WALNUT GROVE R-V SCHOOL DISTRICT

PO BOX 187 WALNUT GROVE, MISSOURI 65770
(417) 788-2543

Dear Students and Parents,

Welcome to the 2026-27 school year at Walnut Grove R-V schools. We are glad to have you with us and are ready to enjoy a good year together as we begin a new school year. Walnut Grove School District will continue to implement the four-day school week with school in session Tuesdays thru Fridays.

The Parent-Student Handbook is prepared to assist each parent and student in understanding our school and its operation. There have been a few changes in the handbook, so please read it thoroughly. We feel that an understanding by each student and parent of the school rules and regulations is necessary in order to create a good learning atmosphere and to maintain each student's individual rights. We suggest that parents discuss the rules and regulations in this handbook with their child. This will help to avoid confusion and misunderstanding.

We have a few new staff members who are looking forward to helping each child achieve success in his/her many activities this year. On behalf of the faculty and staff, we would like to extend an invitation for you to visit your child's school and participate in their learning experiences. We would also encourage you to become an active member in the PTO at Walnut Grove Schools.

We are very happy to have you and your child with us and we are looking forward to an exciting school year.

Thank you for your support of our school.

Mrs. Christina Bowers
Principal

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WALNUT GROVE R-V MISSION STATEMENT

Creating a family where everyone can thrive.

WALNUT GROVE R-V CORE VALUES

- **Grit**
- **Growth**
- **Grace**
- **Integrity**

WALNUT GROVE R-V GOALS

- To encourage understanding and appreciation of rights in our society through our social studies program and student body standards
- To provide a climate in which the student will develop respect for others and respect for property, law, order, and authority
- To provide an environment conducive to creative thinking and worthwhile activity through pleasant classrooms, laboratory, and shop facilities and the availability of the school library
- To promote the most effective participation in a democratic society through democratic clubs and other school organizations so that the student might become an active, worthwhile citizen of his/her community
- To develop a strong sense of personal integrity based upon understanding correct moral concepts by cooperation of the school with church, home and community
- To stimulate intellectual curiosity and promote satisfaction in intellectual achievement through classroom activities, competitive events, and recognition of outstanding students
- To cultivate the students' ability to think rationally—particularly through investigative type laboratory work, creative writing, and various kinds of problem solving
- To help the student develop aesthetic values through the fine arts program
- To promote the fullest possible realization of individual differences through a program of developmental reading, speech, and special education
- To develop responsible followers as well as leaders through school organizations, sports, and other competitive programs

WALNUT GROVE R-V BOARD OF EDUCATION

Jeremy Kelley……President
Kevin Johnston……Vice-President
Tyler Jeffreys……Treasurer
Diane Smith……Member
Scott Hayter……Member
Brandon Simpson……Member
Daphne Wilkens……Member

WALNUT GROVE R-V SCHOOL PERSONNEL
ADMINISTRATION

Mr. Rory Henry……Superintendent
Mrs. Christina Bowers…… Principal
Mr. Kyle Tate……JH/HS Principal

SECRETARIAL STAFF

Inna Dron……Secretary to Superintendent
Kristy Holman……Secretary to Superintendent
Becca Simpson……Elementary Secretary
Amber Johnston……High School Secretary

ELEMENTARY FACULTY

Mary McMillen……Pre-School Teacher
Kimberly Fitch……Kindergarten
Sonia Wright……First Grade
Celine Boyts……First Grade
Mary Dotson……Second Grade
Steve Moser……Third Grade
Sydnee Reyling……Fourth Grade
Rob Wolff……Fifth Grade
Chloe Vaughan & Kelsey Painter……Paroprofessional
Dawn Katzel……Art
LouAnn Sappington……Librarian
Corrie Swope……Vocal Music
Eric Sechler……Physical Education
Hannah Porter……Counselor
Katy Abbott……K-2nd Computer Lab & Resource Aide
Clay Stumpff……3rd-5th Computer Lab
Camron Brewer & Daegan Green……Resource Room
Janice Wells……Title I Reading
Lexi Medley R.N……Nurse

SUPPORT STAFF

Dawna Miller & Brooklyn Holman ……Cafeteria Workers
Trish Choate, Jacob Glouse, & Jeremy Smith……Custodians
Jerrit Hawk……Maintenance Supervisor
Lonnie Batson, Mark Hemphill, Mike Abbott, George Hejna……..Bus drivers

DAILY SCHEDULE

7:40-7:50 Breakfast
8:00-Tardy Bell
3:40-Dismiss Circle Drive
3:45-Release for Busses

PURPOSES OF THE ELEMENTARY SCHOOLS

- To provide a sound educational program for teaching basic communication and quantitative skills needed by all individuals in today's society.
- To provide a climate which encourages children to learn, to accept, and work in harmony with others.
- To individualize instruction to meet the varying needs of our student population.
- To help children acquire and develop creative and inventive abilities and encourage originality.
- To develop an appreciation of our cultural heritage through the mediums of art, music and literature.
- To provide students with study skills which will enable them to continue learning throughout life.
- To provide instruction and practice in those skills related to good citizenship and participation in the functions of government.
- To provide support and services to student with special educational needs.

ACTIVITIES CALENDAR

All activities must be cleared first with sponsors, then with the principal before being placed on the calendar. Activities should be cleared one month prior to the date of the proposed activity.

ASSEMBLIES

Programs may be provided by students or outside talent. At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of students during assemblies. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, talking or any other distractive behavior.

ATHLETIC EVENTS

Students in fifth grade or lower must be accompanied by an adult to be admitted to home games. A student will not be admitted if he/she was absent from school that day—this includes OSS, illnesses, vacations, etc. Students may not leave and re-enter the game without paying another admission fee. This applies to all students, including those who were allowed to enter free the first time (employee's children, board member's children, band members, ball players, etc.). **Students who are suspended or expelled, may not be within 1000 feet of school property in accordance with §160.261, RSMo and school board policy JG-R.**

ATTENDANCE POLICY

Regular and punctual attendance is expected of each student enrolled in the school district. Research indicates a good attendance record has a direct relationship to grades, citizenship and success in school. It is recognized that occasional absence from school may be necessary under certain circumstances. However, every effort should be made by students, parent/guardian, teachers, and administrators to keep absences and tardiness to a minimum. In the event of an absence, parents are required to call the elementary office. Calls from the parents only establish the whereabouts of the students. Calls do not excuse the absence. **All absences are considered unexcused unless the student has obtained a doctor's excuse from a physician, dentist, therapist, etc. or other unforeseen documented circumstances have occurred such as a family death.** Students who are sent home by the nurse/administration due to illness or injury will be excused for that day. Any following absences will be unexcused unless a doctor's note is provided. Parents or guardians are compelled by law (167.031, 167.061) to cause their children to attend school regularly. Students who miss school excessively will be reported to the Division of Family Services, the Juvenile Officer and to the Greene County Prosecutor's Office.

