



# **Alton R-IV Elementary School**

*Home of the Comets*

*2025-2026 Student Handbook*

**Mrs. Holly Reese, Superintendent**

[hollyreese@alton.k12.mo.us](mailto:hollyreese@alton.k12.mo.us)

**Mr. Jason Andrews, Elementary Principal**

[jasonandrews@alton.k12.mo.us](mailto:jasonandrews@alton.k12.mo.us)

<http://alton.k12.mo.us>

505 School Street

Alton, MO 65606

417-778-7217

# ALTON R-IV 2025-2026 CALENDAR

School begins at 7:45 A.M. and ends at 3:17 P.M.

**August 12-14** PD/Work Days  
**August 20** First Day of School  
**August 29** No School

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 1-2** Christmas Break Continued  
 NO SCHOOL  
**January 5-** PD Day- No School  
**January 6** Classes Resume  
**January 16-** No School  
**January 19-** MLK, Jr. Day No School

**September 1** Labor Day  
**September 26** Conference PD Day

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**February 6** No School  
**February 12** Parent/Teacher Conf.  
 Dismiss at 12:47 PM  
**February 13** No School  
**February 16** Presidents' Day No School

**October 9** End of 1st Quarter  
**October 10** No School  
**October 23** Parent/Teacher Conf.  
 Dismiss at 12:47 PM  
**October 24** No School  
**October 31** PD Day-No School

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March 5** End of 3rd Quarter  
**March 6** No School  
**March 16-20** Spring Break

**November 17** No School  
**November 24-28** Thanksgiving Break

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**April 3-6** Easter Break

**December 19** End of 2nd Quarter  
**December 22-31** Christmas Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May 14** End of 4th Quarter  
 Last Day of School-Ddismiss at 12:47  
**May 15** Retirement Ceremony/Work Day  
**3rd Quarter** - 38 Days  
**4th Quarter** - 42 Days  
**Semester 2** - 80 Days

**1st Quarter** - 34 Days  
**2nd Quarter** - 42 Days  
**Semester 1** - 76 Days

**PROFESSIONAL DEVELOPMENT DAY** **FIRST DAY OF SCHOOL** **NO SCHOOL** **END OF QUARTER** **PTC DISMISS 12:47** **LAST DAY OF SCHOOL-DISSMISS 12:47**

- If school is closed for inclement weather for more than 7 (seven) days by the end of the day on January 15, 2026, then January 19, 2026 will be used as an additional instructional day.
- If school is closed for inclement weather for more than 10 (ten) days by the end of the day on February 12, 2026, then February 16, 2026 will be used as an additional instructional day.
- If school is closed for inclement weather for more than 14 (fourteen) days by the end of the day on March 13, 2026, then all 3 (three) days of March 16, 17, & 18, 2026 will be used as additional instructional days.
- Also, if either of January 19, 2026 or February 16, 2026 are utilized as an additional instructional day(s), credit will be given for the day(s) attended when calculating the more than 14 days of school being closed due to inclement weather on the March 13, 2026 deadline.

*Dear Students, Parents, and Guardians:*

*This Handbook has been published to provide a quick reference guide to the procedures, expectations, and guidelines that will ensure a safe, positive learning environment. It contains essential information about our school as well as important Alton Board of Education policies. Additionally, important information regarding our district calendar, contact information, expectations for attendance and behavior, and district guidelines are provided.*

*Parents and guardians are encouraged to read the Handbook carefully and discuss the content with their child. We also encourage you to keep the Handbook for future reference.*

*Please sign and return the form below to your child's teacher no later than August 29, 2025, confirming that you have received and read the contents of this handbook.*

*We look forward to what the 2025-2026 school year has to offer!*

*For more information concerning the Alton Elementary Handbook, Board Policies, and Public Notices, please visit our school website at: [www.alton.k12.mo.us](http://www.alton.k12.mo.us).*

*Respectively,*

*Mr. Jason Andrews  
Elementary School Principal*

Please detach below this line and return the signed portion to your child's teacher.

-----

My child, \_\_\_\_\_ (grade \_\_\_\_\_), and I  
have received a copy of the Alton Elementary Parent/Student Handbook and have read and  
discussed the contents together.

