

ARCADIA VALLEY R-II ELEMENTARY SCHOOL



2025-2026
STUDENT HANDBOOK

AVES Staff

Principal

Robin Ridlon

Assistant Principal

Dustin Branstetter

Secretaries

Haley Layton

Kelly Silvy

Counselor

Kassi Inman

Nurse

Andrea Yates

Early Learning Center (Preschool)

Erica Branstetter

Jeremy Trask (aide)

Bridgid Trowbridge

Kindergarten

Dana Pursley

Carli Blankenship

Sarah Estes

Gracie Layton

First Grade

Kim Cofer

Betsy Turner

Brittany Miller

Hannah Farley

Second Grade

Sam Savage

Kaylee Freund

Amber Hartwig

Jillian Williams

Third Grade

Tiffany Trask

Jill Sutton

Heather Dunn

Gracee Smith

Fourth Grade

Pam Crocker

Cassidy Wakefield

Jerrika Brockes

Brianna Cooper

Early Childhood SPED

Rachel Inman

Jen Inman

Early Childhood SPED Aides

Brittany Phegley

Paige Hall

Tiffany Hayes

Alyssa Racer

Speech Therapy

Heather Lara

Lexi Blevins

Process Coordinator

Amie Wooten

Special Services

Brittany Jones

Melinda Dillard

Emily Crocker

Behavior Therapy

Olivia Barnes

SPED Aides

Michelle Ballinger

Rhiannah Hodge

Tim Rhynes

Kara Goodman

Cindy Garner

Angie Mayberry

Behavior Therapy

Olivia Barnes

Instructional Coach

Stephanie Wilson

Title I Reading

Lakyn Douglas

Suzie Spitzmiller

Brandi Lewis

Physical Education

Elaine Stocum

Library

Kim Dement

Art

Rowdy Moss

Music

David Boyko

ISS (Behavior Room)

Debbi Strange

SRO

Officer Marcus Conrad

Parents as Teachers

Miranda Cayson

Contents

Staff	1
CONTENTS	2-4
2024-2025 ARCADIA VALLEY ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK	5
ARCADIA VALLEY R-II MISSION STATEMENT	5
ACCOMMODATIONS FOR STUDENTS AND PATRONS WITH A DISABILITY	5
ALCOHOL AND DRUGS, POSSESSION OR USE	5
ARRIVAL AND DEPARTURE	6
ASBESTOS HAZARDOUS EMERGENCY RESPONSE ACT (AHERA)	6
ATTENDANCE/TARDY POLICY	6
Bullying and Cyberbullying	7-10
Consequences for Excessive Absences	10
ATTENDANCE APPEALS PROCESS	10
WAIVED ABSENCES	11
ATTENDANCE RESPONSIBILITIES	11
1. Pre-Arranged Absences	11
BICYCLES	11
CAFETERIA PROGRAMS	12
CARE OF SCHOOL PROPERTY	12
PARENT INVOLVEMENT	12
PARTIES	13
FIELD TRIPS	13
POSITIVE BEHAVIOR SUPPORT (PBS)	13
Reward Parties	13
Arcadia Valley Elementary Matrix	14
DISCIPLINE CODE	15
GENERAL SCHOOL RULES	15
1. Behavioral Expectations:	15
2. Prohibited Behaviors:	15
CLASSROOM BEHAVIOR	16
SCHOOL BUS BEHAVIOR	16
DISCIPLINE CODE DEFINITIONS	16
CONSEQUENCES FOR MISBEHAVIOR	17
RANGE OF CONSEQUENCES	17
SEVERE CLAUSE	18
PARENT NOTIFICATION	18
SAFE SCHOOLS STATEMENT	18
STEPS IN THE DISCIPLINE CODE	18
TEACHER INTERVENTION (PARENT NOTIFICATION BY TEACHER)	19
STUDENT DISCIPLINE	19
3. Reporting to Law Enforcement	19

4. Documentation in Student's Discipline Record	20
5. Participation in Activities	20
6. Prohibition against being on or near School Property during Suspension	20
PROHIBITED CONDUCT	20-31
SEARCH AND SEIZURE	31
EMERGENCY DRILLS	32
1. Earthquake Drill Procedures	32
2. Fire Drill Procedures	32
3. Tornado Drill Procedure	32
Emergency Phone Use	33
ENROLLMENT PROCEDURES	33
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	33
1. Right to Inspect and Review	33
2. Directory Information	35
3. Preservation of Cumulative Educational Records	36
HEALTH POLICY	36
GRADING SCALE	36
HONOR ROLL GRADES 3 & 4	37
Special Education: "IDEA"	38
LIBRARY RESOURCE CENTER	39
LOST AND FOUND	39
Non-Discrimination Policy	39
PARENTS WAITING TO PICK UP STUDENTS	40
RELEASE OF CHILDREN	40
SAFE SCHOOLS ACT	40
Discipline	40
RESIDENCY	41
SCHOOL CLOSINGS	41
SCHOOL VISITORS	41
TRANSPORTATION	41
SEXUAL HARASSMENT	41
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION	21
EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)	43
PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)	44
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	45
REQUIREMENTS FOR IDENTIFYING ELLS	46
PROGRAMS FOR HOMELESS STUDENTS	46
TRAUMA-INFORMED SCHOOLS INITIATIVE	47
ASSESSMENT PROGRAM (BOARD POLICY IL)	47
District Assessment Plan	48
READING ASSESSMENT	48
ENGLISH PROFICIENCY ASSESSMENTS	48
TEACHING ABOUT HUMAN SEXUALITY	49

TECHNOLOGY ACCEPTABLE USE POLICY	49
1. Principles	49
2. User Identification and Network Security	50
3. User Agreement	50
4. Damages	50
5. Rules and Responsibilities	50
6. Technology Security and Unauthorized Access	52
7. On-Line Safety - Disclosure, Use, and Dissemination of Personal Information	52
8. Electronic Mail and Other Messaging	53
9. Employee Users	53
10. Technology Administration	53
11. Closed Forum	53
12. Privacy	54
13. Content Filtering and Monitoring	54
14. No Warranty/Availability/No Endorsement	54
15. G Suite for Education Notice to Parents and Guardians	55
UNIVERSAL READING SCREENING	57
1. Definitions	57
2. Purpose of Screening	57
3. Students who will be Screened:	57
VIRTUAL EDUCATION	58
ACKNOWLEDGMENT OF STUDENT HANDBOOK RECEIPT	60

2024-2025 Arcadia Valley Elementary School Parent-Student Handbook

Schools and parents are partners in a common enterprise: the education, growth and development of children. It is in the best interest of the child that all the parties to this mutual project have clear expectations and understandings about the operating procedures and policies of the school. It is important that you read and discuss this Handbook with your child. If you have any questions or concerns about anything in this handbook, please call Stephanie Wilson, Principal, AVES at 573-546-9700.

Arcadia Valley R-II Mission Statement

It shall be the mission of the Arcadia Valley R-II School District (the "District") to establish an educational environment conducive to the needs of all students. The District will provide varied opportunities to increase skills, broaden knowledge, promote strength of character and develop work habits necessary to successfully:

1. Seek and maintain employment,
2. Further education through a trade or technical school, and/or
3. Attend an academic college or university.

Accommodations for Students and Patrons with a Disability

The Arcadia Valley R-II School District complies with the Americans with Disabilities Act (the "ADA"), as amended by the ADA Amendments Act (the "ADAAA"), the Missouri Human Rights Act (the "MHRA"), and all local laws and is committed to providing equal access to services and public accommodations. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of the District's programs, including nonacademic services and extracurricular activities.

The District will provide those who have a disability, as defined by law, with equal opportunity to access and District activities. Please contact the Central Office with any questions or to make arrangements for special needs. (573) 546-9700.

Alcohol and Drugs, Possession or Use

The District is concerned with the health, welfare, and safety of its students. So, the District prohibits the possession or presence under the influence of

1. Unauthorized prescription drug,
2. Alcohol,
3. A narcotic substance,
4. Unauthorized inhalants,
5. Counterfeit drugs,
6. Imitation controlled substances,
7. Over-the-counter drug, herbal preparation or imitation drug or herbal preparation, and
8. Controlled substance and illegal drugs defined under the Controlled Substances Act

while at school; on the District's property; or, on a school bus or at a school activity whether on or off the District's property. The use, sale, transfer, and possession of drug-related paraphernalia is also prohibited.

Violations will be handled under the Discipline Code.

Arrival and Departure

The building opens at 7:30 a.m., and students begin going to the classroom at approximately 7:50 a.m. each morning.

School begins at 8:00 a.m. and ends at 3:00 p.m.

No vehicles (other than buses) may use the circle drive between 7:15-8:15 a.m. and 2:45-3:15 p.m.

On early dismissal days, school will be dismissed at 12:20 p.m.

