Glenwood R-8 School District
Parent-Student Handbook



2026-2027 School Year

417-256-4849
www.glenwood.k12.mo.us

“Home of the Mustangs”

Mission Statement

The mission of the Glenwood R-8 School District is to cultivate students to lead the next generation.

Vision

The vision of the Glenwood R-8 School District is to become a district that shapes academic achievers, leaders and productive citizens.

Our Core Beliefs

- Everyone has value, purpose, and is capable of learning.
- Everyone needs a safe, accepting and accessible environment.
- Recruiting, retaining, and developing quality staff at all levels is critical.
- Learning is a lifelong process.
- Success is a partnership between students, parents, community, and the school.
- We are to be responsible stewards of our resources.
- Staff presents every student with high expectations and research-based learning opportunities to foster growth.
- Every student is presented with the opportunity to learn in a way that is most effective for them.
- Systems of support for students and staff from crisis to success are necessary.

Board of Education

Chase Brotherton - President	Stacey Surface
Jason Finley - Vice President	Chase Johnson
Brittany Smith - Treasurer	Shayne Eades
Lorie Jenkins - Secretary	David Kirk

Administration

Lucas Brown	Superintendent
Allison Arnold	Principal
Terri Jo Stephens	Director of Special Education
Mariah Hayes	Guidance Counselor
Andrew Atkinson	Technology Director

Faculty

Emily Stewart	PreSchool
Letitia Wilkening	Kindergarten
Angela Jackson	1st Grade/PAT
Allison Stweart	1st Grade
Teagan Danahy	2nd Grade
Megan Hughes	2nd Grade
Caity Woodworth	EC SPED
Cheryl Roach	3rd Grade
Rachel Brotherton	4-5 ELA
Michelle Melvin	4-5 Math
Julianna Yardley	4-5 Science
Steven Steele	4-5 Social Studies/Bus Driver
Jermyn Vance	6 ELA/ 3-5 SPED
Melody Meeks	6-8 Math
Chase Willis	6-8 Science
Sarah Collins	6-8 Social Studies
Michelle Finley	7-8 ELA
Erin McBride	MS SPED
Jed Montgomery	PE/Health
Heather Schnieder	Music
Kendra Gleghorn	Art
Suzanna Johnston	Library
Jennifer Jacobs	Instructional Coach/Interventionist

Faculty (Continued)

Courtney Judd	Front Office Secretary
Rodney Harper	Resource Officer
Joyce Vonallmen	Head Cook
Elizabeth Collins	Cook
Kathy Wages	Nurse
Khara Moss	Paraprofessional
Cindy Martin	Paraprofessional
Tina Shertz	Paraprofessional
Emee Clark	Paraprofessional
Allison Rhoads	Paraprofessional
Jennifer Brigman	Paraprofessional/Bus Driver
Jessica Pace	Paraprofessional
Ashley Strawn	Permanent Substitute
Mike Davis	Head Custodian
Jim Newman	Custodian
Taylor Stigall	Custodian
Matt Baldridge	Maintenance/Transportation Director
Sebastian Rogers	Bus Driver

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ACCESSIBILITY OF FACILITIES

Glenwood R8 School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Glenwood also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Acts of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to the superintendent, Mr. Lucas Brown, at (417)256-4849. This notice is available from the ADA and Section 504 compliance in large print, on audio tape, and in Braille.

ARRIVAL/DEPARTURE

School begins at 8:05 a.m. Students not seated in their classroom by 8:05 a.m. will be considered tardy. Breakfast is served from 7:45-8:05 a.m.

Students may be dropped off as early as 7:30AM. Students will go to the cafeteria and sit quietly until the 7:40AM bell. Buses unload at the 7:40AM bell. Students will get off the buses at the designated entrance and report to their homeroom. The bell to begin breakfast will ring at 7:45. All students being dropped off and picked up will enter and exit the building from the main (front) entrance.

Students may not be dropped off at school before 7:30 a.m.

Students being picked up by parents will be dismissed from the classroom at 3:40PM, Monday through Thursday, and proceed to the front hallway where they will be called to the dismissal line by the dismissal teachers. On Fridays, students will be dismissed from the classroom at 2:30 PM. Bus riders will be dismissed to the buses according to the bell schedule.

All parent pick-up students MUST be picked up by 3:55 p.m.

(2:55 p.m. on Fridays)

TRANSPORTATION CHANGE MESSAGES

Transportation changes should only be made on an emergency basis. If an emergency situation occurs during the school day, ***please call the office no later than 3:00 pm*** **(*2:00 pm on Fridays*)** and we will make sure your child gets to the safe location you desire. Last minute changes can often result in confusion for students, staff, and caretakers. Transportation phone calls should only be made to the office in emergencies, and should not occur frequently. Parents and guardians who make changes frequently will need to meet with school administration to seek solutions on how to prevent phone transportation changes.

For planned transportations changes we ask that you send a note with your child to their teacher describing the change for the day ahead. This note only allows us to have your wishes in writing, but it also allows you to have the opportunity to visit with your child about the change.

ATHLETICS/EXTRACURRICULAR EVENTS

Grades 5-8 Physicals, Attendance, Academic Requirements, Practices, Supervision

Glenwood is a member of the Howell County Athletic Association. We participate in the following sports: Baseball, football, softball, cross-country, basketball, cheerleading, volleyball, track and field. We encourage parents to allow their children to participate in these activities as part of a total educational experience. Team sports offer many benefits such as the development of good habits, physical and mental development, character development, coordination and skill development, fair play, sportsmanship, self-discipline, initiative, self-restraint, loyalty, respect, teamwork, and a positive attitude toward self-effort. Therefore, standards for Glenwood athletes require academic, attendance, and social excellence. Team membership is a privilege that must be earned.

Academic Requirements:
Academic Eligibility will be determined by Personal Accountability Grades.

- All students are expected to work hard in classes and complete all of their work.
- Any students receiving a 1 in the areas of *meeting deadlines, following classroom expectations and using class time wisely* or *treat others with respect* will be ineligible for 10% of contests. The ineligibility will continue past the 10% if the score is not a minimum of 2 after the 10% of time has been completed.
- Incompletes: A student who receives an incomplete is ineligible until he/she provides a note from the teacher that says he or she has completed missing work.
- Baseball and softball players will sit out one game for each 1 in the areas of *meeting deadlines, following classroom expectations and using class time wisely* or *treat others with respect* on their final term report card. Baseball players may practice.
- Academic Eligibility is reviewed each mid-quarter and end of quarter based on progress reports/grade cards. If a student is ineligible the Athletic Director will contact the coach, parent(s) and the athlete.