\_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

Comments:

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# District Technology Guidelines

## ACCEPTABLE TECHNOLOGY USE AGREEMENT

### **Intent of district provided technology**

The School District of Alton R-IV ("District") provides all students a district-issued computing device. The intent of providing this technology is to provide students modern learning tools to enhance the learning opportunities and environment. Students may have access to additional technology opportunities as part of the educational programming offered.

### **Student use of Internet applications and educational technology**

Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and educational technology tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).

In order for the District to provide your student with the most effective web-based tools for learning, we shall abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated not by the District, but by third parties. These parties include Google Workspace for Education and other similar educational programs and apps. This platform is where we actively maintain the currently approved list that has met with both our Alton R-IV standards and federal guidelines such as COPPA and FERPA.

In order for students to use some of these programs and services, basic personal identifying information, including student's name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account and is monitored by the teacher using the resource.

### **District provided Internet access**

The District will provide students access to the Internet in multiple ways. The District educational network will provide filtered Internet access while on school premises. All District Chromebooks are filtered regardless of network. The District uses Children's Internet Protection Act (CIPA) compliant filtering technology to provide a safe and secure learning environment. While providing opportunities for students to explore personal learning opportunities offered by complete access to the Internet, it is impossible to filter all inappropriate content. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others. Access to the above material is strictly prohibited.

The computers and computer accounts given to students are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and must be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited, to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, commercial online services, bulletin board systems, and email systems) that are accessed directly or indirectly from the District's computer facilities. These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy.

### **Student and parental device responsibilities**

A district issued computing device will be provided to all students. Students and parents are responsible for the care of this device upon issuance until collection. Damage to this device will result in charges to the student in accordance with Board approved student fees. District-issued computing devices are district property. As such, use of district-issued computing devices, even off school premises, still fall under the acceptable technology usage agreement. District-issued computing devices are filtered and Internet activity tracked using CIPA compliant filtering software.

# District Technology Guidelines

Inappropriate use of a district issued computing device off school premises may result in disciplinary action as specified in the Alton R-IV School District Student Handbook. The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation. A system user may appeal the suspension or revocation within seven calendar days. The District coordinator or designee will conduct a hearing, but the Principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Your signature on this AUP Agreement constitutes your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, student ID number, and user name to the following educational web-operators: Google Apps for Education and the operators of additional web-based educational programs which the District may deem necessary during the upcoming academic school year. A listing of the websites and apps approved for use by the District, along with links to the privacy policy for each can be found on the district webpage.

## Student behavior guidelines

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users are responsible for all transactions made using their passwords;
4. Users are not allowed to bring CD-Roms or flash drives from home or others sources and load them onto any computer;
5. Users shall not harass, insult, or attack others;
6. Users shall not damage computers, computer systems, computer networks, or computer data;
7. Users shall not use another user's login;
8. Users shall not trespass in the folders, work, files, or data of others;
9. Users shall not intentionally waste user time and resources;
10. Users shall not use Internet access for any commercial activity;
11. Users shall not use Internet access for political lobbying;
12. Users shall abide by all federal, state, and local laws;
13. Users shall not enter into non-educational chat rooms on the Internet;
14. Users shall act as good digital citizens and comply with district expectations.

**Parent signature is required HERE for student computer and Internet access at Alton Elementary:**

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (print)

\_\_\_\_\_  
Grade level of student

**Internet Access Waiver** (Parent signature below indicates waiving of student computer and Internet access).

☐ I am the parent or legal guardian of the student named below ("Student"). **Permission is NOT granted for my student to have the District default filtered access to the Internet. The waiver excludes district online curriculum, related district approved curriculum tools, required state online assessments and required district online assessments.** These exclusions include Google Workspace for Education and approved applications. Additional resources may be added as district curricular resources and mandated assessments change.

\_\_\_\_\_  
Parent or Legal Guardian Signature *(sign ONLY for student below to NOT use computers/Internet except for required uses stated above)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (print)

\_\_\_\_\_  
Grade level of student

# Foreword

## Welcome to Alton Elementary School!

It is an honor to have you as a member of our school family and we look forward to what the 2025-2026 school year has to offer. We have high expectations for our students and are committed to providing them with a safe, high quality learning environment. The faculty and staff at Alton Elementary School will make every effort to be a positive example to students. Our hope is that students will leave Alton Elementary School with the skills, habits, and work ethic necessary to be successful in the future.