In order to better supervise the children ALL should enter the building at the center walkway by the flagpole.

No vehicles are permitted on the school parking lot to the east of the building. By limiting traffic to these areas, the chance of a child being hit by a car is greatly reduced. Please park on Park Drive when picking up or dropping off a student. Please remember safety first, when you are in a school zone. Thanks for helping us keep the children safe.

Asbestos Hazardous Emergency Response Act (AHERA)

The Arcadia Valley R-II School District conducted a complete inspection of its facilities in 2005, utilizing the services of Mead Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the Administrative Offices of Arcadia Valley R-II during normal business hours, without cost or restriction, for inspection by EPA representatives, and parents. The District may charge a reasonable cost to make copies of the management plans. Periodic surveillance is required every six (6) months and a re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. You, as a parent, are encouraged to examine the management plan that affects your child(ren). The contents of the management plan and the recommendations made in it will be made available upon request.

Attendance/Tardy Policy

The District believes it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. When attendance is poor, the student is at risk of not progressing to the next grade level. Habits developed in school often carry over to the workplace. It is recognized that, at times, there are events, which are beyond the control of the student, which have to be taken into account. Therefore, the Arcadia Valley Elementary School Attendance Policy has been established to encourage maximum student participation while allowing for the realities of everyday life. The policy is encouraging, yet flexible, to allow students the opportunity to continue their learning.

To encourage good attendance and to help the students gain the most from their education, the following attendance/tardy policy is authorized.

1. An absence for any reason will be counted as an absence unless it falls under the waived absence criteria. Based upon Missouri School Improvement guidelines, all students are required to have a 90% attendance rate.
2. If your child fails to maintain a 90% attendance rate, they may be required to attend summer school.
3. Parents or guardians will be required to accompany tardy students (arriving after 8:00 a.m.) to the office to sign the student in for school that day.
4. Likewise, parents or guardians requesting students leave school before dismissal bell rings (3:00 p.m.), will be required to sign that student out prior to the student being released from school. Early dismissals do count against a student's attendance.
5. When children arrive late and leave early, it causes a disruption in the classrooms and interferes with the education of all the students in the room. For this reason, late arrivals and early dismissals are discouraged. Parents or guardians of students are required to send notes or medical excuses to the school with students on the day following an absence indicating the reason(s) for the absence.

Board Policies and Regulations

In compliance with Missouri law, the District is governed by policies and regulations duly adopted by the Board of Education. Board Policies and Regulations may be accessed online at the District's website and at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=215>.

Bullying and Cyberbullying

The District prohibits all forms of bullying and, further, prohibits all forms reprisal and retaliation against any person who reports an act of bullying by, between or among, or against students. See Board Policy JFCF.

1. Definitions

a. "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.

b. "Cyberbullying" - A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

c. "School Day" - A day on the school calendar when students are required to attend school.

2. Designated Officials. The principal of each building is designated as the individual to receive and investigate reports of bullying. Each building principal has designated 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's Compliance Officer appointed in Board Policy AC will serve as the District-wide Anti Bullying Coordinator. The Antibullying Coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the District's antidiscrimination and anti bullying education and training programs. In addition, the Antibullying Coordinator will assist in making any relevant reports as required by state and federal law.

3. 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 designate 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.

4. Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the District's compliance officer designated in Policy AC conducts 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

5. 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.

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

7. Training and Education

The District's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The District will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend. In addition to educating students about the content of this policy, the District will inform students of:

12

- a. The procedure for reporting bullying.
- b. The harmful effects of bullying.
- c. Any initiatives the school or District has created to address bullying, including student peer-to-peer initiatives.
- d. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate

District staff will educate students who are victims of bullying about how to overcome the

negative effects

of bullying including, but not limited to:

- a. Cultivating the student's self-worth and self-esteem.
- e. Teaching the student to defend him- or herself assertively and effectively without violence.
- f. Helping the student develop social skills.
- g. Encouraging the student to develop an internal locus of control.

8. Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address

bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or

referrals available to victims of bullying. Such initiatives may include educating parents/guardians and

families on bullying prevention and resources.

Consequences for Excessive Absences

Each student's attendance record is checked on a regular basis during the school year. The following procedures will be implemented to handle attendance issues in the Arcadia Valley Elementary School:

1. Intervention Strategy #1:
 - a. Absences beyond 3 days (21 class periods) per semester is considered excessive.
 - b. When absences exceed 3 days, parents will be issued a notification letter and a copy of their student's absence records.
 - c. Parents will be asked to provide more information about the absences and/or be required to make a plan to improve attendance.
2. Intervention Strategy #2:
 - a. Absences beyond 5 days (35 class periods) per semester is considered critical to the student's progression to the next grade level.
 - b. Parents will be asked to attend a conference with school personnel.
3. Intervention Strategy #3:
 - a. Absences beyond 8 days (56 class periods) will potentially result in a referral to Division of Family Services Personnel and/or Juvenile authorities.
 - b. Students may also be required to attend summer school in order to be promoted to the next grade level.

If the parents are unable or unwilling to help improve attendance, the principal may:

1. Refer the problem to the Superintendent of Schools.
2. Suspend the student until a conference is held.
3. Notify the Child Abuse Hotline of neglect/abuse concern or Office of Juvenile

Attendance Appeals Process

The student or parent may request a hearing before the Attendance Committee, which will consist of the principal, counselor, and teachers, to discuss any extraordinary circumstances attributing to the excessive absences. Decisions of the Attendance Committee may be appealed to the Superintendent of Schools using the regular procedures.

Waived Absences

The following absences are waived and do not count towards the school's attendance policy:

1. Absences created due to participation in a school-sanctioned activity
2. Absences created due to death in the immediate family (parent(s), grandparent(s), sibling(s), and any other family member residing with the student).
3. Absences created when a student cannot attend school due to hospitalization/homebound. Documentation is required.
4. Absences created by court subpoena

Attendance Responsibilities

Teachers will keep track of attendance, tardies, notes, and medical excuses. They will report to the parents and the principal any concerns on the mid-quarter Progress Report and/or the quarterly Report Card. Teachers may also report concerns directly to the Attendance Committee, the parents, the principal, and/or the school nurse at any time in order to gain more information and to set up a plan to improve attendance/promptness.

The principal will keep track of attendance, tardies, notes, medical excuses, calls, reports, and conferences to report the concerns of the Superintendent, Division of Family Services, Juvenile Officer and parent may have a conference to set up a plan to improve attendance/tardy concerns.

The school nurse will keep track of all notes and medical excuses and make copies for teachers as needed. The nurse will participate in conferences, when appropriate for medical and health concerns.

The parent has the primary responsibility to keep their child in regular attendance. Parents will need to keep the school informed through notes, medical excuses, calls and conferences about attendance/tardy concerns and cooperatively with the school to set up a plan for improvement.

1. Pre-Arranged Absences

Parents or guardians may pre-arrange an absence with the principal. This must be done if a student plans to participate in any school activity or party the same day. Pre-arranged absences are treated as regular absences in all other respects and, therefore, are not considered to be excused absences. Absences from school created by vacations or trips should be pre-arranged with the principal; the student's teachers should have sufficient time to prepare assignments that will be missed. No late work will be accepted for a pre-arranged absence. Assigned work is due on the day students return to school.

Bicycles

Bicycles should be parked and locked in the rack on the west side of the building immediately upon arrival to school. Students are asked to walk their bikes down the block by the center walkway (flagpole) for safety reasons. No bicycle riding is permitted after arrival until leaving for home. Students are responsible for preventing bicycle theft. The new Health and Fitness policy of Arcadia Valley R-II encourages students to become more active. Consequently, our bike program hopes to help instill an active lifestyle for our students that they can continue through adulthood.

Cafeteria Programs

Breakfast and lunch are available to all students. For the cost of lunch or breakfast, call the elementary office. Students are encouraged to eat hot meals. If students are packing their lunches, we encourage you to be mindful of nutritional choices. Please do not send sodas, caffeinated beverages, and excessive amounts of candy.

Free and Reduced Price Breakfast and Lunch Children from families whose current income has either temporarily or permanently fallen below certain federal guidelines can qualify for free and reduced price meals. The identity of qualified children is completely confidential and the District goes to great lengths to keep these children anonymous from their peers. Parents should consider taking advantage of this valuable program should their current financial circumstances warrant participation. Applications will be available at: Open House, the first day of school, enrollment, or anytime in the office.

Notice of Nondiscrimination Statement: School Nutrition Programs In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the District), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, DC 20250-9410;
2. Fax: 202-690-7442; or 3. Email: program.intake@usda.gov. This institution is an equal opportunity provider

Care of School Property

Students that damage or destroy school property will be expected to pay for the cost of the damage or repair.