ATTENDANCE ADMINISTRATIVE RULES AND PROCEDURES

1. A student shall be allowed a maximum of ten (10) unexcused days of absence from school for any reason, including suspension, during a semester. It shall be the student and parents' responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following the absence.
2. After the fifth absence, the parent or guardian will be notified in writing as to the student's standing with a copy of the attendance policy and rules and regulations included.
3. After the eighth absence, school personnel will make all reasonable efforts to contact the student and his/her parents or guardians to discuss the student's excessive absences and the consequences. However, if the parents or guardians cannot be reached, the school administration will enforce the policy as written.
4. Absences in excess of ten (10) unexcused days during a semester will result in a report to the Division of Family Services, the Juvenile Officer and to the Greene County Prosecutor's Office.
5. Family vacations are discouraged during the school year. Prior notification to the Principal, secretary and teachers must be established. To obtain grades, all work must be turned in.

BICYCLES/SKATEBOARDS

Students will be allowed to ride bicycles to school. Pupils in grades kindergarten through second are discouraged from riding bicycles to school. The principal may advise a child not to ride his or her bicycle because of hazards around the school. A bicycle rider must obey the same rules as a motorist. All bicycles are to be parked in the bicycle rack. Students are not to ride bikes on sidewalks or on the street in front of school after arrival to school. Students **MAY NOT** bring skateboards to school.

BUS POLICY

The bus driver has the authority over student seating and behavior on the bus. The student should remain quiet, remain in the seat, and face the front of the bus. The students should not be doing anything to distract the bus driver. Discipline of the students riding the bus will be supervised by the principal, but the bus driver has the authority to handle immediate individual problems that occur on the bus route. Any disciplinary action that requires suspension from riding the bus to or from school for any reason will be administered by the principal and/or superintendent of schools. Note: Food and drink are not to be consumed on the school busses. Disruptions will be reported in person to the principal by the bus driver at the completion of the bus route. After the principal discusses the disruption with the bus driver and the student, the principal is the one responsible for disciplining the student in accordance with handbook policies. Severe infractions will result in automatic suspension of bus riding privileges. Students may not board a bus other than their regular bus without a bus pass. This pass must be obtained in the elementary office. Parents must send a written, signed note to change the bus the child is riding, if the child is walking rather than riding and/or if the child is riding a bus instead of walking. All changes in a student's routine must be communicated to the office before 2:00 pm.

CELL PHONE/ELECTRONIC PERSONAL COMMUNICATION DEVICES

Students will not be permitted to use Personal Electronic Devices including cell phones and Smartwatches during the school day. All devices must be turned off and stored in backpacks if brought to school. Disciplinary action will occur if students have devices out during the school day.

CHILD ABUSE

The Walnut Grove R-V School will allow access to any student by Family Services when that organization is investigating a suspected child abuse case. The school district will not notify parents of such contact. Teachers, principals, and superintendents are under direct mandate by state law to report any and all suspected child abuse cases. There is no discretionary judgment provided.

CLASS PLACEMENT /PROMOTION

Elementary students will be assigned to their grade according to the number of classes in which they have made a **passing grade**, the recommendation of their classroom teachers and the recommendation of the principal. Promotion and retention decisions will be noted on each student's grade card at the end of the year. Decisions may be reconsidered in the fall if retained students have received summer instruction. Students may also be retained on the basis of **Senate Bill 319.** Senate Bill 319 requires that a student in grade four not be promoted to fifth grade at the end of summer school if he/she is reading at a third grade level after having participated in a two-year reading improvement plan. The reading improvement plan must include 30 hours of tutoring before/after school during regular semester and summer school. Students will be assessed using an individualized reading test and/or an IRI (Individual Reading Inventory).

COMMUNICATION/CONCERN PROTOCOL

As with any organization, schools will be visited with problems of both an internal and external nature. In most cases, these result from a lack of communication between the parties involved in the conflict. In order to increase communication, it is vital that those directly involved begin the "healing process" by talking through the issue. Other individuals may need to be brought into the discussion to offer assistance or clarification. In order to maximize communication and reduce confusion when the issue cannot be solved at the classroom level, the chain of command needs to be followed. This is as follows: classroom teacher, building principal, superintendent, and finally, the Board of Education. The latter step should be very rare. Any individual wishing to address the Board of Education must contact the superintendent's office and be placed on the board agenda. Only through this procedure can problems and conflicts be dealt with in the most satisfactory manner.

DAILY DISMISSAL AND PICK-UP

In order to make it convenient for the parents and for student safety the following policy is in place:

Students who ride the bus: Students will wait in the cafeteria and two teachers will walk them to the busses parked in front of the FEMA building.

Students who are picked up: Students will wait in foyer between the buildings. Parents will line up in circle drive. Teachers will walk students to their vehicles.

Students who walk home: Students will wait in the cafeteria until they are released by a teacher after the busses have left. Due to safety concerns, students in grade K-2nd will not be allowed to walk home by themselves.

NOTE: Any changes to your child's dismissal routine needs to be communicated to the office by 2:00 pm. Students must promptly leave school grounds unless staying after school for an approved activity.

DISCIPLINE—STUDENT CODE OF CONDUCT

STUDENT ATTITUDES

Students are expected to obey instructions from any school employee who is in the performance of his/her duty. Students are expected to address all adults with respect and show respect for the rights and feelings of other students.

CONDUCT

Acceptable behavior is essential to an effective school program. We shall strive to create a school environment that is favorable to the development in pupils of self-discipline and self-direction. Violation of the school's rules, guidelines and policies will necessitate immediate attention. The severity of student disruption/misbehavior will determine the penalties from the classroom teacher and/or principal. The parent or guardian shall be notified when disciplinary action is necessary including the following: periodic conferences with student in the principal's office, scheduled conferences with parent or guardian, and assignment to ISS (In-School-Suspension), OSS (Out-of-School Suspension) or expulsion. The school reserves the right to take appropriate disciplinary action in the case of any student guilty of misconduct during school, field trips and all school functions. Several disciplinary options are available to school administrators and classroom teachers allowed by the WALNUT GROVE Board of Education and the State of Missouri.

DISCIPLINE

In the elementary, we have but one aim in regard to discipline: to maintain an atmosphere conducive to learning. We are strongly committed to a safe, orderly environment. We believe we can achieve a safe, orderly environment through three avenues:

1. Teachers who are committed to working together as a team with other teachers and with students and parents to develop the kind of behaviors in students that will prepare them to be a productive citizen.
2. Parents who are committed to participating in the education of their child.
3. Students who have learned and are learning self-discipline.

We believe students deserve a safe, orderly environment in which to learn; no student should fear for his/her safety or have his/her educational opportunities diminished by the misbehavior of another student. WALNUT GROVE R-V School District adheres to the Safe Schools Act (see page 11).
School discipline records are kept in accordance with school board policy JG-R.