Elementary students are beginning a journey through important formative years of their education. Students are developing fundamental skills and knowledge in reading, math, and social studies, as well as discovering their unique talents in art and music. Students at this age are learning important personal and social skills, as well as building an appreciation for physical health and wellness. The concepts connected to science, technology, and engineering encourage student creativity and can even launch some into future careers. Our mission at Alton Elementary School is to inspire and equip our students to be lifelong learners and leaders, and we are honored to partner with parents and guardians on this academic journey.

Alton administrators and instructional staff members believe that this handbook will help both parents and students to be properly informed about matters that concern all of us. Academic and extracurricular opportunities, routine procedures, special events and activities, disciplinary rules and consequences for misbehavior, and special programs and services are included in this handbook along with important building and district guidelines and policies. The Alton R-IV School Board and District administration work closely together to establish reasonable goals for our schools district needs and provide an environment conducive to learning. Please take the time to read each section so that you become familiar with expectations and regulations that govern our school. We believe a quality education takes teamwork between students, parents, and the school. We look forward to helping our students reach their potential and watching them make a positive impact on our community in the future!

For School Board minutes, complete Board policies, school links, and other information such as calendars, school activities, and many other functions of the District, please visit our website at: [www.alton.k12.mo.us](http://www.alton.k12.mo.us).

Mr. Jason Andrews  
Elementary Principal  
[jasonandrews@alton.k12.mo.us](mailto:jasonandrews@alton.k12.mo.us)

Mrs. Holly Reese  
Superintendent of Schools  
[hollyreese@alton.k12.mo.us](mailto:hollyreese@alton.k12.mo.us)

Alton Elementary School  
OFFICE HOURS  
7:25 AM – 3:30 PM  
(417) 778-7217  
EXT. 2223

## Alton R-IV School Board

Mrs. Kelly Stubblefield.....	President
Mr. Chris Johnston.....	Vice President
Mrs. Becky Granger.....	Treasurer
Mr. Brad Fettig.....	Board Member
Mr. Mark Holman.....	Board Member
Mr. Bart Kernodle.....	Board Member
Mr. Kody McIntire.....	Board Member
Mrs. Kelli Reed.....	Board Secretary

# ALTON R-IV SCHOOL DISTRICT



The **MISSION** of the Alton R-IV School District is to inspire and equip Comet Country to be lifelong learners and leaders.

The **VISION** of the Alton R-IV School District is to cultivate an exceptional learning environment where curiosity and growth are celebrated throughout Comet Country.

## ALTON R-IV SCHOOL DISTRICT BELIEVES:

- in meeting each student's individual needs in a safe and secure environment.
- in taking care of the whole child.
- in empowering students to reach their fullest potential.
- students are most successful when supported by the district and community.
- the district thrives in a positive climate and culture.
- in accountability at all levels.
- relationships are the backbone of our school family.
- in using data to make informed decisions.
- decision making should involve all stakeholders.
- in cultivating relationships with our community.

CONTINUOUS SCHOOL IMPROVEMENT PLAN 2024-2027



# District and Building Staff

## CENTRAL OFFICE STAFF

Holly Reese .....	Superintendent
Tasha Reeves .....	Director of District Services
Sherri Orr .....	Payroll Clerk
Kelli Reed .....	Board Secretary

## ELEMENTARY STAFF

Dana Allen.....	Title I
Jason Andrews.....	Principal
Kenzie Arasmith.....	Music
Samantha Bandy .....	First Grade
Jesse Bridges .....	First Grade
Victor Bridges.....	Bus Driver
Hannah Brown .....	Second Grade
Codey Bryant.....	Bus Driver
Wesley Buckner.....	Bus Driver
Robbie Butler .....	Custodian
Tequila Campbell.....	Paraprofessional
Abby Casey .....	Administrative Assistant
Danielle Chronister.....	Preschool
Danielle Deckard.....	Paraprofessional
Brittany Fettig .....	Second Grade
Pam Gilliland .....	Psychological Examiner/Records
Beverly Goans .....	Special Education Director
Marie Goode.....	Paraprofessional
Jerry Granger .....	Transportation Director
Misty Hitch .....	Kindergarten
April Holesapple .....	Third Grade
Ashley Hollis.....	Kindergarten
Carli Holman .....	Second Grade
Eric Honeycutt.....	Physical Education
Grey Huddleston .....	School Resource Officer
Brandon Hunt .....	Fifth Grade
Amy Janes .....	Librarian
Denise Jett.....	Bus Driver
Morgan Johnson .....	Parents as Teachers
Rick Johnson.....	Bus Driver
Cassidy Lapham .....	Fifth Grade
Amber Leonard.....	Third Grade
Christy Lowry .....	Food Services
Melissa McCann.....	Bus Driver
Catherine Medlin.....	Bus Driver
Ronnie Medlin.....	Custodial/Maintenance Supervisor
Laura Morgan .....	Paraprofessional
Jamey Morrison .....	Bus Driver
Kendall Morrison.....	Third Grade
Celsie Morrow .....	Speech Pathologist
Tiffany Orchard .....	Fourth Grade
Kelley Orr .....	Food Services
Shayna Poole.....	Technology Director
Patricia Rich.....	Food Services
Linda Richardson .....	Food Services
Zackary Richardson .....	Custodian