Parent Involvement

The Arcadia Valley R-II School District has always encouraged and enjoyed parental involvement in the educational process. However, for the safety of our students, we must now require parents/guardians who would like to volunteer in the classroom or attend class parties to pass a child abuse/neglect and criminal record background check. No parent will be allowed to serve as a volunteer, room parent, or attend class parties without passing the background check. Background checks are available at Family Care Safety Registry at www.health.mo.gov/safety/fcsr/ or forms are available in the elementary office. Please remember, this is solely for the safety of all our children. Also, anytime anyone (including

parents/guardians) visits the school, we ask that they sign-in at the office and pick up a visitor's pass. Again, thank you for your support of our schools. Together, we do make a positive difference.

Parties

Parents/Guardians are allowed to attend 3 parties each school year- Halloween, Christmas, and Easter. Siblings (school age or non-school age) are not allowed to attend parties. Parents/Guardians must clear the Arcadia Valley School's background check system. Parents are encouraged to have their background check run in the elementary office prior to parties.

Field Trips

Parents/Guardians are allowed to attend field trips that are open to the public. Siblings (school age or non-school age) are not allowed to attend field trips. Parents/Guardians must provide their own transportation and costs for participating in the field trip. Students may be signed out by an adult who is on the emergency contact list in the school's computer system.

Positive Behavior Support (PBS)

The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm. PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. Students will know and follow Behavior Expectations. *Respectful *On the Safe Side *Always Give Your All *Responsible. Students will have the opportunity to practice positive behavior all year long. Students will be recognized for their positive behavior on a regular basis. The focus of PBS is on a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behaviors to create a positive school environment. Support or strategies to achieve positive behavior are taught in all areas of the school including individual classrooms and common areas throughout the school (cafeteria, library, rest-rooms, etc.)

Reward Parties

All students may have an opportunity to attend reward activities if they meet the following requirements:

1. Quarterly Reward Activities for **Behavior/Work Ethic**
 - a. One office referral for discipline, unless it includes After School Detention (ASD), Saturday School (SS), In-School Suspension (ISS), or Out-of-School Suspension (OSS).
2. Reward Activities - **Attendance**
 - a. 95% attendance (does not include waived absences, see attendance policy)

(If reward activities include movies, movies that are board approved (in the library media center) or are rated G and PG can be shown)

Arcadia Valley Elementary Matrix

Settings				
	Respectful	On the Safe Side	Always Give Your All	Responsible
All Settings	-use kind words -follow directions -respect people and property -use good manners -quiet when you see PAWS signal	-Walk -Keep hands and feet to myself -Report if someone is hurt or could be hurt -follow the leader -be in charge of your body	-show kindness -always try your best	-keep your belongings inside your backpack -take all belongings with you when you get off the bus -keep backpack out of bus aisle -own your choices
Bus	-go quickly to designated seat -exit quickly -use appropriate voice levels "1"	-remain seated -keep the aisles clear -seat to seat and back to back	-follow directions	-keep your belongings inside your backpack -take all belongings with you when you get off the bus -keep backpack out of bus aisle
Dismissal	-voice level "0"	-keep hands, feet, ti objects to self	-follow directions	-be where you are supposed to be
Playground	-respect the trees and equipment	-use grade appropriate equipment -all Earth things stay on the ground	-line up when teacher blows the whistle -allow others to play	-put equipment away after recess
Hallway	-voice level 0 -stay off walls -quiet hands and feet -keep hands and feet to yourself	-watch for doors that may be opening -keep hands on door handle	-follow directions	-take the most direct route and return to class quickly and quietly -walk in a straight line -walk where directed
Cafeteria	-patiently wait in line -use appropriate voice level -say "please" and "thank you"	-stay seated until dismissed -report spills	-Use your time wisely	-clean up after yourself -ask permission before getting up -keep lunch card in your hands
Classroom	-listen to the speaker -raise your hand to speak -respect school and personal property -use appropriate voice level	-use materials appropriately -stay in assigned space -push your chair in -put trash in the trash can	-be kind to your classmates	-do your work
Bathroom / Fountain	-voice level "1" -take turns	-report accidents -1 person per sink -use 2 squirts of soap -use 2 pulls of towels -keep hands on door handle	-use time wisely	-follow directions

Discipline Code

In compliance with the state law, the Arcadia Valley Elementary School will have a discipline code that is followed and firmly enforced. Actions taken are designed to promote student responsibility, a healthy respect for others and property, and a safe, positive learning environment.

No policy can list all possible violations, but general rules listed below act as guidelines for expected student behavior. A violation of school rules occurs when a student misbehaves while under care, custody, or control of the school or their action results in a disruption of the learning environment.

The principal has the responsibility to ensure that the school is a place where students can learn and teachers can teach. Teachers are expected to establish a classroom structure and routine for all students, determine and request correct behavior from all students and request help from the principal, parents, and others as needed.

Students may expect a safe non-distracting learning environment. Parents may expect that the principal and teacher(s) will help provide this environment for all students.

General School Rules, Classroom Rules, School Bus Behaviors, Consequences for Misbehavior, Range of Consequences, Steps in the Discipline Code, the Severe Clause and Parent Notification outline how the discipline code works to promote a safe, learning environment.

General School Rules

1. Behavioral Expectations:

- a. Act safely at all times
- b. Show respect for all teachers, others and property
- c. Use kind words
- d. Follow directions
- e. Always try your best

2. Prohibited Behaviors:

- a. Fighting, harassing, or assaulting (verbally or physically)
- b. Bringing non-school related objects to school (e.g., cell phones, wheelies, toys, weapons, ammo, radios, tapes, CDs, iPods, CD players, bottled drinks/canned drinks, trading cards, etc.)
- c. Vandalizing property
- d. Stealing, bartering, or trading
- e. Using inappropriate language
- f. Dressing inappropriately, including body piercing, clothing that is not disruptive to the school environment, etc which disrupts the educational process or health and safety of students
- g. Using, possessing, selling, or distributing alcohol, tobacco, or illegal drugs

- h. Any of the behaviors or misconduct identified in the “Prohibited Conduct” section below.

Classroom Behavior

1. Classroom Rules Students Must Follow:
 - a. Follow all directions given by the teacher, be prepared for class by having books, pencils, paper, assignment, etc. ready.
 - b. Complete all assignments by doing best work
 - c. Keeps hand, feet, and objects to yourself
 - d. Be in your assigned seat at all beginning class times
2. Prohibited Classroom Behaviors:
 - a. Eating and drinking (unless approved by teacher)
 - b. Leave class (unless approved by teacher)
 - c. Disrupting the learning environment

Each teacher may provide other additional guides for their particular class and circumstances. These behaviors are a general guideline on appropriate and inappropriate behavior.

School Bus Behavior

The following bus behaviors are expected, and may result in discipline or referral, if not followed:

1. Use proper boarding and departing procedures, no objectionable, unsafe or injurious items brought on board, and stay seated while the bus is in motion.
2. Obey the driver’s directions
3. Do not fight, push, trip, harass, threaten, or intimidate others
4. Do not hang out windows
5. Do not light matches, smoke or chew tobacco; use, sell, possess, or distribute alcohol, tobacco or drugs
6. Do not throw objects in, on, or out of the bus
7. Do not spit or litter
8. Do not make unnecessary noise causing a safety hazard
9. Do not tamper with bus equipment
10. Do not be rude, discourteous or annoying
11. Do not act in an unsafe manner relating to the safety and well-being or respect for others

The driver, sponsor or principal, may assign seats at any time. Not all undesirable behaviors may be listed, but the driver and principal may act to protect the safety and well-being of all students.

Discipline Code Definitions

The below definitions apply to the Discipline Code.

“Chronic Offender Students” are students who are referred to the office seven or more times (excluding tardies to school or class) during the school year. On the seventh referral, the student is no longer subject to normal disciplinary consequences. On the sixth referral, parents will receive notice of the number of referrals of their child and the consequences for future office referrals. The principal will determine the consequences for all subsequent referrals. Possible options include but are not limited to:

1. 1-10 days of AR (academic reassignment)
2. 1-10 days of OSS.
3. Referral for placement in the Alternative School.

“Corporal Punishment” may, under certain circumstances with written permission, be administered and the term is defined as a swat or swats on the buttocks with a paddle, administered in the Principal’s office in the presence of a faculty witness. The student will have the right to refuse swats and parents can make a written request (renewed yearly) stating that they do not wish for their child to be paddled. Parents will be notified by phone or letter when swats have been administered.

“Immediate Suspension” refers to the Principal’s authority to suspend any student who is clearly a threat to the safety and welfare of the school population for a period not to exceed 10 school days. In such cases, the Principal will notify the student’s parents of the action as soon as possible after the immediate suspension decision has been made.

“Academic Reassignment” refers to placement of a student in an alternative classroom setting and applies exclusively to students who are unable to be successful in the elementary school because of severe or chronic behavior problems. Whenever Academic Reassignment has been assigned, attempts to contact the student’s parents by telephone or by letter sent home with the student. Any student subject to Academic Reassignment is permitted to complete school work while in the alternative classroom setting.