Attendance Requirements*:
Any student who is absent on the day of the sporting event/extracurricular activity will be ineligible to participate. A student must be in school at least half of the day (3 ½ hours) to participate in the event. If a student's overall attendance percentage falls below 90%, he/she will be ineligible to play/participate until the attendance percentage is at or above 90% according to school records. *The principal may waive the attendance requirement in extenuating circumstances.

Physicals:
All students (5^{th}-8^{th}) must pass a physical before they can participate in any sport.

Practices:
Athletic practice schedules will be passed out by the coaches, and copies will be kept in the office. Practices are an important part of developing a cohesive team, if a student misses practice, it could impact their playing time. It is the parent's responsibility to pick up their children on time.

Student Supervision:
Siblings/friends of the students involved in sports are not allowed to stay for practices. Student spectators and/or athletes will not be allowed to wait for games after school. School personnel will supervise athletic events. Students are expected to behave appropriately and obey the supervisor(s). Parents should take responsibility for their children during after school activities. Children should be under supervised care while in the building. Violation of behavior standards during school events will be handled under Glenwood R-VIII discipline policy which can include expulsion from events. Any student leaving the campus during an athletic event will not be readmitted and will be required to call home for transportation. Athletes are expected to have transportation to and from events and practices at the appointed departure and return times.

AT-RISK SERVICES

A variety of caring interventions will be utilized for students at risk of academic failure. Parent/school partnerships are invaluable resources for struggling students. Parents will be a valued and informed component of their child's academic interventions.

ATTENDANCE

Promptness and regular attendance are imperative for students' academic and social success. The educational loss resulting from absences cannot be adequately measured or entirely regained through make-up work. Students who are absent or tardy are not able to participate in class discussions, small group activities, or class experiments. They miss explanations of concepts and ideas that will appear on homework assignments and tests. If your child is going to be absent, please notify the school before 9:00 a.m. by phone call or note.

- In order to inform parents of a student's attendance record, the school will periodically attempt to contact the parents of students who are absent from school.
- On each absence without notification, the school will communicate with parents by phone.
- When your child is absent from school, it is his/her responsibility to collect and make up all assignments and tests. If you would like to pick up your child's schoolwork for one day, you need to contact the school office in the morning and plan to pick up the work at the end of the school day. When your child is going to be absent for an extended period of time, prior notice is required in order for assignments to be compiled. **Students are allowed one day to complete assignments for each day missed.**
- Excused absences are still recorded as missing school.
- A student is considered **tardy** if he/she is not seated in his/her classroom with necessary material ready for class when the tardy bell stops ringing.
- Students who are tardy at the beginning of the school day must check in at the office before going to the classroom. Frequent tardiness will be treated as a discipline infraction.

BOOK BAGS

Book bags (backpacks) are to be left in lockers during the day and not carried from class to class.

BULLYING/HARASSMENT

Glenwood R-8 School District Policy (Policy JFCF) prohibits bullying which is defined as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying is a pattern of abuse over time through physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation and has been expanded to include hazing and cyberbullying (sending or posting harmful or cruel texts or images using the Internet or other digital communication devices). **Investigation** Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident.

CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, lockers, apparatus, and furniture furnished to them by the Board of Education. Pupils who deface or destroy school property will be required to pay for the damages.

CELL PHONES and OTHER ELECTRONIC DEVICES

From the time a student arrives at school until school is dismissed, students' cell phones and other electronic devices are to be kept silent and put away. Any student caught using a cell phone or other electronic device during the instructional day will have the phone confiscated by the teacher. If the offense occurs a second time the phone will be sent to the office and all other recurring accounts the phone will be kept in the office until it is picked up by a parent/guardian. Students are prohibited from taking pictures/videos with any electronic device without permission from the principal. The prohibition on taking pictures/videos includes ANY time spent on a Glenwood school bus.

CHILD CUSTODY ISSUES

According to Board Policy, both natural parents of a student shall have access to the student's records if the student is under 18 years old regardless of the parents' marital status unless a court order or divorce decree specifically removes one parent's right to have knowledge of and/or to participate in the child's education. In cases where the student is not living with both parents, the school will recognize the custodial parent as the person with whom official school contact is made. If there are parental controversies or disputes, the office must have legal documentation to enforce the wishes of the legal guardian. The school will try, upon request, to provide the non-custodial parent with the educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-custodial parent informed of all school activities and programs. Therefore, the non-custodial parent has the responsibility to communicate with the school to obtain the information needed. **It should also be noted that without legal documents on file, either natural parent will be able to take their child from school.**

CHILD FIND NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Glenwood R-8

School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Glenwood R-8 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Glenwood R-8 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Glenwood R-8 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed on Monday through Friday from 8:00 a.m. – 3:45 p.m. at Glenwood R-8 Board of Education Office, 10286 State Route 17, West Plains, Missouri

This notice will be provided in native languages as appropriate.

CONFERENCES AND CORRESPONDENCES

Conferences with parents are held at the end of the first quarter. We urge parents to come to these conferences. Parents and teachers working together create the optimum learning environment for students.

If a conference is desired at other times during the year, please call and make an appointment with the teacher during his/her planning time. Teachers will not be called out of their classrooms to confer with a parent during instructional time.

Correspondence is sent to parents for various reasons. Unfortunately, the most common reasons are because of discipline or absenteeism. No response from parents after five days will indicate to the school that the contents of the correspondence were understood. Grade cards are sent on a quarterly basis with deficiency progress reports sent at mid-quarter. First quarter grade cards will be issued to parents at parent/teacher conferences.

CORPORAL PUNISHMENT

Corporal punishment is permitted by law in the state of Missouri. At Glenwood, corporal punishment will only be used as a last resort. Administrators, or their designee, will be the only school personnel allowed to use corporal punishment and a certified staff member will be present to witness the swats.

CURRICULUM

All students will receive regular instruction in language arts, mathematics, science, social studies, comprehensive health, art, music, library skills and physical education. Instruction in each of the core areas will be aligned to the Missouri Learning Standards and the Missouri Process and Content Standards, and are available to view upon request. Students in grades K-5 will receive instruction in reading. Students in grades 6, 7 and 8 will have access to four exploratory, or enrichment classes.

DISMISSAL—EMERGENCY OR INCLEMENT WEATHER

Occasionally, school must be dismissed early due to weather conditions. Glenwood School dismisses when West Plains R-7 dismisses in an effort to coordinate transportation. An attempt is made to provide approximately one hour between the decision to call off school and actual dismissal. The phone lines at school are tied up calling bus drivers and parents of Preschoolers/kindergarteners—as well as answering a large number of incoming calls. Therefore, students will not be allowed to call home. In order to prepare for early dismissals, **it is imperative to have the completed early dismissal form (GREEN) on file for your child and to keep it updated**. Glenwood will announce early cancellations on the automated calling system.