SCHOOL RULES

The following rules are consistent throughout the elementary school along with the hallway, cafeteria and the playground. Teachers encourage students to follow the school-wide rules through positive reinforcement and consistent, logical consequences. All teachers and all areas have a set of expectations that is stated in the PBiS matrix. The overall expectations are as follows:

1. Practice Respect
2. Accept Responsibility
3. Willing to Learn
4. Safe at all times.

POSITIVE CONSEQUENCES

1. Special Privileges.
2. Positive Phone Call to parents.
3. Rewards.

INTOLERABLE BEHAVIORS

1. Assault- Knowingly causing physical injury to another person
2. Fighting-Mutual combat in which both parties have contributed to the conflict-verbally/physically.
3. Vandalism.
4. Bullying/Harassment-repeated and systematic intimidation, harassment and attacks on student
5. Repeated failure to cooperate with teacher's behavior consequences.
6. Possession of a weapon or dangerous substance.
7. Sexual misconduct.
8. Threatening a school district employee or volunteer.
9. Gang related behavior.
10. Use or supply of any controlled substance, intoxicant or alleged substance/intoxicant.
11. Stealing.
12. Serious violation of any rule or policy of the WALNUT GROVE R-V School District.

ADMINISTRATOR CONSEQUENCES FOR INTOLERABLE BEHAVIOR

1. Parent contact; discipline applied in accordance to handbook stipulations including ISS (In-School-Suspension), OSS (Out-Of-School Suspension), Restitution, Detention, Loss of Special Privileges, etc.
2. If student's behavior has posed a significant threat to the safety and security of the school, a student may be immediately removed from the school.
3. Referral to Juvenile authorities, Division of Family Services and/or the Greene County Sheriff's Office.

The Safe Schools Act will be followed in all instances, which apply to this law (see page 11 of this handbook for further explanation). Students who are suspended or expelled are not allowed on or within 1000 feet of the school property (including busses) during the suspension/expulsion in accordance with §160.261, RSMo and school board policy JG-R. This includes school activities such as ballgames, meetings, performances, field trips, and other activities.

SCHOOL PROPERTY

Students marking on or damaging school property or equipment will be responsible for paying for and/or cleaning/repairing the damage done.

TOBACCO

Tobacco is prohibited. School Board policy will be followed if a student is caught with any form of tobacco product on school campus.

ALCOHOL AND DRUGS

Students shall not possess or use alcohol, drugs (including look-alike drugs), or drug paraphernalia on school property.

WEAPONS

Weapons of any kind, including pocketknives, will be confiscated by the principal and/or teacher. Notice will be given to parents to claim the item.

OBSCENE MATERIALS

Possession or distribution of obscene literature or pornography is prohibited. Use of profane or vulgar language is not allowed. Disciplinary action will be taken if violation occurs.

INFRACTION	ACTION TO BE TAKEN			
	RANGE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Bus	MINIMUM	Conference	Assigned seating	Assigned seating
	MAXIMUM	Bus Suspension	Bus Suspension	Year Bus Suspension
Verbal Abuse* /Profanity	MINIMUM	Conference	No Recess	Detention
	MAXIMUM	ISS	OSS	Expulsion
Bullying/Harassment	MINIMUM	Conference	No Recess	Detention
	MAXIMUM	OSS	OSS	Expulsion
Truancy*/leaving school grounds	MINIMUM	No recess	ISS	OSS
	MAXIMUM	ISS	OSS	Expulsion & Juvenile Officer Contacted
Forgery/ Cheating/ Plagiarism	MINIMUM	No Recess	Detention	ISS
	MAXIMUM	OSS	OSS	OSS
Theft*	MINIMUM	Return item/No recess	Detention	OSS
	MAXIMUM	OSS	OSS	Expulsion

Pornography/ Inappropriate picture	MINIMUM	Conference	Detention	OSS
	MAXIMUM	OSS	OSS	Expulsion
Improper Dress/ Grooming	MINIMUM	Change Clothes	No Recess	Detention
	MAXIMUM	Detention	ISS	OSS
INFRACTION	**ACTION TO BE TAKEN**			
	RANGE	**FIRST OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
Destruction Of Property*	MINIMUM	Replacement/No Recess	Detention	ISS
	MAXIMUM	Fine/Detention	ISS	Expulsion & Juvenile Officer contacted
Fighting*	MINIMUM	1-2 days No Recess	ISS	OSS
	MAXIMUM	OSS	OSS	Expulsion & Juvenile Officer contacted
Drugs/Alcohol*	MINIMUM	OSS		
	MAXIMUM	Expulsion		
Physical Assault*	MINIMUM	1-3 days No Recess	ISS	Expulsion &Law Enforcement Notified
	MAXIMUM	Expulsion	Expulsion	
Arson*	MINIMUM	OSS	Expulsion &Law Enforcement Notified	
	MAXIMUM	Expulsion &Law Enforcement Notified		
Weapons* (Including Pocket Knives)	MINIMUM	Confiscation	Confiscation & ISS	Expulsion &Law Enforcement Notified
	MAXIMUM	Confiscation & Expulsion	Confiscation & Expulsion	
Explosive Devises*	MINIMUM	ISS	OSS	Expulsion &Law Enforcement Notified
	MAXIMUM	Expulsion	Expulsion	
Lying or Deception	MINIMUM	No Recess	Detention	ISS
	MAXIMUM	Detention	ISS	OSS
Sexual Harassment/ Harassment*	MINIMUM	Conference	Detention	Expulsion
	MAXIMUM	OSS/Notify Juvenile officer	Expulsion	
Public display of affection	MINIMUM	Conference	No Recess	Detention
	MAXIMUM	Detention	ISS	OSS
Tardiness		10 + tardies Detention		

Defiance of authority	MINIMUM	Conference	No Recess	ISS
	MAXIMUM	ISS	OSS	OSS
Disorderly Conduct	MINIMUM	Conference	No Recess	Detention
	MAXIMUM	ISS	OSS	Expulsion
Inappropriate use of Internet/Computer	MINIMUM	Conference	Computer use revoked	Detention
	MAXIMUM	ISS	ISS	OSS
Electronic Personal Device	MINIMUM	Confiscate device	Confiscate device	Confiscate device
	MAXIMUM	Warning	Parent pick up device	Miss recess

CODES: ISS (IN-SCHOOL-SUSPENSION) OSS (OUT-OF-SCHOOL SUSPENSION)

*These are problem areas in violation of the law for which school officials need to notify appropriate law enforcement officials and the Juvenile Officer.

SAFE SCHOOLS ACT SUMMARY

The following information summarizes the main parts of the safe schools act that apply to students. It is important that every student and parent become familiar with the law because it drastically changes the way in which schools handle student behavior, proof of residency, and reporting procedures.