Students who are unable to be successful in elementary school because of severe or chronic behavior problems may be placed in an alternative classroom setting. An attempt will be made to contact a parent by telephone or by a letter being sent home with the student when AR has been assigned. The AR student will be able to do school work while in the alternative classroom setting.

“Out-of-School Suspension” or **“OSS”** refers to a disciplinary consequence that prohibits the student from returning to school for a certain specified period of time. When OSS has been assigned to a student, the school will contact a parent by telephone and/or by a letter sent home with the student at the time of the OSS assignment. The letter will state the reason for placing the student on OSS and the day that the student may return to school. The parent should accompany the child to school at the conclusion of the suspension period to participate in a conference with the Principal. A student placed on OSS is permitted to do school work during the period of suspension.

Consequences for Misbehavior

Students are expected to show self-discipline in their behavior. The Principal will allow due process for all students by allowing the students to tell their story, by gathering information from the referral and other sources and by making a decision based on the Discipline Code.

Range of Consequences

The Principal may select from the below listed range of consequences depending upon the student's specific misbehavior, the severity of the act of misconduct, and the number of times the student has misbehaved, and the student's pattern of misconduct. The list of consequences that may be implemented by the Principal include:

1. Taking away privileges, including but not limited to play time and the right to participate in school activities, field trips, play day, etc.
2. Placing the student in our In School Suspension (ISS) program.
3. Being asked to replace the negative behavior with the positive behavior, work or related behavior.
4. Imposing corporal punishment from the Principal in the privacy of the Principal's office with a certified witness.
5. Issuing notice to the parents of the problem at school.
6. Developing an individual discipline plan that includes specific behaviors, and negative and positive consequences.
7. Placing the student on Academic Reassignment or Out-Of-School Suspension
8. Referring the student to the Superintendent and/or an out-of-school agency (e.g., DFS, Juvenile Officer, Police or Juvenile Court).

Severe Clause

The principal may place any student at any time on any level for the following misconduct:

1. Willful disobedience
2. Willful property damage or destruction
3. Willful refusal to do work
4. Willful injury to self or others
5. Willful disruption of the learning environment.

Parent Notification

Anytime a referral warrants a formal, disciplinary action a reasonable effort will be made by the teacher and/or principal to contact the parent or guardian either by written notice delivered by the student or through the mail or by direct phone contact.

Safe Schools Statement

Students enrolling in the Arcadia Valley R-II School District must live within the District with a parent or court-appointed guardian. If there are any questions, contact the building principal.

Steps in the Discipline Code

The following steps will be used when the students violate the behavior expectations listed in the Discipline Code. Also, the principal may place a student under the Severe clause based on the severity of the incident, the willfulness of the student and if the act represents a pattern of misbehavior.

Teacher Intervention (Parent Notification by Teacher)

Prior to implementing discipline steps, teachers use a variety of strategies in their own classrooms. When classroom strategies are not producing desired results, the following plan will be implemented:

Step 1: The student may lose privileges, play time or participation in school activities for a period or day and their parents are notified.

Step 2: The student may lose privileges, play time, participation in school activities, may be placed in Time-Out, may be asked to replace the negative behavior with work or related activity for a period, day or week and their parents will be notified.

Principal Intervention (Parent Notification by Principal)

Step 3: Student conference with the principal to discuss the student's behavior file. Parents may be notified in the presence of the student, immediately following the conference, to discuss the file.

Step 4: The student may receive corporal punishment from the principal in the principal's office with a certified witness present and parents will be notified.

Step 5: Student's parents will be asked to come to a conference to set up an Individual Discipline Plan to include: specific behaviors, positive and negative consequences at home and school, and a school-home communication system defined. An Individual Discipline Plan will be completed and sent to parents that can't or won't attend.

Step 6: Students will be given Out-Of-School Suspension for part of a day, a day, or a week and parents will be notified.

Step 7: Students will be referred to the Superintendent and/or an out-of-school agency and parents will be notified.

Student Discipline

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

3. Reporting to Law Enforcement

It is the policy of the Arcadia Valley R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the District is required to report in accordance with law. A list of crimes the District is required to report is included in policy JGF.

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

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

4. Documentation in Student's Discipline Record

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

5. Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any District sponsored activity, regardless of location, or any activity that occurs on District property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

6. Prohibition against being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the District unless one (1) of the following conditions exist:

- a. The student is under the direct supervision of the student's parent, legal guardian or custodian.
- b. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
- c. The student is in an alternative school that is located within 1,000 feet of a public school in the District.
- d. 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 this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting

material; unauthorized collaboration, materials, or assistance; facilitating academic dishonesty; and other misconduct related to academics.

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

Arson - Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

Assault

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

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

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

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

Automobile/Vehicle Misuse - Uncourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.

- *First Offense:* Suspension or revocation of parking privileges, detention, or in-school suspension.
- *Subsequent Offense:* Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bringing Non-Essential Items to School (e.g., CD players, skateboards, radios, water guns, lasers, MP3/iPod players, cards, etc.).

- *First Offense:* confiscation until the end of the day

- *Second Offense:* confiscation until picked up by a parent/guardian

****The Arcadia Valley R-II School District is not responsible for the loss of the above items, as they are not to be at school.**

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

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

Bus or Transportation Misconduct (see Board policy JFCC) - Any offense committed by a student on transportation provided by or through the District shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Cell Phones/Digital Recording Devices - (Digital Cameras and Digital Recording Devices, including Smartwatches) - These devices are not allowed to be used at any time of the school day. If these devices are seen, used or heard, we will follow the steps listed below:

- *First Offense:* Confiscation until the end of the day.
- *Second Offense:* Confiscation until parent picks up.

****The Arcadia Valley R-II School District is not responsible for the loss of the above items, as they are not to be at school**

Dangerous Misconduct - Any action that could cause an injury.

- *First Offense:* Principal/Student Conference, detention, in-school suspension, assignment to the In School Suspension (ISS) room, 1-180 days out-of-school suspension, or expulsion
- *Subsequent Offense:* In-school suspension, assignment to the In School Suspension (ISS) room, 1-180 days out-of-school suspension, or expulsion.

Dishonesty - Any act of lying, whether verbal or written, including forgery.

- *First Offense:* Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

- *Subsequent Offense:* Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disparaging or Demeaning Language - Use of words or actions, verbal, written, pictorial or symbolic, meant to harass or injure another person (*i.e.*, threats of violence or defamation of a person's race, religion, gender or ethnic origin). Constitutionally protected speech will not be punished.

- *First Offense:* Principal/Student conference, in-school suspension, assignment to the In School Suspension (ISS) room, or 1-10 day's out-of-school suspension.
- *Subsequent Offense:* In-school suspension or 1-180 days out-of-school suspension, assignment to the In School Suspension (ISS) room or expulsion, and possible documentation in student's discipline record.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of District policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Dugs, possession, or use

The District is concerned with the health, welfare, and safety of its students. So, the District prohibits the possession or presence under the influence of

1. Unauthorized prescription drug,
2. A narcotic substance,
3. Unauthorized inhalants,
4. Counterfeit drugs
5. Imitation controlled substances,
6. Over-the-counter drug, herbal preparation or imitation drug or herbal preparation, and
7. Controlled substance and illegal drugs defined under the Controlled Substances Act while at school; on the District's property; or, on a school bus or at a school activity whether on or off the District's property. The use, sale, transfer, and possession of drug-related paraphernalia is also prohibited.

Violations will be handled under the Discipline Code.

DRUGS

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

First Offense:

In-school suspension and/or 1-80 days of out-of-school suspension

Subsequent Offense:

1-180 days out-of-school suspension and/or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 out-of-school suspension and/or placement in the District's Alternative School.

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

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

First Offense: 1-180 days out-of-school suspension and/or expulsion.

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

Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

Failure to Care for or Return District Property - Loss of, failure to return, or damage to District property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

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

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

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

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

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

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

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

- *First Offense:* Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

Harassment, including Sexual Harassment (see Board Policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
 - *First Offense:* Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.
 - *First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

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

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

Incendiary Devices or Fireworks - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by District staff; possessing or using fireworks.

Horseplay

- *First Offense:* Principal/Student conference, assignment to the In School Suspension (ISS) room, in-school suspension, or 1-10 days out-of-school suspension.

- *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or and possible documentation in student's discipline record*.

Incendiary Devices - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by District staff.

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

In Off-Limits Area - (hallways, etc.)

- *First Offense:* Principal/Student conference, in-school suspension, assignment to the In School Suspension (ISS) room, and/or 1-10 days out-of-school suspension.
- *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, and/or possible documentation in student's discipline record*.