DRESS CODE (Policy-JFCA)

All students are expected to come to school clean and neat in appearance. Certain items of clothing or lack of clothing, which will cause disruption in the educational environment, are not acceptable. The following items are not acceptable:

1. Halter tops, spaghetti straps, T-back tank tops, muscle shirts, open mesh shirts, shirts that bare midriffs or see-through clothing.
2. Any clothing where undergarments (including sports bras) show.
3. Short shorts or skirts, running shorts, cut-offs, bike shorts, spandex, etc. Shorts and skirts must be mid-thigh length or longer. (A good rule of thumb for garment length is when the hem is at or below the tips of fingers when the arm is straight down and relaxed). If leggings are worn, tops need to extend to mid-thigh length.
4. Patches or suggestive writing on clothing or hats having vulgar, sexual, drug, alcohol connotations, or advocating illegal activities are not permitted.
5. Baggy jeans are allowed as long as no undergarments or skin are showing and the waist of the jeans is around the waist of the person.
6. Holes in clothing are allowed as long as the holes are lower than mid-thigh length.
7. Hats, caps, or hoods except on designated "spirit" days.

First Offense-Warning given to student
Second Offense- Student will be required to change articles of clothing.
Third Offense- Change of clothes required- lunch detention assigned.

ENERGY DRINKS

Students are not allowed to have energy drinks on campus.

ENTRANCE REQUIREMENTS
(Policy JEC-2)

- The Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian.
- A pupil must be four before August 1 to enter preschool(Policy JEC-2)
- A pupil must be five before August 1 to enter kindergarten (Policy JEC-2)
- Pupils enrolling from non-accredited schooling may be given individual academic achievement tests to determine grade placement.
- Each child must present a birth certificate and proof of up-to-date immunizations.
- Prior to registration, a parent or legal guardian must establish proof of residency (Policy JECA-1).
- Athletic ability is prohibited as a basis for the issuance of a waiver.
- Glenwood may require a parent or guardian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons/alcohol/drugs, or willfully inflicted injury on another.

FOOD SERVICE

All students are required to eat their lunch in the cafeteria unless a teacher has made special arrangements. This includes students who bring lunch from home. Students will be given a minimum of 20 minutes to eat lunch. All students are expected to observe good manners and obey lunchroom rules. Throwing of food or other inappropriate behavior will not be tolerated.

GRADE REPORTS

Report cards will be issued at the end of each quarter. Mid-quarter deficiency reports will be mailed to parents.

GRADING SCALE

Grades K-8 will use Standards-Based Grading.
The following grading scale will be utilized in core content areas:
3 - **Proficient** (Proficient means that a student consistently and independently demonstrates grade-level understanding of the learning target.)
2 - **Developing** (Developing means that a student requires teacher assistance and support in order to demonstrate grade-level understanding of the learning target.)
1 - **Basic** (Basic means that a student demonstrates limited understanding of the grade-level learning target.)
*In grades 4-8, students will be allowed to submit a **reassessment request** within two weeks of receiving a post-assessment score. An exception to the timeline will be made the week grades are due, as teachers will need time to wrap up grading. Teachers are not expected to give reassessments the week grades are due, and this week also will not count as part of the two week window for the students' time to make requests. (Example of exception: Grades are due week 9 and a student has received a post assessment grade at the end of week 8. The two weeks allowed to request reassessment will be weeks 10 and 11.) **There is no limit to the number of times a student may request reassessment.**

In addition to academic scoring, students will also receive a Personal Accountability (PA) grade. These grades will be used to determine academic eligibility, as well as, be taken into consideration when determining principal's honor roll, honor roll, and valedictorian/salutatorian. All students in grades 4th-8th will receive personal accountability grades in core classes. The Personal Accountability rubric is below.

	Personal Accountability	**3**	**2**	**1**	
		Proficient	**Developing**	**Basic**	Evidence
Be Responsible	Meets Deadlines	Turns in majority of assignments on time	Turns in three or more assignments late	Turns in five or more assignments late	*Number of late assignments *Is able to meet deadlines on big projects/labs.
Be Respectful	Follows classroom expectations and uses class time wisely	Engages in required tasks without reminders and is able to work independently when time is provided.	Needs occasional reminders to start working and remain on task.	Needs consistent reminders to begin work and stay on task.	*Works on classroom assignments/ projects during work time. *Stays on task when working. *Pays attention when students/ teacher are talking.
Be Respectful, Be Safe	Treats others with respect	Supports others in the learning process in a respectful and kind way.	Occasionally demonstrates actions or comments that are not supportive of others' learning.	Consistently demonstrates inappropriate actions or comments towards others.	*Does not need to be reminded to be kind to others or self. *Is a productive team/group member. *Positively engages in the learning process. *Does not make negative comments about self, others or the learning.

HEAD LICE

(Policy JHC-AP(2))

If head lice are discovered in a child's hair, the parents/guardians will be notified immediately to pick up the child from school. The school nurse may instruct the parent on proper treatment and procedures to take in order to rid the hair and home of lice. To be readmitted to school, the student MUST be examined by the school nurse, and, if found to be lice and nit free, the student will be readmitted to school. It is the responsibility of the school nurse to examine students for head lice, and to recommend the student's removal from school, if lice or nits are discovered.

HOMEWORK

Homework can help students learn and can help parents be involved in their children's education. When parents show an interest in their child's schoolwork, they teach an important lesson – that learning is fun and worth the effort. Homework can also help children learn good habits and responsibility. As children progress through the grades, homework becomes even more important to school success. However, Glenwood does not feel the time allotted for homework should always take away from the benefit of family time. In view of this, the district will try to follow these time frames regarding homework.

Kindergarten – 2nd grade	20-30 minutes/night
3rd – 5th grade	45-50 minutes/night
6th – 8th grade	60-70 minutes/night

To develop good study habits, the student should have a definite time and place to study. **Parents, please check backpacks for notes and homework from the teacher on a nightly basis**.

HONOR ROLL

A standardized process will be used to figure student awards to include honor roll, principal's honor roll, valedictorian, and salutatorian.

Grades 3-5

To be a candidate for the quarterly honor roll, students must have 3's on at least 85% of the scored standards for the quarter. In order to be eligible for Principal's Honor roll, students must have 3's on at least 90% of the scored standards for the quarter.

Grades 6-8

To be a candidate for the quarterly honor roll, the student must have an average marking of 2.5 when considering quarterly standards from classes that meet daily. Students who have an average marking of 2.8 in all eligible classes will be on the Principal's Honor Roll. Valedictorian and salutatorian will be computed using averages from 6th-8th grades. If a student moves in from another district or from home school, they will be required to present a transcript of grades. If the grades match Glenwood's criteria, they will be included in the ranking. If there are missing grades, they will not be included in the ranking. A tie will be called only when the percentages match exactly. (For the 2024-25 and 2025-26 school years traditional GPA will be considered up to transition to standards-based grades. Standards-based grades will be considered from the point of implementation.)