# District and Building Staff

Shirley Russell.....	Paraprofessional
Roxie Shaffer.....	Bus Driver
Maggie Smith.....	Fifth Grade
Amber Sisco.....	Food Services Director
Gabe Trobaugh .....	Fourth Grade
Kasey Vater .....	Paraprofessional
Allison Warren .....	Title I
Casey Warren .....	Nurse
Jodi Watson .....	PLTW/Engineering
Leslie Weyland .....	Nurse
Annie Whitten .....	Art
Cassie Willard .....	Kindergarten
Lisa Willard .....	Preschool Aide
Tonya Willard.....	School Counselor
Aaron Wright.....	Special Education
Amanda Wright .....	First Grade

# Handbook Overview

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# Introduction

## ARRIVING AT SCHOOL

Students arriving at school can enter the main doors or the Multi-Purpose Building beginning at 7:25 AM. Students will go directly to their classrooms to check in with their teacher and begin morning work. Any student wanting to eat breakfast will return to the cafeteria for breakfast between 7:25 - 7:45 AM. The cafeteria closes breakfast promptly at 7:45 AM. Students will be marked absent if they have not arrived at school by 8:00 AM.

## BUILDING HOURS

Building Hours are from 7:25 AM to 3:30 PM. Students are not permitted to be in the buildings outside of these hours unless under the supervision of Alton R-IV faculty or staff. Please refrain from dropping students off in the mornings before the building is open, as we are not able to ensure supervision of students.

## DAILY SCHEDULE

The elementary school building is available for student entry at 7:25 AM each school day. Students are expected to be in class when the 7:45 AM bell rings. Students are expected to be in class on time. Classes begin promptly at 7:45 AM.

## DISMISSAL PROCEDURES

School will dismiss at 3:17 PM unless specified otherwise. To ensure that all students leave campus and arrive home safely, students are encouraged to make transportation arrangements in advance. Unless students are participating in scheduled activities after school, supervised by an Alton R-IV employee, they should have transportation home no later than 3:30 PM. The School Resource Officer or Alton Police Department may be contacted if a student consistently does not have transportation home by 3:30 PM. Students are not allowed in the building after school without district employee supervision and must proceed to their proper destinations at dismissal.

## EMERGENCY CONTACT NUMBERS

Students, parents or guardians are asked to list at least two local emergency contact telephone numbers on each student's enrollment form. Contacts should be people who can act in their place in the event of an emergency. If students, parents, or guardians fail to list emergency numbers, the school reserves the right to act on the child's behalf.

## LEAVING SCHOOL EARLY

If a student must leave early during the school day, a parent or guardian must contact a staff member in the office. Parents MUST come into the front office to sign students out of school unless prior arrangements have been made.

## LUNCH & RECESS SCHEDULES

<u>Grade Level</u>	<u>Lunch Time</u>	<u>Lunch Recess</u>	<u>Extra Recess</u>
Kindergarten	10:45-11:05 AM	11:05-11:25 AM	9:30-9:50 AM
1st Grade	10:45-11:05 AM	11:05-11:25 AM	9:30-9:50 AM
2nd Grade	11:15-11:35 AM	11:35-11:55 AM	2:00-2:20 PM
3rd Grade	11:15-11:35 AM	11:35-11:55 AM	2:00-2:20 PM
4th Grade	11:45-12:05 PM	12:05-12:25 PM	-----
5th/Grade	11:45-12:05 PM	12:05-12:25 PM	-----
Preschool AM	-----	-----	9:10-9:25 AM
Preschool PM	-----	-----	1:05-1:20 PM

# General Information

## BOARD OF EDUCATION POLICIES

Board of Education policies are available in the Superintendent's office and in the Alton Elementary School Principal's office. District and building accountability report cards are published in the local newspaper and are available for viewing at the Superintendent's office. Core and elective curriculums may be viewed at the Superintendent's office or at each individual building in the principal's office.