Leaving School Grounds Without Properly Checking Out/Skipping School

- *First Offense:* Principal/Student conference, in-school suspension, assignment to the In School Suspension (ISS) room, and/or 1-10 days out-of-school suspension.
- *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, and/or possible documentation in student's discipline record*.

Profanity

- *First Offense:* Principal/Student conference, in-school suspension, assignment to the In School Suspension (ISS) room, and/or 1-10 days out-of-school suspension.
- *Subsequent Offense:* In-school suspension, assignment to the In School Suspension (ISS) room, 1-180 days out-of-school suspension, and/or possible documentation in student's discipline record*.

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

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

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

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

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

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

Sexual Activity - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use District technology to connect to other systems in evasion of the physical limitations of the remote system; copy District files without authorization; interfere with the ability of others to utilize District technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using District technology; or evade or disable a filtering/blocking device.
 - *First Offense:* Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
 - *Subsequent Offense:* Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a District-sponsored class or activity, or otherwise permitted by the building principal.
 - *First Offense:* Confiscation, principal/student conference, detention, or in-school suspension.

- *Subsequent Offense:* Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out- of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

Throwing Objects

- *First Offense:* Principal/Student conference, in-school suspension, and/or clean the cafeteria for one week.
- *Subsequent Offense:* In-school suspension, and/or clean the cafeteria for one month.

Tobacco/alcohol/cannabis

- a. Possession of any tobacco, alcohol or cannabis products or vaping devices/products on school grounds, school transportation or at any school activity.*

First Offense: Confiscation of alcohol/cannabis/tobacco/vape product, out-of-school suspension and/or 20 days in the District's Alternative School, incident reported to juvenile officer

Subsequent Offense: Confiscation of alcohol/cannabis/tobacco/vape product, out-of-school suspension and/or placement in the District's Alternative School, incident reported to juvenile officer, referral to superintendent

- b. Use of any tobacco, alcohol or cannabis products or vaping devices/products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of alcohol/cannabis/tobacco/vape product. out-of-school suspension and/or 20 days in the District's Alternative School, incident reported to juvenile officer

Subsequent Offense: Confiscation of alcohol/cannabis/tobacco/vape product, out-of-school suspension and/or placement in the District's Alternative School, incident reported to juvenile officer, referral to superintendent

- c. Sale, purchase or distribution of any tobacco, alcohol or cannabis products or vaping devices/products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of alcohol/cannabis/tobacco/vape product. out-of-school suspension and/or 20 days in the District's Alternative School, incident reported to juvenile officer

Subsequent Offense: Confiscation of alcohol/cannabis/tobacco/vape product, out-of-school suspension and/or placement in the District's Alternative School, incident reported to juvenile officer, referral to superintendent

*Students involved in possession, use or distribution in the same discipline event will receive consequences for each offense.

Truancy or Tardiness (see Board policy JED) - Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the District.

- *First Offense:* Principal/Student conference, detention, or 1-3 days in-school suspension.

- *Subsequent Offense:* Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

Vandalism (see Board policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the District, staff or students.

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

Weapons (see Board policy JFCJ)

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

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

- *First Offense:* One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- *Subsequent Offense:* Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

Search and Seizure

1. Students have no expectation of privacy in lockers, desks, computers, or other District-provided equipment or areas.

2. The District will conduct periodic and unannounced administrative searches of lockers, computers, and other District equipment.
3. The District uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. Additional searches of bags, purses, coats, electronic devices and other personal possessions and cars in accordance with the law.
5. The District may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
6. The details of extracurricular drug testing, if applicable. (4th amendment of U.S. Constitution, Policy JFG).

Emergency Drills

It is mandatory that students regard drills with the same seriousness and respect that would be required in an actual emergency situation.

7. Earthquake Drill Procedures

- a. At the first sign of an earthquake, or if possible, a warning bell rings.
- b. Children will STOP, then DROP, and COVER under their desks or tables for 30 seconds, wait for instructions then evacuate the building.
- c. Children will proceed to the nearest safety exit.
- d. Teachers should have their attendance book in their possession as well as an earthquake kit and paper and pen to send notes on.
- e. Evacuate to their designated area on the elementary ball field.
- f. Take attendance and send a note to the School Secretary stating the number of children you have present at the time, if any one is missing and who they are. Attendance book is necessary so you may check to see who was absent at the beginning of the day.
- g. Evacuate to their designated area on the high school baseball field
- h. Seat all students in a circle

8. Fire Drill Procedures

- a. The signal for a fire drill is six (6) rings, or an office page.
- b. At the sound of the fire alarm, teachers should see that their group leaves the classroom immediately and lines up in a single file against the wall.
- c. Teachers should close all windows before leaving.
- d. Teachers should be the last to leave the room and close the door. Teachers and children leave the building by the quickest exit route.
- e. Each group should follow the group lined nearest the exit. Each teacher should take their group to the elementary ball field.
- f. Take your attendance book outside with you and take attendance.
- g. If any child is missing from your group, take necessary steps to be sure he/she is out of the building.
- h. Teachers and students may evacuate to the high school baseball field.

9. Tornado Drill Procedure

The following is a guide for you to use during the tornado drill or a real tornado. Our children are not always exactly in the same place so we cannot define exactly where each group of children should be placed. Please use the following guideline and be ready to adjust depending on the circumstances that exist at the time of the drill.

- a. The signal for a tornado drill is an office page.
- b. Please take your attendance book with you as you exit the room

- c. The teacher should be the first person out of the room
- d. The children should be directed in a hallway away from glass. 1, 2-3, 4th and kindergarten hallways must be used.
- e. Have children assume the correct position. It will be necessary to have a double row of children on each side of the hallway leaving a center aisle in the middle. Have children face away from the nearest source of glass.
- f. Please do not allow children to place themselves in front of a door where a door might swing open and cause injury.
- g. Do not place children closer to the classroom doors or to the doors leading outside.
- h. PE and library should use the library exterior wall closest to the cafeteria.
- i. Art and Music should use the main hallway.
- j. When you hear the signal, do not open or close the windows. Get your students to the hallway as soon as possible. Close the classroom doors when students are out.

Emergency Phone Use

Students may use the phone in the office with the permission of the teacher and the office for local emergency calls only. Emergency messages may be given to your child.

Enrollment Procedures

1. New students may be enrolled at the school office anytime between 8 a.m. and 4 p.m. daily. Parents need to provide the following:
 - a. a state-issued birth certificate
 - b. a complete immunization record
 - c. Social Security Number
 - d. health data
 - e. any previous school records or information, and
 - f. any IEP or special program placement
 - g. proof of residency
 - h. Migrate Status form
2. At the time of enrollment, parents can expect the following:
 - a. A copy of the handbook
 - b. A copy of the free/reduced lunch application
 - c. Bus route information
 - d. A tour of the building
 - e. Brief outline of the school schedule
 - f. An introduction to teachers
 - g. Answers to any questions

Kindergarten students must be five (5) before August 1st to be enrolled. Kindergarten screenings are held during April. Parents may call 546-9700 ext. 1 at that time to set up screening appointments.

Family Educational Rights and Privacy Act (FERPA)

The District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include:

1 Right to Inspect and Review

Parents and eligible students have a right to inspect and review educational records within 45 days after the day the District receives a request for access. Parents or eligible students who

wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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.

Parents and eligible students have a right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and 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.

The right to provide written consent before the school discloses PII

Parents and eligible have a right to provide written consent before the school discloses personally identifiable information ("PII") from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the District's annual notification for FERPA rights. A school official typically includes a person employed by the school or the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school or school District in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

The right to file a complaint with the U.S. DOE

Parents and eligible students have a right to file a complaint with the United States Department of Education Concerning alleged failures by the 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

2 Directory Information

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)) To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)) To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6)) To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9)) - 38 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10) Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11)) To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)) To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K)) Parents and guardians or eligible students may request this information that "general directory information" not be released by contacting their school to request a FERPA opt-out form, completing the form, and returning it to their school office. For more information concerning opting-out, please refer to Board Policy J0. "General Directory Information" - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any

person without first obtaining written consent from a parent or eligible student: Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

3 Preservation of Cumulative Educational Records

Cumulative educational records will be retained permanently. A special services folder will be kept for all 94-142 students to meet the provisions of the compliance plan. Comments will be limited to student performance. The principal and staff will ensure that all records are kept in a proper manner and utilized in accordance with the law. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Health Policy

Communicable Diseases

Students with signs or symptoms of a communicable (contagious or infectious) disease should not be at school. The school will follow guidelines from the Missouri Department of Health and Senior Services. If excluded from school, the student should not return until cleared by the school nurse to ensure requirements. In addition to a medical release, the nurse will consider whether the student is able to participate in routine activities or needs more care than can be provided by the school staff.

A student with a temperature above 100 degrees F will be excluded from school until at least 24 hours after fever is gone. Temperature should be measured without the use of fever-reducing medications (like Tylenol or Motrin).