**Students who move in from another district or from home school will be required to present a transcript of grades. If the grades match Glenwood's criteria, they will be included in the ranking. If there are missing grades, these students will not be included in the ranking.

IMMUNIZATIONS (May change due to Government Regulations)

As per Missouri Law, students attending Glenwood must have proof of the following immunizations:

Immunization	Amount/Guideline
Dtap	4+ doses (max. of 5) last dose must have been on or after the 4th birthday.
Polio	3+ doses (max. of 4) last dose on or after 4th birthday.
MMR	1st dose after 1st birthday, 2nd dose before Kindergarten
Hepatitis B	3+ doses
Hib	3+ doses
Pneumococcal	4 doses
Varicella (Chicken Pox)	1 dose before preschool, 2nd dose before kindergarten

**Incoming 8th graders will be required to have Meningococcal and Tdap vaccines.

All students must present documentation of month, day, and year of each immunization to school and all immunizations must be up-to-date before being permitted to attend classes. To remain in school, students "In Progress" (Imm.P. 14) must receive immunizations as soon as they become due. Religious (Imm.P.11A) and Medical (Imm.P12) exemptions will be allowed. (Month and year are acceptable if the day is unavailable).

Infection Control-Bladder and Bowel Problems Bladder and/or bowel problems will be addressed according to our board policy on communicable disease transmission. Students that do not have a documented physical disability are expected to be potty trained to attend school. Students that require the use of disposable undergarments are not considered potty trained.

INSURANCE

The Glenwood R-8 School District does not have insurance to cover student accidents or injury. The school office has information and applications for the state sponsored MC+ health insurance program for students. **Students participating in athletics must have medical insurance**.

INTERNET AND ELECTRONIC MAIL

We are pleased to offer the students of Glenwood access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission.

Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Glenwood R-8 School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communication on the network is often public in nature. General school rules for behavior and communications apply. As outlined in Board policy and procedures on student rights and responsibilities, the following are not permitted:

- Using the Internet without a teacher being present at all times.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- **Cyber-bullying**: Harassing, insulting or attacking others through any electronic means.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Section 1. The Opportunities and Risks of Technology & E-mail Use : In accordance with the Children's Internet Protection Act, the District has installed and operates a content filtering appliance. This device does *not* filter e-mail communication.

Section 2. Privileges and Responsibilities : Student users may access technology for only educational purposes. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes
- Understand that email and network files are not private
- Respect the privacy rights of others.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use District technology including email for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals;
- Any and all purposes that would violate state, federal or international law, including
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;

Section 3. E-Mail Safety : Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email.
- Students should not post on websites that are available to the public.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her teacher immediately.

Section 4. No Expectation of Privacy : The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District. **Students must follow teachers' directions at all times. Violations may result in loss of access as well as other disciplinary or legal action.**

LOCKER USE POLICY

Students in grades 6-8 will be issued lockers at the beginning of the school year. **The use of locks on lockers is highly recommended. Students may use combination locks only**. If the student places a lock on the locker, the combination number must be on file in the office. If there are no combination numbers on file, locks may be cut off in times of necessity. Student book bags need to fit in assigned lockers. Lockers are to be kept clean. If decorations are used, they must be school appropriate and not damage lockers or locker paint in any way. Any student who defaces or destroys a locker will be required to pay in full for all damages.
School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the

health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and the dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. A student who refuses to a search may be appropriately disciplined by school officials.

LOST/STOLEN ITEMS

Unfortunately, items are occasionally lost or stolen at school. Glenwood has a "small items" lost and found box in the office and a "large items" lost and found box in the middle school hallway. The administration discourages all students from bringing valuable or treasured items to school. Glenwood School is not responsible for any lost or stolen items. If a student must bring a valuable item to school, it should be taken to the office where it will be stored securely until picked up by the student or parent.

MEDICATIONS

Giving medications to students during school hours is discouraged and shall be restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by a school official:

- Prescription medicines must be in the original container and have the newest refill with a label affixed by a pharmacy or physician as well as a note written by the parent/guardian, giving Glenwood School nurse permission to administer the medication, name of medication, and when to administer the medication.
- Medications **may not be sent on the bus.** These medications must be carried to and from school by a parent/guardian.
- Medication consent form must be completed, signed and dated at the beginning of each new year.
- Over-the-counter medication must be in the original container with a note written by the parent/guardian giving the nurse permission to administer the medication, name of the medication, and when to administer it. Student's name and grade must accompany the medication.

The administration of the medicine to a student, when all the above conditions have been met, shall be limited to the school nurse or other designated person(s). All medication shall be kept in the nurse's office. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or medication. Please make the school aware of any health-related problems your child may have. We will inform you if your child consistently comes to the office or complains to the teacher or nurse about health problems. The health of your child is very important to us.

Students will not be given any medication after 3:00 PM.

MOCAP AVAILABILITY

Glenwood R-VIII has partnered with LAUNCH to provide virtual instruction at home. Launch is based in Springfield Public Schools and partners with school districts statewide to offer students access to Launch virtual courses. All Launch courses are built by curriculum specialists, teachers and digital developers and are aligned to Missouri Learning Standards. Each Launch course is taught by a highly qualified Missouri educator.

NONDISCRIMINATION/PUBLIC NOTICE

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and the individuals with whom the Board does business. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees, and students on an annual basis.

The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices or activities of the school district.
ADOPTED: January 16, 1997

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

Glenwood R8 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Glenwood R8 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if they believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Glenwood R8 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the office of the principal from 8:00 a.m. until 4:00 p.m. during every school day or by appointment.
This notice will be provided in native languages as appropriate.

NUISANCE AND DANGEROUS ITEMS

In order to maintain an orderly, safe school environment, students are not to have unnecessary, distracting items at school including, but not limited to, **trading/collector cards (ex. Pokemon cards), pets, toys, fidget spinners, sports equipment, squishies, electronic gadgets, headphones, earbuds etc.** unless they have permission from their teacher. The trading of any of the above list items is prohibited.
Rubber bands, water guns, firecrackers, knives, lighters, and/or matches are absolutely forbidden. Nuisance/dangerous items brought without proper permission or otherwise misused may be confiscated by the classroom teacher or principal and must be picked up by the parent. Other disciplinary action may also be taken.

NUTRITION

School Meals
The District is committed to serving healthy meals to children, with fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams' trans-fat per serving (nutrition label or manufacturer's specification); and to reasonably meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.
District schools are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:
1. Are accessible to all students;

2. Are appealing and attractive to children;
3. Are served in clean and pleasant settings;
4. Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
5. Promote healthy food and beverage choices.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

• Is designed to provide students with the knowledge and skills necessary to promote and protect their health

• Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects

• Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens

• Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods

OBSCENITY

Obscenity, in any form will not be tolerated at any time in school, on school grounds, on the bus, or during school activities.