- SCHOOL DISCIPLINE POLICIES: Schools are required to establish written discipline policies. WALNUT GROVE'S discipline policy has been revised in accordance with the mandates from the Safe Schools Act and has been approved by the Board of Education.
- REPORTING REQUIREMENTS: District administrators are required to report certain violent acts, certain behavior that would be felonious if the student were an adult, weapon possessions, and drug possessions to appropriate law enforcement agencies.
- STUDENT SUSPENSION FOR WEAPONS: The Safe Schools Act provides for a minimum one-year suspension or expulsion for a student who brings a weapon to school. WALNUT GROVE R-V District has defined a weapon as:
    * Firearm: as defined in 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994).
    * Knife: Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
    * Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.
- DISCIPLINE RECORDS: Districts are required to compile and maintain discipline records on all students. These records must be made available to certain district personnel and be sent to any district a student subsequently attends.
- RESIDENCY ISSUES: Prior to registration of a pupil, parents or legal guardians must establish proof of residency, or must request a waiver of the proof of residency. Submitting false information, relating to residency is defined as a Class A misdemeanor.
- STATEMENT OF DISCIPLINARY HISTORY: The WALNUT GROVE R-V School District requires a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol, or drugs, or willfully inflicted injury on another. Persons making a false statement are guilty of a Class B misdemeanor.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be

repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

DRESS AND GROOMING

The atmosphere in which learning takes place exerts a tremendous influence on the participants. It is our belief that cleanliness and neatness in dress enhances the school environment. Each student through his/her own personal cleanliness and neatness in dress will contribute to a pleasant school environment and a pleasant learning situation. T-shirts with graphics, messages, or words that may be misconstrued as inappropriate and interrupts the learning environment will not be worn at school. No clothing is to be worn that suggests and/or advertises alcohol, drugs, offensive writing or acts, gang affiliation, or displays negative concepts contrary to the best interest of students and the mission of the school district. Except for the following guidelines, the responsibility for the appearance of WALNUT GROVE R-V students rest with parents or guardians and the students themselves. Some general stipulations include:

1. Students are to dress conservatively.
2. Clothing which is disruptive to the educational process or which is lewd, obscene or suggestive is prohibited.
3. Abbreviated clothing, including halter tops, shirts with large armholes, which expose the chest, muscle shirts and/or low necklines or any item baring the midriff, or short shorts are not to be worn. Shorts must be appropriate. Spaghetti strap tops are not to be worn. Tank tops must have a two inch strap.
4. Clothing bearing symbols of tobacco or alcohol will not be allowed.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
7. Shoes, sandals or boots designed to be used in public must be worn at all times.
8. Tennis shoes **MUST BE WORN IN PHYSICAL EDUCATION CLASSES!**
9. Healy shoes (shoes with a skate in the sole) are not to be worn at school.
10. Undergarments must be covered at all times.
11. Costumes are not permitted except on special occasions; including but not limited to ear headbands, masks, capes, tails and bandanas.

EARLY DISMISSAL OF STUDENTS

For the safety of each child, the parent, grandparent or guardian must come to the office in person and sign the checkout sheet. The office will call the classroom and have the student report to the office. **No student will be dismissed directly from the classroom.** A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be dismissed. We discourage early dismissal

since it disrupts the regular learning environment. We will not release any student to anyone other than parents/legal guardians or emergency contact without expressed written consent from parents.

EMERGENCY DRILLS

Fire, intruder, earthquake and tornado drills will be conducted at appropriate times during the school year. Students and staff members will not always receive notification of an impending drill. The practice of unannounced drills prepares staff and students for the actual crisis. The following procedures will be followed:

FIRE

Each teacher has the responsibility to inform students of the signals for fire safety. The signal for a fire will be an interrupted tone through the intercom system or the alarm accompanied by flashing lights via the internal fire alarm system. Students in the elementary vacate the building in the following manner:

1. Grades 3, 4, 5, the boys' restroom, and the nurse's office will go out the east door and proceed to the baseball field.
2. Grades 1 & 2, the resource room, girl's restroom, pop room, office, math room, and computer lab will proceed out the west door and go behind the bus barn.
3. Pre-school, Kindergarten, room 6, and the boy's and girl's restrooms will go out the north door to the far end of the playground.
4. Cafeteria will exit at either the north or west doors and proceed to the open area behind the cafeteria. Students in the multi-purpose room exit to the south and assemble to the front of the building.

In case of fire when students are not in the regular classrooms, such as special classes or between classes, exit through the nearest door and assemble with the teacher of the class you just left. Students are to leave as quickly and as orderly as possible. Teachers should check the room to make sure all students have left with the class. Teachers must take grade books with them to check the roster, making sure all students are present. Any student who is not present should be reported to the principal immediately. Any teacher having students from another class with his/her class should report to the principal. If an exit should be blocked by fire, the nearest exit should be used.

TORNADO

The signal for a tornado will be a siren, via the intercom system. Students and teachers will use the following procedure:

1. All students will walk to the FEMA building located in front of the gymnasium.

Each teacher will remain with his/her class and be in possession of his/her grade book to account/verify all students are present. Windows and doors are to be left as they are when the warning bell rings. Specific information is posted in each classroom. In case of an alarm while students are in special classes or the cafeteria, follow the instructions of the school personnel on duty.

INTRUDER ALERT

An intruder alert will be broadcast over the intercom system. Faculty and staff will be asked to lock down the facilities. The following procedures will be followed:

1. Close and lock all doors.
2. Close all windows and shades.
3. Turn off all lights.
4. Place students on floor next to an interior wall and away from the view of the door/windows.
5. Verify all students are accounted for.
6. If you are not in your assigned classroom, stay in the room you are in or enter the nearest classroom prior to the classroom door being locked. Stay in this room until the all clear signal is given.
7. Staff members should only contact the office if you are missing a child or have an extra student.
8. Do not look out doors or windows or leave the room until you are given the all clear signal.

PARENT NOTIFICATION OF CRISIS

It is human nature to be concerned about our loved ones and to want to ascertain whether or not our loved ones have been harmed. Please stay calm—we do not want to create a situation where a child has safely made it through a crisis only to discover that the parent was harmed trying to reach the child. In the case of a fire or a tornado, please remain at home or work until the situation is no longer a crisis. Then, you are welcome to proceed to the school grounds. In the case of an intruder, please remain where you are until notified the intruder is in the

custody of law enforcement officials. In times of crisis, school officials will have need to use the telephone. Please refrain from calling the school until the emergency situation has been resolved. This policy is in place to protect not only your child, but also, the parents. We will make every effort to contact parents through School Reach as soon as possible. It is important that parents/guardians keep the elementary office notified of any changes in emergency contact numbers.

EMERGENCY PROCEDURES
SCHOOL CANCELLATION

When school is not in session due to weather conditions, announcements will be made via text, social media, and local news stations. When school has been canceled due to adverse weather conditions, any sport, game, activity, or extra-curricular projects may also be cancelled. Decisions will be made on an individual basis by the administration and teachers involved. If school is canceled after students have left home, the radio and television stations will be immediately notified. Parents will fill out an inclement weather form to leave on file to inform the office of what their child will do in the case of early dismissal. Parents are asked to provide emergency numbers to the principal's office so they may be contacted.