Vomiting or diarrhea will require staying home from school for at least 24 hours from the last episode or until a medical exam indicates it is not due to a communicable disease.

If a student has a rash and behavior change or a rash that is changing or spreading, a medical exam may be required before the student may return to school.

Other signs and symptoms of possible illness may require exclusion at the nurse's discretion. These may include unusual tiredness, uncontrolled coughing; difficulty breathing or other unusual signs for the child.

The health offices will maintain records and send weekly surveillance reports to the Iron County Health Department.

Immunizations

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

School Medication Policy

Medication administration at school must have a parent AND doctor authorization. This includes over the counter medications. Health offices will not administer the first dose of any medication. The student may not attend school the day the first dose of new medication is given.

The parent or guardian will supply the medication in a properly labeled container from the pharmacy or the manufacturer's original packaging. The medication must be delivered to the nurse's office by an authorized adult. Medication should not be brought in by a student or transported by the student on the bus. Students may not carry or self administer medications unless the nurse is aware. The nurse will ensure all requirements from students, parents, and prescriber are met.

The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

Every effort will be made to contact a parent/guardian regarding unused medication at the end of the year. Any medication not picked up from school on the last calendar day of the school year will be discarded.

Grading Scale

The grading scale for Arcadia Valley Elementary is as follows:

A	96-100%	C	73-76%
A-	90-95%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	0-59%

Honor Roll Grades 3 & 4

Academic excellence is the key to success. In order to encourage students to achieve their highest potential, an Honor Roll was established. Two types of honor roll recognition exist: Principals and regular.

The following scale is used to calculate the Honor Roll:

A	11
A-	10
B+	9
B	8
B-	7
C+	6
C	5
C-	4

To make the regular Honor Roll students must average eight (8) with no grade below a four (4) (C-). To make the Principal's Honor Roll students may not have a grade lower than A-. Penmanship is not counted for either Honor Roll.

SPECIAL EDUCATION: THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT ("IDEA")

Individuals with Disabilities Education Act ("IDEA") The District will locate, identify, and evaluate and provide a free, appropriate education ("FAPE") to all children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, in accordance with law. This policy applies to all children with disabilities, including children attending private schools; children who reside outside the District but who attend private school within the District; highly mobile children, including migrant children, homeless children, children who are wards of the state, foster children; and children who are suspected of having a disability and in need of special education and related services despite advancing from grade to grade. If you have knowledge of a child who is suspected of a disability requiring special education and related services, please contact:

Dana Ward, Special Education Director
Arcadia Valley R-II School District
750 Park Drive
Ironton, MO 63650
(573) 546-9700
dward@avr2.org

The District has implemented policies to ensure that it will provide a FAPE to all eligible children with disabilities between the ages 3 and 21 within 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 and/or blindness and young child with a developmental delay. The District provides 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. Parents and guardians may inspect and review any personally identifiable information collected, used, or maintained by the District that relate to the identification, evaluation, placement or provision of FAPE to children with disabilities. Parents and guardians may also request an amendment to the educational record of a student if the parents or guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents and guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the - 41 - District to meet the requirements of FERPA. For more information concerning these rights, please refer to the District's FERPA Notice. In compliance with law, the District has developed a Local Compliance Plan for the implementation of State Regulations for the IDEA. The plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District's Administrative Offices during normal business hours on days in which school is in session. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the following individuals below: Ms. Dana Ward, Director, Special Education; (573) 546-9700; [Insert email address]. This notice will

be provided in native languages as appropriate. Section 504 and Title II As a recipient of federal financial assistance from the U.S. Department of Education that operates a public elementary or secondary education program and/or activity, the Arcadia Valley R-II School District is required to identify and locate every qualified person residing within the District who is not receiving a public education and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The District has developed a Section 504 and Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the District's Administrative Offices during normal business hours on days in which school is in session.

Library Resource Center

The books and materials in the Library Resource Center have been judged to be suitable for a school environment. Students should use discretion when checking out materials that do not fit their individual needs or personal preferences.

Lost and Found

Personal items brought to school by the children should be marked with their names. Lost items are stored in the compartment

Non-Discrimination Policy

The Arcadia Valley R-II School District is dedicated to maintaining a workplace and educational environment free from discrimination and harassment in its programs, services, activities, and facilities and provides equal access to the Boy Scouts of America and other designated youth groups. The District strictly prohibits discrimination against applicants for admission or employment, students, parents of elementary and - 42 - secondary school students, employees, sources of referral and all professional organizations that have entered into agreements with the District on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The District also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Officer listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

Assistant Superintendent
750 Park Drive
Ironton, Missouri, 63650

Phone: (573) 546-9700, ext. 5

Board of Education Policy AC sets forth the prohibition on discrimination, harassment, and retaliation and establishes grievance procedures. The District's Compliance Officer will provide information relating to those procedures upon request. Board Policy AC may also be found online at [https://simbli.eboardsolutions.com/Policy/Policy Listing.aspx?S=215](https://simbli.eboardsolutions.com/Policy/Policy%20Listing.aspx?S=215). Any individual who is not able to resolve an issue or a grievance concerning any of the laws and regulations referenced above may contact:

Office of Civil Rights Kansas City Office U.S. Department of Education
One Petticoat Lane 1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550 Facsimile: (816) 268-0559 OCR.KansasCity@ed.gov

Parents Waiting to Pick Up Students

Parents now have two choices when picking students up. Parents may pick students up in our pick-up loop or wait on the front sidewalk. Remember if you are picking your child up through the pick-up loop you must have your car tag. If you do not have your car tag you can pick your child up on the front sidewalk after the buses leave. Parents waiting to pick up students are asked to remain on the street side of the flagpole until the buses leave. After buses leave, students being picked up will exit the building.

Release of Children

Children are not permitted to leave the school grounds at any time during the school day. Parents requesting the release of a child during the school day for an appointment or an emergency must sign the student out in the Elementary Office. The nurse or principal may release a student (due to an illness) to a parent or other authorized adult. Every effort will be made to contact the parent. If someone other than the parent is to pick up the child, a note or phone call from the parent is required.

If there are legal documents regarding placement, parental rights, or restraining orders please be sure the office has a current court order signed by the judge. This is for the protection of your child. Only in the case of an emergency may the parents check their students out of school between 2:45 and 3:10 p.m. This may affect your perfect attendance, reward parties, and 10 hours or less awards.

Recess

Two recesses are provided daily for the children. All children are encouraged to participate as it helps them grow physically, mentally, and socially. All children will be taken outside for recess unless parents send a note each day requesting otherwise.

Safe Schools Act

Discipline

The safe school initiative mandates that schools identify abusive, violent, and disruptive students. It provides means for schools to remove these identifiable students from the normal setting when their presence does not allow other students to learn in an orderly and safe environment. The Arcadia Valley R-II Schools will initiate an alternative school for students who meet the criteria within the safe schools initiative. Students who are abusive, violent and disruptive will be removed from the general school setting following the procedures adopted by the Board of Education. In all cases, students will be informed of why they are to be removed

and will be given a complete description of what is expected of them in the alternative school. In all cases, a student's due process rights will be implemented according to state statutes.

Residency

Students enrolling in school must live within the District with a parent or court-appointed legal guardian. For further information about this matter, contact the building administrator.

School Closings

When it becomes necessary to cancel school due to bad weather you may tune to KTJJ & KFMO radio stations and KFVS, KSDK, & Fox 2 television stations. The District's phone service will have a message posted stating school is canceled. That number is 546-9700. If no message indicates a school closing, then school is in session. Our school also uses an automated notification system to contact parents of school closing so please make sure current contact information is up to date in the office. Students and parents should neither call the stations nor staff members. We will also post school cancellations on social media (Twitter, SchoolWay).

School Visitors

No visitors are allowed at school without the Principal's consent. All visitors are to report to the office immediately upon arrival at school. Visitors will be given an I.D. tag to be worn while in the school building. Children not enrolled will not be allowed to attend classes.

Transportation

All students residing one mile or more from the school are eligible for bus transportation. Riding the bus is a privilege, and students are expected to follow bus safety rules and the driver's instructions. Parents will receive BUS DISCIPLINE REPORT for unsafe bus conduct. A student may not be allowed to ride the bus after the third report from the driver.

The following are some general bus safety rules:

1. Bus noise and conduct should be at classroom level
2. No eating or drinking on the bus
3. Always remain seated
4. No pets or glass jars permitted
5. Any student found to be responsible for damages will pay for damages and repairs
6. Students must ride their assigned bus only.

Only in an emergency will a student be allowed to ride a different bus. Students must have a signed note (bus pass) from the principal and given to the driver allowing this special emergency ride. Birthdays and sleepovers are not emergencies, and hosting parents will need to make other transportation arrangements for the situation.