PHYSICAL EDUCATION

Participation in P.E. is required. If your child needs to be excused from class, please write a note explaining the nature of the problem and the date you want your child's activity limited. If a child's participation needs restricting for more than two consecutive P.E. periods, a doctor's excuse is required. Each student will be evaluated on sportsmanship, self-discipline, participation, and skill development.

PICTURES

School pictures will be taken in the fall and spring. Fall pictures will be included in the yearbook. Athletic pictures will also be taken at some point during the particular sport season.

PLAYGROUND RULES

All students are to use the playground equipment properly. The following are not allowed:

1. Standing or climbing up the slide.
2. Standing on the teeter-totter.
3. Standing in or jumping from the swings.
4. Throwing rocks, sticks, snowballs etc.
5. Wrestling-Play Fighting.
6. Jumping or climbing the fence.
7. Leaving the playground at any time without permission.

PRESCHOOL POLICY

All preschool students are required to be potty-trained prior to the first day of school. In the event that a student has an accident, the parents will be notified and the incident documented. If after the first month of school the student continues to have accidents on a regular basis, the student must be taken out of preschool until the problem is resolved. If a student must wear a pull-up at any time while at school, they are not considered potty-trained and the policy will then be enforced. If a student has an accident at school, the parent/guardian will be contacted to pick up the student to allow privacy in getting cleaned up in the comfort of home. The student may then return to school unless the child has diarrhea.

READING CIRCLE CERTIFICATE REQUIREMENTS

1. The Reading Circle Program is intended to encourage students to read extensively at school and at home.
2. Any pupil grade PK-12 in public, private, parochial or home schools of Missouri may become a member of the Reading Circle Program.
3. At the end of each school year, the teacher reports to the principal in writing the names of all pupils qualifying for membership as stated under membership requirements. The principal then issues a certificate of membership in the Reading Circle Program to each pupil qualifying.
4. When a pupil qualifies for **five consecutive years** and that achievement is certified by the principal, the pupil qualifies for a Certificate of Life Membership.
5. One source for books to use in this program is the annual Reading Circle Committee publication, New Books for Missouri Students. The books on this list have been read and evaluated by adults knowledgeable about children's literature. Other appropriate books of equal quality also may be used in the annual reading program.
6. Students in special programs can fulfill requirements of the Reading Circle Program by reading the number and level of books commensurate with their reading abilities. Alternative goals for membership in the Reading Circle Program can be established in a student's individual educational program (IEP).

Minimum Number of Books

Students are required to read the minimum number of books with **the student choosing the genre of his or her choice**. Reading Circle encourages a healthy balance of fiction and nonfiction.

	Prekindergarten to second grade	**20 books**
	Third through sixth grade	**16 books**
	Seventh through twelfth grade	**14 books**

RESOLUTION OF DISPUTES

(Patrons)

In keeping with the Glenwood R-8 School District's Board procedures, the following requests are made to students, parents, and patrons for the purpose of smooth resolution of disputes. It is the belief of the Glenwood R-8 Board of Education that many disagreements may be solved at the lowest level possible. By that we mean that, if a student or parent has an issue with a teacher, an appointment should be made with the office so that the disagreement can be discussed with the teacher. If, after meeting with the teacher, the dispute has not been resolved, the next step in the chain of command appropriate would be for the parent or student to make an appointment to meet with the Principal. If the dispute cannot be resolved at the Building Principal level, the parent or student may call to make an appointment with the Superintendent to discuss the grievance. If there is no resolution at this level, the grieved participant may ask the superintendent for the necessary paperwork for having the issue brought before the board of education. The only way an issue may be brought to the consideration of the board of education is through this process. We appreciate your participation in the educational processes for your students and ask that you work with us to solve any issue that may arise in this manner. We look forward to a smooth and productive school year!

RETENTION (Policy IKE)

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/guardians will receive prior notification and explanation concerning the retention. Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two weeks after the close of school.

SAFE SCHOOLS ACT

The Safe Schools Act (R. S. Mo. §167.117) requires the immediate reporting to law enforcement and superintendent by the principal in the event that a third degree assault (or higher) is committed on school property or during school activities. Third degree assault is described in R. S. Mo. § 575.070 as follows: A person commits the crime of assault in the third degree if:

- The person attempts to cause or recklessly causes physical injury to another person; or
- With criminal negligence the person causes physical injury to another person by means of a deadly weapon; or
- The person purposely places another person in apprehension of immediate physical injury; or
- The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; or

- The person knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative; or
- The person knowingly causes physical contact with an incapacitated person, which a reasonable person, who is not incapacitated, would consider offensive or provocative.

SOLICITING

No soliciting and/or selling will be permitted on school property or school buses without permission from administration.

STUDENT SAFETY

Glenwood's parking lot and reception area are very busy at the end of the day. If at all possible, have your child(ren) ride the bus home. When that is not possible, please stay in your car and allow the duty teachers to escort your child(ren) to your vehicle. **Students must be picked up by 3:55 as there will be no one available to supervise them past that time. (2:55 on Fridays)**

TELEPHONE USE

Use of school phones is restricted to necessary and emergency calls. Students will not be allowed to use the office phone except for school business. Students will not be excused from instruction time to accept or make telephone calls. Staff members will also not be called from teaching to answer the phone except in cases of emergency. (See section on cell phones).

TOBACCO FREE FACILITY

Glenwood R8 School District is a tobacco-free facility and therefore does not allow tobacco of any kind **in the building, on the buses, or on the premises**. This would also include coffee pouches or other related items that would be considered a stimulant. **No E-cigarettes, vapes or juuls or other similar devices allowed on campus.**

TRAUMA-INFORMED SCHOOLS INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." Trauma-informed schools are schools that realize the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in students, teachers and staff respond by fully integrating knowledge about trauma into policies, procedures and practices; and seek to actively resist re-traumatization.
Missouri Trauma-Informed Schools website - https://dese.mo.gov/traumainformed

VISITORS

Due to safety concerns, Glenwood has updated the front entrance of the school. We have installed locked safety doors that can only be accessed by a buzz-in system located in the front office. **All visitors must sign in and sign out at the front office.**

Minimizing Building Access.

- Parents are encouraged to call ahead if they have a need to visit the school, outside emergency situations
- Parents will not be allowed beyond the school entryway (unless emergency)
- Visitors, outside necessary employees providing student instruction and student services, will not be allowed in building

EMERGENCY DRILLS

Periodically, Glenwood will conduct emergency drills to prepare students and faculty in the event of an actual emergency. The following drills will be practiced throughout the school year:

INTRUDER DRILL - Listen for the intercom:

"Lockdown, lockdown, lockdown" will be announced over the intercom. Teachers are to make sure their doors are locked and shut and students should be placed in the predetermined "safe" area of the classroom out of sight of windows. If the hand bell rings over the intercom, teachers are to evacuate students.