EMERGENCY SNOW ROUTES

On occasion, when weather conditions make it impossible to follow the normal routes, it will be necessary that our bus drivers drive snow routes. Snow routes are posted on the school website. The bus driver will have designated locations to pick up and drop off students. It will be the parents/guardians responsibility to transport their children to and from the bus location. When snow routes are driven in the morning, snow routes will also be driven in the afternoon.

ENROLLMENT INFORMATION

Kindergarten children must be five (5) years of age before August 1 to enter school. First grade children must be six (6) years of age before August 1 (RSMo. 160.053). Birth certificates, social security numbers, and proof of residency will be requested and recorded on students' school records. Each student entering school in all grades is required by the State Health Department to have a complete record of immunizations.

EXTRACURRICULAR EVENTS

Students will have the opportunity to participate in many area events such as clubs, Language Arts Fair, spelling bees, musical and art events throughout the year. Students participating in any after school events will be expected to have made arrangements for transportation home after the event or practice has ended. **Students who are suspended or expelled, may not be within 1000 feet of school property in accordance with §160.261, RSMo and school board policy JG-R. This includes attendance to extracurricular events.**

FIELD TRIPS

Field trips will be taken by many students during the school year. All field trips will adhere to School Board policy and require the approval of the principal and superintendent. During the school day, including field trips, children are the responsibility of the faculty and administration. No parent will be permitted to transport any child/children, other than his/her own. Students who are eligible to attend the field trips must have a consent form completed and signed by a parent/guardian. In the event that a student misbehaves while attending a field trip, parents may be contacted and expected to pick-up their child from the field trip location. **Teachers and administrators may set additional eligibility requirements for field trips; students may become ineligible for a field trip due to consistently poor behavior and/or disciplinary office referrals.** Students misbehaving on the field trips may be ineligible to attend future field trips and may face additional disciplinary action as determined by the teacher and/or principal. Field trips are subject to cancellation based on budget considerations, emergency/crisis situations, weather, etc. Due to insurance purposes, parents cannot ride the field trip busses.

GRADING POLICY

Grade cards are sent out each quarter with the exception of first quarter. For first quarter, the grade cards are handed out during the parent-teacher conferences. Progress notes will be sent out by the teachers at mid-quarter for grades 3rd-5th. Grade cards will not be handed out early. Anyone absent the day grade cards are distributed

must make arrangements to pick the card up at a later date. Grade cards will not be handed out if students have any unpaid fines or overdue materials.

GRADING SCALE*

A	96-100%	C	73-77%
A-	90-95%	C-	70-72%
B+	88-89%	D+	68-69%
B	83-87%	D	63-67%
B-	80-82%	D-	60-62%
C+	78-79%	F	59.4% and below

*Kindergarten through Second Grades will have a mastery checklist rather than grades.

GUIDANCE SERVICES

Guidance services are available for every elementary student in school. Guidance activities take place in the classroom on a monthly basis. Services also include study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with the elementary guidance counselor. Individual and small group counseling services are available to the student with permission from the parent.

HOMEWORK/MAKE-UP WORK POLICY

Elementary students need time for independent practice of lessons taught during the day. Homework should be directly related to the instruction received during the classroom hours and should serve to increase students' understanding. Parents are encouraged to assist students where appropriate; however, students should be the leading force behind the work. Students are expected to be diligent in completing their homework. Teachers will allow **two days** for each day missed for make-up work. After two days, zeros will be given for all work not turned in. Students who serve out-of-school suspensions (OSS) may **not** allowed to make-up work missed during the suspension.

INTERNET AND COMPUTER USE

Computers and the Internet are valuable resources in a school. They connect the students and staff to resources that would otherwise be unavailable, provide an additional tool in support of the curriculum, and are sources for valuable reference tools. All users in the school district are expected to comply with the terms and conditions of the Acceptable Use Polity. This policy is intended not only for the protection of the student, but for the network and computer systems.

Students desiring to use a computer and/or the Internet will be given a form listing the conditions and terms of the Acceptable Use Policy. Students must sign an agreement stating their understanding of the Acceptable Use Policy and their intention to abide by the policy. A parent or legal guardian of a student younger than 18 years of age must sign the form stating that their child has their permission to use the computer and/or Internet resources. Failure to comply with the terms of the Acceptable Use Policy may result in loss of computer privileges

JOINT CUSTODY

Both parents of a student will be allowed to see, visit, talk to, or remove the child from school, unless otherwise stated in a legal document, which the school must have on file. All visitors are required to check in at the office before going to a classroom and disturbing the learning process of all students.

LIBRARY

The B.W. Holder Memorial Library and Media Center is open for use from 7:50 a.m. to 4:00 p.m. on normal school days. Students will be allowed to check out library books based on an acceptable procedure established by the librarian. The student will be responsible for lost, destroyed or abused books. Library books should be returned on or before the due date. For further information, please review the Library Handbook located in the library.

LUNCHROOM POLICY

The cafeteria, besides being a place to secure a wholesome meal, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners that one should find at

home. Courteous behavior includes taking your place in line, leaving the eating area clean and orderly, putting trash in the proper containers, and not leaving the cafeteria while eating, carrying food or drinking. **Food and drinks are not allowed outside the cafeteria** without special permission from the principal. Only one entrée will be offered for lunch. Sack lunches may be brought to school if the student does not wish to participate in the lunch program. The supervisor on duty each day will have full authority in the cafeteria. Breakfast is provided from 7:30 am to 7:50 am each day. All students receive one milk and one juice with breakfast, 1 milk with lunch and are required to pay for extra milk or juice at the cost of $.35.

2026-27 Meal Prices:

Breakfast: Elementary-$2.00; Reduced-$.30; Adults-$2.00

Lunch: Elementary-$2.45; Reduced-$.40; Adults-$3.45

Once a week, a letter/email will be sent home with each student who has a negative lunch/breakfast balance. The WALNUT GROVE Board of Education does not allow meals to be charged. Any students owing lunch account money will have two days' notice to pay the account in full or will be offered peanut butter sandwiches for lunch. When sending cash, please place money in a sealed envelope with your child's name and amount on the outside. When sending checks, please put the child's name in the memo section of the check along with a notation of "lunches". All checks need to be made payable to Walnut Grove Schools.

MOVING

When parents are planning to move to another school district, it is important to let the WALNUT GROVE Elementary Secretary know at least one week in advance. The teachers and office need advance notice in order to get grades, records and transfer papers ready for a smooth transition into a new school.