Sexual Harassment

The District does not discriminate, nor does it permit discrimination, on the basis of sex in any education program or activity that it operates, including in employment and admissions. In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), this policy prohibits all forms sex-based discrimination, including sexual harassment in the District's education programs and activities. The District will, however, promptly respond by investigating and

addressing any report or complaint of sexual harassment. "Sexual harassment" under Title IX includes three separate types of conduct, including: 1. Quid pro quo harassment (by an employee); 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; and 3. Sexual assault, dating violence, domestic violence, or stalking. The District also prohibits retaliation against any student or employee for filing a complaint or exercising any right granted under Title IX. Title IX requires all school districts to take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. The District has designated the following employees as the District's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment as defined above:

Kent Huddleston or Rebecca Amelunke
750 Park Drive
573-546-9700 ext 5

khuddleston@avr2.org ramelunke@avr2.org

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education or both. Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During the District's business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable District complaint procedure.

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

1. Guide to ESSA Complaint Procedures

Our District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner the following information: Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent: Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A. Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

For additional information, contact:

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

a. 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.

b. Who may file a complaint?

Any individual or organization may file a complaint.

c. How can a complaint be filed?

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

d. 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.

e. 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.

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

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

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

g. 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:

- (i) **Record.** A written record of the investigation will be kept.
- (ii) **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- (iii) **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- (iv) **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.
- (v) **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).
- (vi) **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

- h. 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).

- i. 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.

- j. 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.

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel. The recipients of PIRC grants are required to: serve both rural and

urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement. PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

For additional information about Federal Programs at Arcadia Valley R-II and your rights under the programs, please contact the Superintendent's Office, 573-546-9700 ext 5.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of -
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use -
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Arcadia Valley R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Arcadia Valley R-II School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Arcadia Valley R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Arcadia Valley R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

4. Following is a list of the specific activities and surveys covered under this requirement:
 - a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - b. Administration of any protected information survey not funded in whole or in part by ED.
 - c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Requirements for Identifying ELLs

Upon enrollment, Missouri districts are required to ask all students if there is a language other than English spoken in the home and if English is not their native language. If the answer of either question is yes, or if a district feels that a child might have a language deficiency, the district is required to screen the child in the four modalities of reading, writing, speaking and listening. These incoming students must be screened within the first month of school or the child's first two weeks of arrival if they move in after the start of school. Additionally, beginning with the 2010-2011 school year, all current ELL students are required to be screened in the four modalities using the WIDA ACCESS Placement Test (W-APT).

Programs for Homeless Students

The Arcadia Valley R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan, will give special attention to ensure that homeless children in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's Homeless Coordinator:

Assistant Superintendent
750 Park Drive
Ironton, MO 63650-1495
Phone (573) 546-9700
ramelunke@avr2.org

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the District's Homeless Coordinator. The Homeless Coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the District.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the District and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Trauma-Informed Schools Initiative

Pursuant to RSMo. § 161.1050, the Missouri Department of Elementary and Secondary Education has established the "Trauma-Informed Schools Initiative."

The Trauma-informed approach is an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.

Visit their website for more information: <https://dese.mo.gov/traumainformed>.

Assessment Program (Board Policy IL)

The District will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. Parents and students cannot opt out of state testing. The Board

directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. Students will not be allowed to have cell phones, smart watches, or other recordable devices in the testing room. They will be given the opportunity to remove them prior to testing. If a student fails to do this, it will result in an office referral and discipline according to our board policy. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

District Assessment Plan

The superintendent or designee shall ensure that the District has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The purposes of the District wide assessment plan are to facilitate and provide information for the following:

- d. Student Achievement - To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
- e. Student Guidance - To serve as a tool for implementing the District's student guidance program.
- f. Instructional Change - To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - (i) Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - (ii) Help the professional staff formulate and recommend instructional policy.
 - (iii) Help the Board of Education adopt instructional policies.
- g. School and District Evaluation - To provide indicators of the progress of the District toward established goals.
- h. Adequate Yearly Progress - To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the Every Student Succeeds Act. There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

Reading Assessment

The District will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The District will also administer a reading assessment to all students who

transfer to the District in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law. The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the District will utilize.

English Proficiency Assessments

The District will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

Statewide Assessments

The District will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments. If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the District may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination. The School Board authorizes the superintendent to establish a process designed to encourage the students of this District to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The District's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the District office and be available for viewing by the public during business hours of the District office.

National Assessment of Educational Progress

If chosen, the District will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Teaching about Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the District chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and the District is required to notify the parent/guardian of each student enrolled in the District of the basic content of the District's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the District's human sexuality instruction. The District is required to make all curriculum materials used in the District's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Technology Acceptable Use Policy

This Acceptable Use Policy is a summary of official Board policies designated EHB and EHB-R. The content and meaning are essentially identical, but all users will be held accountable to all Board policies. The original Board policies may be found on the District web site at www.qvr2.org and in the District libraries.

1. Principles

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students, both with current classes and in preparation for further education and/or employment after graduation. District technology also supports District staff members in the performance of their official duties. Generally speaking, the use of District technology with one's own accounts in ways that are consistent with these goals is permitted and encouraged. Uses of District technology that do not support these goals should be questioned as they may be in violation of one or more rules below.

2. User Identification and Network Security

Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to District technology if he/she is considered a security risk by the superintendent or designee.

Users must adhere to District policies, regulations, procedures, and other District guidelines. All users shall immediately report any security problems or misuse of the District's technology resources to a supervisor, a teacher, or administrator, who will inform the District technology department as appropriate.

3. User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the District before they are allowed access to District technology resources. All users must agree to follow the District's policies, regulations, and procedures.

4. Damages

All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

The District is not responsible for damage to any technology devices or other property not owned by the District due to the way that property may interact with District technology.

5. Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the District technology resources:

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited.
- c. Sharing one's user ID and/or password with any other person is prohibited.
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.

- e. Unless authorized by the superintendent or his designee, deletion, examination, copying or modification of files and/or data without the owner's consent is prohibited.
- f. Unless authorized by the District or building administrator, non-educational Internet usage is prohibited. This includes but is not limited to playing games and downloading or streaming audio and/or video not directly related to classroom instruction or to a student's formal educational plans after leaving the District.
- g. Use of District technology for commercial or for-profit purposes is prohibited unless authorized by the District.
- h. Accessing fee services that result in charges to the District without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- i. Users are required to obey all laws and regulations, including criminal, copyright, privacy, defamation and obscenity laws. The District will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using District technology in violation of any law.
- j. Accessing, viewing, or disseminating information using District resources, including e-mail or Internet access, that is pornographic, obscene, libelous, pervasively indecent, or vulgar, or advertising any product or service not permitted to minors is prohibited.
- k. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of District staff for curriculum-related purposes.
- l. Accessing, viewing or disseminating information using District resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- m. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.
- n. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- o. Users may only install and use properly licensed software, subscription websites, audio or video media purchased by the District or approved for use by the District. All users will adhere to the limitations of technology licenses. Copying for home use is prohibited unless permitted by the District's license and approved by the District.
- p. At no time will District technology or software be removed from the District premises, unless authorized by the superintendent or his designee.
- q. Technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to District technology resources.
- r. All damages incurred due to the misuse of the District's technology will be charged to the user. The District will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- s. Students may not access the Internet without a teacher or other District staff member present in the room.
- t. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered or abused.
- u. Horseplay of any kind is not allowed around computer/media equipment.

- v. Students and community users may not have food or beverages around any computer/media equipment.
- w. Users may not move or unplug any computer/media equipment not adjust computer equipment controls without permission from the equipment supervisor.
- x. Students and community users may only access District Installed or linked computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the District technology coordinator, exceptions may be approved by a District administrator or the administrator of the building in which the computer is located.
- y. Any attempted violation of District policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.
- z. Users may not in any way use District technology resources to intimidate or threaten others (cyber bullying).
- aa. No one may connect to the District network via wired or wireless networking technology any device not owned by the District except with prior authorization of the superintendent or designee.
- bb. While on campus no District owned device may be connected to a wireless network that is not operated by the District unless the access is paid for by the District.
- cc. Use of District technology to benefit any political candidate or cause or for political lobbying is prohibited.
- dd. Users may not install software without permission from the Technology Department or as authorized by the superintendent or designee.
- ee. Evasion or disabling of the filtering/blocking device installed by the District, including attempts to evade or disable, is a serious violation of District policy.
- ff. Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- gg. Attempts to interfere with the ability of others to utilize any District technology are prohibited.
- hh. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- ii. The introduction of computer viruses or other malware, hacking tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- jj. Users are not to add, remove, or alter computer passwords, security measures, configuration settings, or monitoring devices without authorization.

6. Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the District's technology resources to a teacher or administrator.

No person will be given access to District technology if he/she is considered a security risk by the superintendent or designee.

