Right to Know

Dear Parent or Guardian: Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: · Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. · Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. · Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. · Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent: · Information on the level of achievement and academic growth of your student,

if applicable and available, on each of the State academic assessments required under Title I.A. · Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PUBLIC NOTICE:

On the first Thursday following Labor Day, The Raymondville R-VII School District will host a public meeting regarding the Title I program. Location: Raymondville R-VII Library Media Center, Time: 4:30PM. Parents are invited to review the Title I School-Parent Compact, provide input, and help revise the compact as well as in the development or revision and endorsement of the parent involvement policy. Spring Title I meeting will be held in conjunction with the spring CFE meeting.

PUBLIC NOTICE:

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Raymondville RVII School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Raymondville RVII School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are

provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday-Friday during days that school is in session at 135 W. Hwy B, Raymondville, MO 65555.

This notice will be provided in native languages as appropriate.

USDA Nondiscrimination Statement Public Notice

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.