WALNUT GROVE R-V MEDICAL PROCEDURES
MEDICAL INFORMATION

An annual health inventory will need to be filled out, signed by the parent and returned to the School Health Office at the beginning of each school year. Decisions regarding some health interventions may be based on the ACCURACY OF INFORMATION PROVIDED. This information will be kept in the School Health Office and may be shared with school or emergency personnel. Any information concerning a student, including medical problems, vision/hearing, learning problems, discipline procedures or any other special concerns should be reported to the nurse and to the school principal. This information is kept confidential. **No medication will be given to any student at school without parent/guardian's written permission.** The school will only be allowed to treat injuries as a first-aid measure. Home injuries/accidents must be treated at home. Minor first aid will be administered by the school nurse for accidents that occur on the school grounds. If a child has a temperature of 100° or is experiencing continued discomfort or pain, the family will be notified. It is extremely important for us to have every child's **emergency information** form on file in the office so that we may contact you quickly if necessary. Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences. Please caution your child never to take medication belonging to another child or never to give his/her medication to anyone but the teacher or nurse. Remember, medication can cause serious problems if given to the wrong person. **All medication must be given to the school nurse at the beginning of the school day. All narcotic medication will need to be counted with parent at time of dropoff.** Students may not have any medications on them during the school day. No medications are allowed to be brought to school on a bus unless prior approval from administration. In the event a student should become ill while at school, he/she will be referred to our school nurse. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. WALNUT GROVE R-V School district has the following polices:

1. Students must be fever free for 24 hours without medication before being allowed to return to school.
2. The parents of the district will be informed of any communicable diseases and needed precautions. There are certain guidelines regarding communicable diseases—if you have any questions, please contact the nurse's office for guidelines for exclusion from school for common communiciable diseases such as pink eye, chicken pox, measles, mumps, lice, impetigo, TB, scabies, Hepatitis A, etc.

3. School and childcare personnel may require any child to be examined by a physician if they believe the child's condition is contagous or needs medical care. The child may be excluded from school until a physician's note is obtained.

LICE POLICY

Walnut Grove School District periodically checks all students for head lice. If a student is found to have head lice or nits (eggs) the student will not be allowed to attend school until proper treatment has been obtained and the stduent is nit free. **Children may not attend school with head lice or nits (eggs).** To re-enter school a parent/legal guardian is required to bring the child to the nurse's office for a recheck before returning to class or riding the bus. The student must: 1 have been treated with a medically approved lice and nit killer, and 2. Have had all nits (eggs) removed from the hair shafts. If lice or nits are present, the student must leave school until free of lice and nits. The students must then be rechecked and meet the above requirements. Should lice or nits be found on the recheck, the parents/legal guardians may be required to take the child to a doctor for treatment and present a letter signed by the doctor stating the student is without lice or nits. After re-entering school the student will be rechecked between seven and twelve days for re-infestation. At the desgretion of the Administration, the Division of Family Services and the County Health Department may be notified upon the third occurrence of head lice within a school year and each repeat occurrence. Absences due to lice are included in the general attendance policy and are unexcused unless you have a doctor's note.

IMMUNIZATIONS

The Missouri State Immunization Law, section 167.181 RSMo 1996, makes it unlawful for any child to attend school unless the child has received the minimum number of immunizations required for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, and hepatitis B. Children may be exempted for medical reasons as indicated by a physician or for religious reasons. Upon request, the school nurse will provide proper exemption forms. The law requires children in noncompliance to be prohibited from enrolling in or attending school. **There is no grace period.**

2026-27 SCHOOL YEAR IMMUNIZATION REQUIREMENTS

Vaccines required for school attendance	Doses Required by Grade												
	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**9**	**11**	**12**
DTap/DTP/DT (1)	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap (2)									1	1	1	1	1
MCV (6) (meningococcal)									1	1	1	1	2
IPV (polio) (3)	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR (4)	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella (5)	2	2	2	2	2	2	2	2	2	2	2	1	1

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-10: One dose of MCV is required. Dose must be given after 10 years of age. Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-8 Grade: Last dose must be administered on or after the fourth birthday. The interval between the nextto-last and last dose should be at least six months. 9-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. Maximum needed: four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age. Kindergarten-8 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease. 9-12 Grades: As satisfactory

evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

STUDENT MEDICATION POLICY
ADMINISTERING MEDICINES TO STUDENTS

Medications should be given at home if at all possible. However, the Board recognizes that some students may require medication for chronic or short-term illnesses during the school day to enable them to remain in school and participate in their education. The administration of medications, including over-the-counter medications, must be performed by a registered professional nurse or a licensed practical nurse.

I. Prescription Medication:

A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication(s) is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided. A physician's authorization is needed for distribution of any narcotic medication.

B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage such as refrigeration. Medication supplies should not exceed a 30-day supply.

II. **Over-the-Counter Medication:**

A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications. Walnut Grove School District will keep Tylenol and ibuprofen as stock supply. No other over the counter medication will be available from the school. If you wish your child to receive any over the counter medication (i.e. cough syrup, Benadryl, Chloraseptic) the parent/guardian will need to supply the medication in a properly labeled container from the pharmacy/store.

B. Cough drops are discouraged due to choking hazards.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is an annual event at the end of the first quarter. Parents receive their child's report card at these conferences. Additional conferences may be scheduled at other times throughout the year with the teacher during the teacher's conference time or after school.

PARTIES

It has been the custom to have classroom parties for Fall, Winter Break, Valentine's Day, and Spring Party for our elementary students. The exact dates and time of each party will be announced at school. Parties will begin at the scheduled time; room parents may prepare for the party 15 minutes in advance. Homeroom parents will be in charge of planning for the Fall and Valentine's Day parties only. Parties for any other occasions must have advance approval of the building principal, and should not be an excessive number during the school year. Student attendance to scheduled parties is a **privilege**, not a right. Students who cannot behave can and will be removed. Due to state/federal health codes only store bought snacks can be used during parties. Homemade snacks are not allowed. No invitations for personal parties should be handed out at school unless there is an invitation for every member of the class.

PERSONAL PROPERTY

Toys are not allowed at school without teacher approval and supervision. No electronic items, including cell phones, are allowed at school. Students that do bring toys to school without permission will have them taken away the first time and returned at the end of the day. The second incident will result in the toy being kept until the parent picks it up or until the end of the school year. Toys are not allowed on the school bus as well.

PUBLICITY

Students may have the opportunity to be photographed for the newspaper, yearbook, and website coverage. If as a parent/guardian, you have an objection to this, please notify the office in writing as soon as possible.

SCHOOL HOURS:

The school day for instruction is from 8:00 a.m. until 3:45 p.m. Students arriving at school after 8:00 a.m. should report directly to the elementary office. **Students may not be on school property prior to 7:40 a.m.** At 7:40, students will either go to the cafeteria to eat breakfast or to their classroom. Breakfast begins at 7:40 a.m. and will stop at 7:50. **Students must be finished with breakfast and back in the classroom by 8:00 a.m.** At 3:45, students who ride the bus will board the busses while students who walk home must wait in the cafeteria to be dismissed to go home. Parents who are picking up their children may be in the circle drive at 3:40 p.m. to meet their child (ren). If you do not normally pick your child up, please notify the office so your child (ren) will be waiting for you. Parents should notify the office at the beginning of the year of their child (ren)'s normal after school routine including pick-up in the circle drive, riding the bus and/or walking home. **Any changes of a student's routine needs to be communicated to the office before 2:00 pm.** Students will not be detained after school without notification of the parents and the principal. No students are to re-enter the building or grounds after they are dismissed. Students who are planning to ride a bus other than their normal bus must have a written note of permission signed by the parent or guardian. Students are considered on campus as soon as they have boarded the bus or have arrived on the school grounds. Students may not leave campus for any reason without permission from the principal. Any student leaving without permission will be considered truant and will be punished accordingly. All exterior doors will be locked while school is in session. Visitors must ring the doorbell at the west door to enter.