7. On-Line Safety - Disclosure, Use, and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the District.
- c. Student users shall not agree to meet with someone they have met on-line without parental approval.
- d. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

- e. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District or building administrator, except during non-educational times with building administrator approval.
- f. All District employees will abide by state and federal law, Board policies, and District rules when communicating information about personally identifiable students.
- g. Employees shall not transmit confidential student information using District technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- h. No curricular or non-curricular publication distributed using District technology will include the address, phone number or e-mail address of any student without permission.

8. Electronic Mail and Other Messaging

A user is responsible for all electronic mail ("e-mail") and other messages originating from the user's ID or password.

- a. Forgery or attempted forgery of electronic messages is illegal and prohibited.
- b. Unauthorized attempts to read, delete, copy, or modify messages of other users are prohibited.
- c. Users are prohibited from sending unsolicited electronic messages to more than 200 recipients per day unless the communication is a necessary, employment-related function, or an authorized publication.
- d. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with District policies, regulations, and procedures.

9. Employee Users

Authorized employees may use the District's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of District policy, regulation, or procedure, hinder the use of the District's technology for the benefit of its students or waste District resources. Any use which jeopardizes the safety, security, or usefulness of the District's technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee's job is considered unreasonable.

All employees must model the behavior expected of students, exhibit the same judgment as expected of students, and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via District resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the District.

10. Technology Administration

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the District to support the District's policy, as needed. The Board directs the superintendent or designee to assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on District technology resources in accordance with the Public School

District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations, and procedures.

11. Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The District's web page will provide information about the school District, but will not be used as an open forum. The District web page may include the District's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board. Any expressive activity involving District technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school District for legitimate pedagogical reasons. All other expressive activity involving the District's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

12. Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the District's technology resources.

The District may examine all information stored on District technology resources at any time. The District may monitor employee and student technology usage. Electronic communications, all data stored on the District's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by District administrators or designees at any time.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the District's technology. A user ID with e-mail access, if granted, is provided to users of this District's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received, or stored using District technology in his or her User Agreement.

13. Content Filtering and Monitoring

The District will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the District's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the District.

Students and staff may request to have blocked sites opened for an educational purpose. Requests for unblocking a site will be available in all District labs and on the District website. Students must turn their request into their teacher who will determine the educational purpose. The District Technology Director will determine which sites to unblock. Students or teachers may appeal to the building principal to address the Technology Director. If still denied, Students and teachers may appeal to the Superintendent or his Designee.

14. No Warranty/Availability/No Endorsement

The District makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The District's technology resources are available on an "as is, as available" basis. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations, and procedures.

The District is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The District does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

15. G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google, described at https://workspace.google.com/terms/user_features.html:

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

- a. What personal information does Google collect?

When creating a student account, the Arcadia Valley R-II School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- (i) device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

- (ii) log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- (iii) location information, as determined by various technologies including IP address, GPS, and other sensors;
- (iv) unique application numbers, such as application version number; and
- (v) cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

b. How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

c. Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

d. Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

e. Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- (i) With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- (ii) With Arcadia Valley R-II Schools. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- (iii) For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- (iv) For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- (v) meet any applicable law, regulation, legal process or enforceable governmental request.

- (vi) enforce applicable Terms of Service, including investigation of potential violations.
- (vii) detect, prevent, or otherwise address fraud, security or technical issues.
- (viii) protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

f. What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's building principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

g. What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's building principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

Universal Reading Screening

The District conducts dyslexia screenings for students in accordance with Missouri law by:

- Conducting universal screening and early dyslexia identification;
- Providing reasonable classroom support for students identified with dyslexia or at risk for dyslexia; and
- Providing two hours of in-service training for all practicing teachers regarding dyslexia and related disorders.

1. Definitions

- a. The term "*dyslexia screening*" refers to a test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related reading disorder that indicates the student could benefit from additional support.
- b. The term "*dyslexia*," as defined by Missouri law, refers to a disorder that is neurological in origin, characterized by difficulties with accurate and fluent word recognition and poor spelling and decoding abilities that typically result from a deficit in the phonological component of language, often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction, and of which secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

2. Purpose of Screening

The purpose of screening is to identify students who are at risk as struggling readers and provide early intervention to help close the gap of struggling readers.

3. Students who will be Screened:

- a. Each students enrolled in kindergarten, first grade, second grade, and third grade must be screened as follows:
 - (i) All kindergarten students will undergo an initial screening that must occur no later than January 31st and a follow-up screening at the end of the school year in order to ensure systematic documentation and progress monitoring.
 - (ii) Students in first, second, and third grades must be screened within the first 30 days of the school year, with follow-up screenings conducted at the middle and end of the school year in order to ensure systematic documentation of progress or lack of progress.
 - (iii) Any kindergarten, first grade, second grade, or third grade student who transfers from a school within the state that has not previously been screened must be screened.
 - (iv) Any kindergarten, first grade, second grade, or third grade student who transfers from another state and cannot present documentation that the student has a previous screening must be screened.
- b. Any student in grades 4 or higher who experiences consistent difficulty in the areas of weakness noted previously in this report as determined by the classroom teacher or as requested by the student's parent/guardian.

4. Exemptions

- a. Existing diagnosis of dyslexia
- b. Students with a sensory impairment (visual/auditory)
- c. Severe intellectual disabilities
- d. English Learner's where tools or staffing related to administration and/or interpretation in native language is unavailable

Lastly, please remember that this is a *plan for intervention* and not a special education or related service under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. If you have any questions please call your child's teacher or administrator of the building your child attends at (573)546-9700.

Virtual Education

The Missouri Course Access and Virtual School Program ("MOCAP") statute establishes requirements for virtual education courses offered in Missouri. To be eligible for part- or full-time enrollment in MOCAP, a student must:

- Obtain approval from the District,
- Have been enrolled full-time in the District for, at a minimum, the entire semester immediately preceding enrollment in MOCAP, unless the student has a documented medical or psychological diagnosis or condition preventing them from attending school during the prior semester.

The District will approve or deny a student's request to enroll in a MOCAP course or full-time virtual instruction within 10 business days from the date the enrollment request is submitted. If the request is denied, the District will provide written notice of the reason for the denial. Included in the written notice will be information relating to the student's right to appeal a denial.

Students taking courses virtually are subject to District policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the District's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

For more information regarding virtual instruction options and the enrollment process, please refer to Board of Education Policy IGCD and Board of Education Administrative Procedure IGCD-AP(1), and Board of Education Administrative Forms(1) and (2).

AVES ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I, _____ (print student name) have received a copy of the Arcadia Valley High School Handbook for the 2024-2025 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the regulations in this handbook.

FIELD TRIP RELEASE

We hereby give our consent for the above named student to represent, and/or take part in school-sponsored activities. We will also give our consent for him/her to accompany the school group and will not hold the school responsible in case of accident or injury whether it be en-route to or from the school or activity. We do not hold the school or it's employees, agents, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise by or in connection with the participation by my child/ward in any activities related to the school trip activity. If we cannot be reached in the event of an emergency, we also give our consent for the school to obtain through a physician or hospital of its choice, such medical care as is necessary for the welfare of the child, if he/she is injured in the course of the school activity. My son/daughter has permission to attend the various school trips as they arise for the 2024-2025 School year.

PUBLIC NOTICES

We received a copy of the following: 1) Standard Complaint Resolution Procedure for Improving Schools Act, 2) Public Notice, and 3) No Child Left Behind Act of 2001, right to know as part of the student handbook.

TECHNOLOGY HANDBOOK

We have read the Technology Handbook in regards to using district technology including Chromebooks. We understand that violating this handbook may result in disciplinary action on the student and any damages incurred will be the responsibility of the parent/guardian.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) PERMISSION

I give permission for Arcadia Valley R-II Schools permission to consent to collection of information about my child for educational purposes.

PERMISSION TO PUBLISH

Arcadia Valley would like to recognize students for their POSITIVE involvement and accomplishments that occur while here at school. With your permission we would like to be able to publish those positive events on our district website and social media accounts, as well as, in the local newspapers.

- ☐ I do NOT wish for my child to be published

PHOTOGRAPHER COMMUNICATION OPT OUT

- ☐ I do NOT want my email address and cell phone number that is on file with the school district to be sent/given to Wagner Portrait Group for purposes of sending a link for picture ordering information.

DISTRICT PHONE NOTIFICATION SYSTEM

- ☐ I do NOT give my permission to receive non-emergency calls and texts from the Arcadia Valley R-II Schools using automatic dialing equipment at the telephone numbers submitted during the registration process.

I have received and read the above releases, policies, and notices.

The student handbook is available in the elementary office or online at https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1601598/2023-24_AVES_Student_Handbook.pdf

I have been informed of the availability of the handbook online and have been furnished the website address. I choose to access the handbook online and do not wish to have a printed copy provided.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian:_____Date:_____