EARTHQUAKE DRILL - The office will announce: "**THIS IS AN EARTHQUAKE."** Students are to get under their desks or a heavy piece of furniture. Avoid bookcases or any freestanding items. If outdoors, get to an open area away from trees, buildings, walls, and power lines.

TORNADO DRILL – Air horn over the intercom. Proceed to the tornado shelter quickly and in an orderly fashion. Once in the shelter, teachers take students to their designated grade area to remain until all is clear.

FIRE DRILL – **Hand bell over the intercom**. Remember to grab your grade book or class list and immediately walk quickly by your marked route to your marked spot on the playground pavement. **Please make sure your students do not push and shove the students exiting in front of them.**

PK-3rd Enter playground through the north entrance to the pavement

4th – 8th Enter through the south entrance to the pavement.

***Hand bell over the intercom signals evacuation.**

EARTHQUAKE

Because our school is located in an earthquake prone area, we want to remind you that in the event of an earthquake:

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.

- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that person is listed on the student's emergency sheet in our files.
- All parents, or designated parties, who come for students, must have them signed out at the office or at the temporary Student Release Station at the entrance to the schoolyard. Signs will be posted if this alternate location is required.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with first-aid knowledge, and we will be in communication with various local emergency services.
- Please do not call the school. We must have the line open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to the school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
- Do turn your radio on to KWPM 1450 AM, KSPQ 93.9 FM, or KKDY 102.5 FM. They are a primary common program control station with the Emergency Broadcast System and will be giving information and directions over the radio.

Glenwood R-VIII School Discipline Guidelines (Policy JG)

The following expectations, rules, and discipline guidelines are applicable in the school building, on school grounds, at recognized school functions, and on the school bus.

The faculty at Glenwood believes that the success of all students is the top priority, and that success is the product of effort and hard work. To that end, Glenwood will provide a safe, caring, and attractive school environment that is positive and conducive to learning by implementing the components of the **School-Wide Positive Behavior Supports System (PBS)**. The following behavioral expectations and discipline plan are designed to foster responsibility and respect, and to ensure an orderly learning environment. These rules are applicable in school buildings, on school grounds, at recognized school functions, and on the school bus.

What is PBS?

PBS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. 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 area and throughout the school (cafeteria, hallways, rest-rooms, etc.)

Why 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.

K-8 Student and Faculty Behavioral Expectations

As a student of Glenwood R8 School District, I will be:
Safe
Responsible
Respectful

- Students will have the opportunity to practice positive behavior all year long.
- Students will be recognized for their positive behavior on a regular basis.

What does this mean for the student?

Students will know and follow the Behavior Expectations listed on the next page.

Glenwood Elementary School-Wide Mustang Musts

◗ Always Remember to Stop, Look, Listen ◗ Follow Directions Promptly
◗ Keep Hands, Feet, & Other Objects to Yourself

	Hallways	Cafeteria	Restroom	Playground	Events	Bus
Safe	• Walk • Be alert • Stay to the right • Go with the flow • Open doors slowly	• Walk • Hold tray with both hands • Eat only your food • Remain at your assigned table	• Walk • Use facilities properly • Wash hands with soap and water and dry them promptly	• Walk on sidewalks • Use equipment appropriately • Stay in approved areas	• Walk at all times • Use the bleacher steps and walkways to enter and exit • Enter and exit orderly	• Stay in your seat • Keep all objects inside the bus • Face forward and keep out of the aisle
Responsible	• Keep it clean • Return to class promptly • Short, Straight, Silent lines	• Keep it clean • Focus on eating • Raise your hand for help	• Keep it clean • Return to your class promptly	• Keep it clean • Hold onto equipment • Return what you take out	• Keep it clean • Use bleachers only when given permission • Exit with your belongings	• Keep it clean • Obey the driver • Be on time • Have permission for bus changes
Respectful	• Voice Level: 0 • Watch for others	• Voice Level: 1 • Use proper manners • Talk within your square • Be an active listener during announcements	• Voice Level: 1 • Allow for privacy • Flush	• Voice Level: 3 • Enter and Exit orderly • Share • Respect Nature • Use school appropriate language and behavior	• Voice level appropriate for activity • Stay seated until excused • Be an active listener • Applaud appropriately	• Voice Level: 1 • Use school appropriate language and behavior

Voice Levels: 0=Voice Off, 1=Whisper, 2= Inside Voice, 3= Outside Voice



School-wide attention getter: When any adult silently raises one hand



Glenwood Middle School Mustang Musts

Always Remember to Stop, Look, Listen, and Follow Directions Promptly Keep Hands, Feet, & Other Objects to Yourself

	Hallways	Cafeteria	Restroom	Playground	Gym	Bus
Safe	• Walk with a purpose • Be alert • Stay to the right • Go with the flow • Open doors and lockers slowly and quietly • Keep walking space clear	• Walk • Hold tray with both hands • Eat only your food • Remain in your assigned seat • Remain in the Cafeteria	• Walk • Use facilities properly • Wash hands with soap and water and dry them promptly • Keep unnecessary items outside the restroom	• Walk on sidewalks • Use equipment appropriately • Stay in approved areas • Keep rocks and sticks on the ground	• Walk at all times • Use the bleacher steps and walkways to enter and exit • Enter and exit orderly	• Stay in your assigned seat • Keep all objects inside the bus • Face forward and keep out of the aisle
Responsible	• Keep it clean • Take care of your belongings • Return to class promptly • Short, Straight, Silent lines	• Keep it clean • Focus on eating • Raise your hand for help • Eat first, visit second • Arrive with all needed supplies (for both lunch and recess)	• Keep it clean • Return to your class promptly • Keep water in sink	• Keep it clean • Hold onto equipment • Return what you take out • Line up on whistle	• Keep it clean • Use bleachers only when given permission • Exit with your belongings	• Keep it clean • Obey the driver • Be on time • Have permission for bus changes
Respectful	• Voice Level: 0 • Watch for others • Wait in designated spot • Respect hallway displays • Be respectful of working classrooms	• Voice Level: 1 • Use proper manners • Talk within your square • Be an active listener during announcements	• Voice Level: 1 • Allow for privacy • Flush	• Voice Level: 3 • Enter and Exit orderly • Take turns • Respect Nature • Use school appropriate language and behavior • Play with age appropriate equipment	• Voice level appropriate for activity • Stay seated until excused • Be an active listener • Applaud appropriately	• Voice Level: 1 • Use school appropriate language and behavior