SODA/ENERGY DRINKS

To support a healthy learning environment, energy drinks are not allowed at schools. Soda is also not permitted during the regular school day unless it is part of a special classroom activity or celebration approved by the teacher. Students found with energy drinks or sodas will be asked to dispose of them.

SOLICATATIONS

No items or services may be sold to students, by students, by outside companies or organizations or employees without the express consent of the principal. No items may be sold during the school day—only before or after school. No items may be sold during lunch period.

SPECIAL CORRESPONDENCE/DISTRIBUTION OF LITERATURE

Upon the request by non-custodial parents, any special notices (deficiency slips, disciplinary notices, report cards, etc.) that are mailed at no expense to the custodial parent, will also be mailed to the non-custodial parent/guardian. Sometimes, the non-custodial parent may not have contact with the child. Therefore, a copy of the custodial paperwork must be placed in the child's file.

From time to time, local organizations will ask the school district to distribute literature regarding events such as club meetings, religious activities, etc. In compliance with state and federal laws, school personnel cannot and will not distribute such literature. Organizations must request permission from the principal to distribute literature.

SURVEILLANCE IN THE SCHOOL

Students in school are subject to observation at every place in the school at all times and in all reasonable fashions. This includes, but is not limited to video cameras, computer checks, and locker searches. Camera footage will not be available for viewing by parents or students.

TARDIES

A student will be considered tardy if he/she arrives to the classroom after 8:00 a.m. Students tardy to class are required to report to the office when they enter the building. Failure to do so will result in attendance records showing a day of absence. Parents or guardians will be expected to contact the school explaining the circumstances that result in excessive tardiness. **For discipline consequences refer** to page 12.

TELEPHONE

The school phone is a business phone and is not to be used for making arrangements to go home with friends. We find that most plans can be made at home and not at school. Students are allowed to use the phone for emergencies only. If an emergency arises, the student must have permission from his/her classroom teacher before being allowed to use the school phone. The learning environment will not be disrupted by phone calls to

teachers; however, the office will deliver messages to teachers to return calls at their earliest convenience. Students are not allowed to have cell phones at school.

TEXTBOOKS

Textbooks must be properly used, cared for and returned. Students must turn in all textbooks when withdrawing from school. If a textbook is lost, damaged or destroyed, teachers shall not issue another book unless the student has paid for the lost, damaged or destroyed book. Each school year, students are issued various textbooks, which are provided free through the school district. However in the event that a book is damaged, lost, or mistreated, parents are responsible for payment prorated on the damage done to the book. Each year the prices of books increase, with many books ranging from $35 to $80 per book.

TUTORING

At WALNUT GROVE R-V, we offer tutoring before and after school. Permission slips are sent home for parent signature. Please make arrangements to pick your child up immediately after tutoring. Tutoring is an excellent way to improve student achievement, however, it is not to be used as a childcare service. **Students who need reading tutoring according to SB 319 and NCLB, must complete 30 hours before or after school during the regular school term. Students may be required to attend summer school.**

VISITORS

Visitors are always welcome at WALNUT GROVE Elementary. The faculty and staff feel that a close working relationship among parents, teachers and community is of great value to our school.

Any individual visiting the school for any reason must report first to the principal's office to state the purpose of the visit and obtain a visitor's pass. Visitors are asked **not** go to the classroom. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.

Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence in the building to the office, stating the purpose of the visit and receive a visitor's pass.

Visits from pre-school children or class age friends or relatives are prohibited without express consent from the principal prior to the date of the proposed visit. Pre-school children who are in the building must be accompanied by a parent/guardian and may not visit classes without permission from the principal.

It is extremely important that classroom activities be interrupted as seldom as possible. The visitor policy is in effect for the educational, emotional and physical well-being of the students attending this district.

WALNUT GROVE PTO

The WALNUT GROVE R-V School District has a very active, involved parent-teacher-organization. Meetings are regularly scheduled each month during the school year. We encourage you to actively participate in our school PTO. In the past, PTO has helped fund technology in the elementary as well as pay for DARE graduation and other items. The function of PTO is to work with the school administration to ensure our children receive the very best education possible. Likewise, the school administration is committed to keeping the PTO informed of all school programs. This two-way communication is vital for educational success. All of us working together can and will make a difference!

STATE POLICIES

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with WALNUT GROVE R-V District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Ms. Gwenda Barton, P.O. Box 187, Walnut Grove, MO 65770-0187, (417)788-2543. Superintendent Barton coordinates this

institution's efforts to comply with the regulations implementing both Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing P.L. 83-112, P.L. 94-142, Title VI, Title IX, or Section 504.

PATRON/STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board.
  The decision of the Board shall be final.

PUBLIC COMPLAINTS

All persons are assured that they may utilize this procedure without reprisal. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent or the Board. The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning the district should be directed to the principal.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letterform will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public in this manner.

PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION

WALNUT GROVE R-V is an active participant in the Individuals with Disabilities Education- Part B (P.L. 94-192 reauthorized in 1991, through P.L. 101-476), which guarantees a free, appropriate education for all students. The WALNUT GROVE R-V Public Schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The WALNUT GROVE R-V Public Schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate,

misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The WALNUT GROVE School District has a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the WALNUT GROVE R-V School District's Superintendent, Ms. Gwenda Barton at 788-2543, ext. 103.

PUBLIC NOTICE ON STUDENT RECORDS

In compliance with P.L. 90-247, the WALNUT GROVE R-V School District wishes to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized tests, inventories, attendance, discipline and medical immunization records of each student enrolled. Parents and students age 18 or older may request to review the records that are kept on their children by inquiring at the principal's office.

Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the student's records will be forwarded to the appropriate institution after appropriate signatures have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: name, address, grade level, telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, and/or if members of athletic teams. If a parent does not wish such information to be released, signed written notice to that effect should be provided to both the sponsor of the depicted activity as well as the school principal before September 1 of each school year. Parents must specifically request directory information not be released to military recruiters.

Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent record, containing the student's name, address, phone number, grades, attendance record, test scores, classes attended, grade level completed, and year completed will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students will be provided an opportunity for the correction or deletion of such data. In such a case, a request for a hearing to challenge the content of their child's school record for clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Educational Rights and Privacy Act Office (FERPA), Department of HEW, 330 Independence Ave. S.W., Washington, D.C. 20201.