Voice Levels: 0=Voice Off, 1=Whisper, 2= Inside Voice, 3= Outside Voice

Glenwood Middle School Mustang Musts

Always Remember to Stop, Look, Listen, and Follow Directions Promptly & Keep Hands, Feet, & Other Objects to Yourself

	All Settings	Classroom				
Safe	• Be where you belong • Walk with a purpose	Sit in seat correctly Use materials correctly Walk				
Responsible	• Follow directions • Listen to ALL staff (from any school) • Keep track of belongings • Keep cell phone silent and stored safely during school hours and sporting events	• Be prepared • Complete assignments on time and to the best of your ability • Use feedback to improve				
Respectful	• Use kind words • Respect school property • Be a team player • Give full effort • Keep positive attitude • Make good choices	• Be a good listener • Raise hand • Wait to be called on • Use time wisely • Actively participate in learning • Be engaged				

Voice Levels: 0=Voice Off, 1=Whisper, 2= Inside Voice, 3= Outside Voice

BUS DISCIPLINE

Students should follow the bus behavior expectations outlined in the PBS chart on the previous page. When those behaviors are not followed, the drivers will report the student or students to the principal for disciplinary action.

The general bus rules are:

1. Obey the driver. The bus driver is in charge of the students on the bus.
2. Stay in your seat facing the front of the bus. Students are to not move about while the bus is in motion!
3. Keep your hands to yourself.
4. Keep your feet out of the aisle.
5. Talk in a quiet voice.
6. No eating or drinking on the bus

Before any student is suspended from riding the bus, he or she will be allowed to tell his/her side of the story. This can be informal in nature and may take place immediately after the incident. The following sequence is given as a guideline for suspension of bus riding privileges. The principal may temporarily suspend a student for a maximum of 30 riding days if the offense is, in the opinion of the principal, of such a nature to warrant this action. The superintendent may suspend a student's bus riding privileges permanently if the offense is, in the opinion of the superintendent, of such a nature to warrant this action.

1. First offense: Warning and note sent home by the driver unless the act requires more severe action.
2. Second offense: Sent to the office for a warning, note sent home by the driver, and possible bus suspension.
3. Third offense: Sent to the office, note sent home by the driver, and suspension of riding privileges for a minimum of 5 days.
4. Fourth offense: Sent to the office – consultation with the parent/guardian with revocation of riding privileges for a minimum of two weeks. The offense may result in a hearing before the Board of Education if the principal deems it necessary. Based on the conclusions drawn from the hearing, the Board may permanently revoke a student's riding privileges.

Note: Severe behavior may warrant the administrator skipping one or more steps in the discipline process.
All offenses will be recorded in the student's discipline records.

Guidelines
(Policy JG)

The following are guidelines of prohibited conduct as well as potential consequences for violation. It should be noted that corporal punishment as a measure of correction or of maintaining discipline and order in schools, is permitted. (Policy JGA-1) 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.

LD = Lunch Detention
ISS = In School Suspension
ASD= After School Detention
OSS = Out of School Suspension

STUDENT CONDUCT CODE

VIOLATIONS AND CONSEQUENCES

The teacher, through classroom rules, a student/teacher conference and a report home and/or a parent/teacher conference will first deal with behaviors in this section. If the behavior continues after these steps have been taken the student will be referred to the principal for disciplinary action. The principal will determine on which step a student is placed based on the severity of the behavior and previous corrective actions taken by the teacher.

	Step 1	Step 2	Step 3	Step 4
UNCOOPERATIVE BEHAVIOR	1-2 LD or ISS	2-5 days ASD or 1-2 days ISS	3-6 days ASD or 2-3 days ISS. parent conference	3-5 days ISS or OSS
DISRUPTIVE MISCONDUCT HORSEPLAY	1-2 LD or ISS	1-3 days ISS	2-3 days ISS. parent conference	3-5 days ISS or OSS
TARDIES (by quarter) 6th thru 8th Grade	1 day ISS	2 days ASD or 1 day ISS	3 days ASD or 2 days ISS and parent conference	4 days ASD or 2-4 days ISS
CHEATING/PLAGERISM	Zero on assignment or 1-2 LD	Zero on Assignment or 1-3 days ISS	Zero on Assignment and 2-3 days OSS	Zero on Assignment and 5-10 days OSS
FAILURE TO BRING NECESSARY MATERIALS TO CLASS OR COMPLETE ASSIGNMENTS	Discretion of the Administration			

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

First offense – No credit for the work, grade reduction, LD or ASD
Subsequent – No credit for the work, grade reduction, ISS or removal from extracurricular activities

Alcohol- Possession of or presence under the influence regardless of whether the student in on school premises.

First Offense: ISS, 1-180 days OSS
Subsequent Offense: 1-180 days OSS or Expulsion

Arson – starting or attempting to start a fire or causing or attempting to cause an explosion.

First offense – Detention, ISS, 1-180 days OSS or expulsion, restitution if appropriate
Subsequent – 1-180 days OSS or expulsion, restitution if appropriate

Assault a – attempting to cause injury to another person, intentionally placing them in fear of imminent physical injury, or physically injuring another person.

First offense – Principal/Student conference, detention, ISS, or 1-180 days OSS, expulsion
Subsequent – ISS, 11-180 days OSS, or expulsion

Assault b – attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another

First offense – Expulsion

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

First offense – Detention, in-school suspension, or 10-30 days OSS
Subsequent offense: 1-180 days OSS 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.

Defiance of Authority Refusal to obey directions or defiance of staff authority

First Offense- Principal conference, ISS or OSS
Subsequent Offense-ISS or 1-180 days OSS

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

First offense: Nullification of forged document. Principal/Student conference, detention, ISS, or 1-10 days OSS
Subsequent – Nullification of forged document. Detention, ISS, 1-180 days OSS, or expulsion

Disrespectful conduct or speech - verbal, written, 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 conference, detention, ISS, or 1-10 days OSS
Subsequent – Detention, ISS, 1-180 days OSS, or expulsion

Disruptive Behavior Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense: Principal Conferences, ISS, or OSS
Subsequent Offense- ISS, OSS of up to 10 days

Drugs/ Controlled Substance (see Board Policy JFCH, JFCI, and JHCD)– Sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation

First offense – 1-180 days OSS

Subsequent – 1-180 days OSS or expulsion

Drugs/Controlled Substance (see Board PolicyJFCH, JFCI, and JHCD) - possession of or attendance under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First offense – ISS or 1-180 days OSS
Subsequent – 1-180days OSS or expulsion

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

First offense – 1-180 days OSS or expulsion
Subsequent – 1-180 days OSS or expulsion

Extortion – threatening or intimidating any student for the purpose of obtaining money or anything of value.

First offense –principal/student conference, detention, ISS, or 1-10 days OSS
Subsequent –ISS, 1-180 days OSS, or expulsion

False alarms – tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, or causing the evacuation or closure of school property.

First offense – Restitution, Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion
Subsequent – Restitution, ISS, 1-180 days OSS, or expulsion

Fighting – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First offense – Principal/student conference, detention, ISS or 1-180 days OSS, notification to authorities
Subsequent – ISS, 1-180 days OSS, 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 ISS
Subsequent – Principal/student conference, loss of privileges, detention, ISS, or 1-10 days OSS

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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First offense – ISS or 1-180 days OSS
Subsequent – 1-180 OSS or expulsion

Inappropriate Sexual Conduct-Physical touching of another student in the area of the breasts, buttocks, or genitals.

First offense- Conference, ISS, or up to 180 days OSS
Subsequent offense-ISS, 1-180 days OSS or Expulsion

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 ISS
Subsequent – confiscation, Principal/student conference, detention, ISS, or 1-10 days OSS

Prescription Medicine- Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First offense- ISS, 1-180 days OSS or Expulsion
Subsequent Offense-1-180 days OSS or Expulsion

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

First offense – Principal/student conference, detention, ISS, or 1-180 days OSS
Subsequent – Detention, ISS, 1-180 days OSS, or expulsion

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First offense – Principal/student conference, detention, ISS, or 1-180 days OSS
Subsequent – Detention, ISS, 1-180 days, or expulsion

Sexual harassment a (Board Policy AC and ACA) – use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First offense – Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.
Subsequent –ISS, 1-180 days OSS, or expulsion

Sexual harassment b – Unwelcome physical contact based on gender or of a sexual nature. 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.

First offense –ISS, 1-180 days OSS, or expulsion
Subsequent – 1-180 days OSS or expulsion

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, ISS, or 1-180 days OSS
Subsequent – Confiscation, detention, ISS, 1-180 days OSS, or expulsion.

Technology Misconduct a (Board Policy 6320) – attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First offense – Restitution, Principal/student conference, loss of user privileges, 1-180 days OSS
Subsequent offense – Restitution, loss of user privileges, 1-180 days OSS, or expulsion

Technology Misconduct b (Board Policy 2656) – Using, displaying or turning on electronic communication devices during class time without express permission from the teacher.

First offense – Confiscation, principal/student conference, detention, or ISS
Subsequent – Confiscation, principal/student conference, detention, ISS, 1-180 days OSS, or expulsion

Technology Misconduct c (Board policy 6320) – Violation other than those listed in "a" of Board Policy EHB and EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First offense – Confiscation, principal/student conference, detention, or ISS
Subsequent – Confiscation, principal/student conference, detention, ISS, 1-180 days OSS, or expulsion

Technology Misconduct d (Board Policy 6320) – Use of audio or visual recording devices or equipment in violation of Board policy KKB

First offense – Confiscation, principal/student conference, detention, or ISS
Subsequent – Confiscation, principal/student conference, detention, ISS, 1-180 days OSS, or expulsion

Theft – Attempted theft or willful possession of stolen property.

First offense – Return of, or restitution of property, principal/student conference, detention, ISS, or 1-180 days OSS
Subsequent –Return of, or restitution of property, 11-180 days OSS 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 days OSS, or expulsion
Subsequent – ISS, 1-180 days OSS, or expulsion

Tobacco – (Board Policy JG) Possession of any tobacco products on school grounds, bus, or at any school activity, including juuls, E-Cigarettes, pipes or Vapes.

First offense – Confiscation of product, principal/student conference, detention, or ISS
Subsequent – Confiscation of product, detention, ISS, or 1-10 days OSS

Truancy – (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.

First offense – Principal/student conference, detention, or 1-3 days ISS
Subsequent – Detention or 3-10 days ISS

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, ISS or 1-180 days OSS
Subsequent – 1-180 days OSS or expulsion

Vandalism – (Board Policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First offense – Restitution, principal/student conference, detention, ISS, 1-180 days OSS, or expulsion
Subsequent – Restitution, ISS, 1-180 days OSS, or expulsion

Weapons a (Board Policy JFCJ) – Possession or use of any instrument or device, other than those defined in R. S. M0. § 571.010, which is customarily used for attack or defense against another person; any instrument or device used to inflict personal injury to another person.

First offense – Minimum of one-year suspension
Subsequent – expulsion

Weapons b (Board Policy JFCJ) – Possession or use of a firearm, or any weapon that is designed or adapted to expel a projectile by the action of an explosive

First offense – One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent
Subsequent – expulsion.

Additional Safe Schools Definitions and Regulations
160.261 RSMo. Supp. 2005; 167.161 RSMo. 2000

Acts of violence or **violent behavior** is defined as the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.

Ban from School Property: Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of any public school property unless residing within that distance or given prior permission by school district officials. The acts for which this provision is applicable include: bringing a weapon to school (blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife), first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, first degree robbery, distribution of drugs, distribution of drugs to a minor, arson, voluntary and involuntary manslaughter, sexual assault, felonious restrain, property damage, possession of a weapon, child molestation in the first degree, deviate sexual assault, sexual misconduct involving a child, or sexual abuse.

Bullying will be defined as **a pattern of abuse over time with an imbalance of power**, and which is defined as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying is a pattern of abuse over time through physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling;

threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation and has been expanded to include hazing and cyberbullying (sending or posting harmful or cruel tests or images using the Internet or other digital communication devices).

Re-admittance after suspension: (Board Policy JGD and JGF) A conference will be conducted for students returning from a suspension of more than 10 days for an act of school violence. The conference will involve the student, parent or guardian, and the appropriate school officials including the teacher involved with the act that resulted in the suspension. A written notice will be sent to all attendees.

Reporting to law enforcement School administrators will report the following acts to law enforcement: first and second degree murder, kidnapping, first, second and third degree assault, forcible rape, forcible sodomy, first and second degree burglary, first degree robbery, distribution of drugs, distribution of drugs to a minor, arson, voluntary and involuntary manslaughter, sexual assault, felonious restrain, property damage, the possession of a weapon, child molestation in the first degree, deviate sexual assault, sexual misconduct involving a child, or sexual abuse.

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

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

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

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

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

4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.

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

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

The following activities will occur in the investigation:

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

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

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

10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Glenwood R-VIII Parents Right to Know Letter

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, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1. 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 1.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.

Alternate Methods of Instruction

In the event that school is closed due to exceptional or emergency circumstances, the Glenwood R-VIII School District will provide Alternative Methods of Instruction (AMI) for students. These instructional activities will both review and reinforce previously taught skills, and they will introduce new concepts. Assignments will be provided in the form of physical work packets, and they will be distributed to all students. Students will be notified each day AMI will be used, and they will be expected to complete the work as instructed. Procedures for submitting completed work will be communicated with parents and guardians at the time of school closure.