Board policies in regard to the release of student records may be viewed at the office of the Superintendent of Schools, Walnut Grove, Missouri.

PROTECTION OF PUPIL RIGHTS

The WALNUT GROVE R-V School District will notify parents of intended student surveys addressing any of the topics listed in district policy JHDA. It is the parents' right to inspect those surveys prior to administration. If the survey is funded in whole or part by a program of the U.S. Department of Education, the notice must also include an explanation that the district must have affirmative consent from the parent(s) before the student can participate. If the survey is otherwise funded, parents must be advised that they may opt their student out of participation.

The WALNUT GROVE R-V School District will provide notice and procedures for opting out of any non-emergency, invasive physical exams or screening administered by the district or its agent, not necessary to protect the immediate health or safety of the student, and required as a condition of attendance. This notice does not apply to hearing, vision or scoliosis screenings or any physical exam or screening permitted under state law.

The WALNUT GROVE R-V School District will provide notice and procedures for opting out of activities involving the collection, disclosure or use of personal information obtained from students for marketing, sale or distribution to others.

Parents in the WALNUT GROVE R-V School District have the right to inspect instructional material used as part of the district's curriculum, including materials used in the instruction of sexuality. Parents also have the right to request information regarding the professional qualifications of their child's teacher and/or paraprofessional.

The WALNUT GROVE R-V School District will periodically search lockers and other school property. The use of drug-sniffing dogs may also be possible.

At WALNUT GROVE R-V, there is no expectation of privacy in the use of district computers or other technology.

WALNUT GROVE R-V Elementary building does contain materials that include asbestos. However, every five years, more as necessary, inspections do occur to determine potential harm to students. No inspection has shown there is any harm to students as the asbestos items have been appropriately contained or covered up so as not to pose a danger to students.

District accountability report cards may be viewed by parents on the Department of Elementary and Secondary Education web site at http://www.dese.state.mo.us.

WALNUT GROVE R-V District Assessment Policy may be reviewed by contacting Ms. Gwenda Barton, Superintendent of Schools, at the following number: 417-788-2543, ext. 10.

Standard Complaint Resolution Procedure ESSA

This guide explains how to file a complaint about any of the programs1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2 .

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.

School Wide Parents Right to Know

Our district is required to inform you of certain 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 qualifications or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1.A funds must provide to each individual parent:

- Information on the achievement level and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title 1.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable
- Timely notice that the parent's child has been assigned, or has been taught for four 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.

THE ELEMENTARY SCHOOL CURRICULUM

The elementary program seeks to provide an opportunity for each student to attain his or her maximum learning potential. Stress is placed on the 3-R's (Reading, Writing, Arithmetic), as these form the basis of a sound educational foundation and provide skills which will serve the student in future learning pursuits. Our instructional program is an ever-changing one to meet students' needs and to implement improved teaching-learning strategies.

Students receive instruction in the following areas during their elementary years:

LANGUAGE ARTS:

This area includes instruction in writing, spelling, listening and speaking skills. The objective is to develop essential written and oral communication skills. The emphasis begins in kindergarten with learning to follow oral directions, detect likenesses and differences, recall the sequence of events in a story and classify objects into appropriate groups.

SOCIAL STUDIES:

During the course of his/her studies, the student will learn about the world he/she lives in, beginning with his/her own community and progressing to a study of the state, nation and continents. The objective is to develop the student's understanding of the United States and its form of government while familiarizing him/her with the many other ways of life in our world. Students are also exposed to different career areas and specific occupational choices.

MATHEMATICS:

Stress is placed on developing the skills of addition, subtraction, multiplication, and division that are needed to successfully solve the mathematical problems encountered in everyday living. The objective is to develop the ability to apply these skills in situations requiring math computations.

SCIENCE:

The student learns about basic scientific concepts and methods. The objective is to develop his/her understanding of matter, time, space and their inter-relationships with the environment in which we live.

READING:

We feel reading is of the utmost importance to each student's present and future success, and our reading program reflects our concern that each child read effectively. Our developmental reading program begins with reading readiness skills such as auditory and visual discrimination activities and allows the student to progress at his/her own rate in a systematic fashion. The program is designed to individualize instruction based on the student's needs and reading levels. The objective is to develop the student's oral and silent reading skills to the point that the student is an efficient reader. Every child also has the opportunity to obtain a Reading Circle Certificate each year. To receive the certificate, each child must meet state criteria. See your child's teacher for his/her grade level requirements. There are a few concepts about reading with which you should be familiar to better understand your child's program:

- Children learn to read at different rates.
- Children in any particular class, regardless of the organizational pattern used, will show different strengths and weaknesses in reading.
- Children must be taught on or near the levels at which they read if progress in reading is to occur.
- Many factors interpret your child's reading grade; both the grade and level on which he/she is reading must be looked at together.

PHYSICAL EDUCATION:

Students receive a regular program of physical exercise and activities intended to develop their growing bodies and provide for good physical exercise and activities for good physical conditioning. The basic objectives of the program are to:

- Develop and maintain maximum physical efficiency
- Develop useful physical skills
- Act in socially useful ways
- Promote wholesome physical recreation

A pupil who is ill or has a disability, which necessitates a "limited" physical education program must have a doctor's statement to the effect.

ART:

Students are exposed to different art mediums and provided an opportunity to express themselves through these. Students are able to develop an appreciation of our cultural heritage and the contribution of art to our lives. Students begin by learning the differences in media, types of lines and work with primary colors. The student, as he/she progresses, will learn to mix colors to achieve desired tints, shades and hues while learning to evaluate the creative expression of others and demonstrating sensitivity toward well-done work.

MUSIC:

The music program is designed to teach students basic musical skills and to expose them to different types of music, thus enhancing their appreciation of different forms of music. All students will participate in musical performances.

LIBRARY:

Each elementary student will have the opportunity to use the library at least once a week during a regularly scheduled library time. Pupils are permitted and encouraged to check- out books, reference materials, etc. Pupils are expected to pay for lost or damaged books. Students will learn research skills and use of the Dewey Decimal System.

COMPUTERS:

Every student will have the opportunity to attend computer class once a week. Students will be taught proper computer skills.

COUNSELING:

Students will have the opportunity to participate in a weekly classroom guidance activity which will be centered around objectives such as abstinence from drug/alcohol/tobacco use, conflict resolution, family relations, friends, study skills, careers, getting along with others, etc. In addition, students may go to the counselor for individual problems.

TITLE I READING:

Students are identified and provided with individualized help on reading.

AT-RISK PROGRAM:

Students who are at-risk of not being successful in school are identified through pre-existing criteria. A plan is developed to help the student with identified problem areas.

Virtual Education Courses

Information regarding the Missouri Course Access and Virtual School Program (MOCAP) can be found by going to the following website https://mocap.mo.gov/.

It is the responsibility of the parent to read this handbook and help your child understand the guidelines and policies presented for the benefit of all students. If you have any questions or concerns, please call the office at 788-2543, ext. 2001 to set up an appointment with the principal.