## CANCELLATIONS

The district makes every effort to decide whether to cancel school as early as possible so parents can be alerted and make arrangements accordingly. The decision is announced immediately via social media and local news media. Automated phone messages will be sent to parents who have completed and returned the ONLINE PORTAL login information. Parents may also opt-in to receive text message alerts on the same form.

## CHANGE OF ADDRESS

Students must advise the main office located in the elementary school building of any change in address during the school year.

## COMMUNITY RESOURCES AND SERVICES

Numerous community resources and services are available to eligible students and families. These services include recreational opportunities, counseling and medical services, food pantries, rentals, and support services. Please contact the School/Family Coordinator or building counselor for more information.

## HOTLINE & RESOURCE NUMBERS

Samaritan Outreach Center 1-417-257-7792 Tel-Link 1-800-835-5465

National Crisis Hotline 988

Local Crisis Hotline 911

Public Health, West Plains 1-417-256-7078

Birthright 1-417-256-1313

Parental Stress Hotline 1-800-662 HELP (4357)

MOCARS – MO Crisis Access Response System 1-800-356-5395/417-257-6762

Bureau of Special Health Care Needs 1-800-451-0669/1-417-895-6905

Trauma Informed Schools Initiative Website: <http://motraumaschools.com>

## DISCLOSURE OF PHOTOGRAPHS, IMAGES, AND RECORDINGS

The district uses photographs, digital images, and video/audio recordings for educational and safety purposes. Images and recordings that the district maintains are subject to the Missouri Open Meetings and Records Act ("Sunshine Law"), and any person may request to view or obtain a copy of an image or recording by contacting the district's custodian of records. Parental approval is not required when students are photographed, videotaped, or recorded by a representative(s) of the school district for purposes of safety, maintenance of discipline in school or on school buses, any purpose related to a co-curricular or extracurricular activity, or any purpose related to regular classroom instruction (Examples include but are not limited to newspaper releases, social media, the school paper, etc.).

Throughout the year, media representatives (newspapers, television and periodical publishers) may be on campuses to videotape and/or photograph students in school-related activities or events. Parents may deny permission ("opt out") for their children to be photographed or videotaped by notifying the principal in writing.

# General Information

## CELL PHONES AND PERSONAL ELECTRONIC DEVICES (PEDs)

To prevent disruptions, cell phones, personal electronic devices (PEDs), including Smart Watches are NOT allowed during school hours (7:25 AM to 3:30 PM), unless directed otherwise by a staff member. Students will have access to classroom technology, therefore, personal tablets are not to be brought to school. **Devices must be stored in backpacks, purses, or bags and kept in silent (non-vibrating) mode.** Students who misuse devices are required to forfeit it to a staff member, where it will be stored in the office. Students may retrieve their device from the office when the school day ends. Students who refuse to forfeit their electronic device for misuse or if repeated offenses occur, will be subject to disciplinary action. Students who bring devices to school are responsible for their care. The district is not responsible for preventing or investigating theft, loss, damages or vandalism to devices brought on campus.

## DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. The student dress code has been designed with the goal of balancing these competing interests. When, in the judgment of the principal, a student's appearance disrupts the educational process, the student may be required to make modifications. Examples of prohibited apparel include but are not limited to the following:

- Obscene, vulgar, or profane slogans or images promoting violence or disrespect shall not appear on clothing or accessories worn at school or at school-sponsored events.
- Clothing and accessories that contain advertisements promoting alcohol, tobacco, or drug-related products shall not be worn at school or at school-sponsored events.
- Overly bulky clothing or coats which could conceal weapons shall not be worn at school or on school campus.
- Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
- Hats or head coverings are not permitted to be worn in the school building except for special events or settings approved by the principal. Religious exemptions may apply; however, approval must be given by the principal.
- Shoes must be worn at all times. Roller skating shoes ("Heelys") are not to be worn at school. Slippers or house shoes are not appropriate footwear.
- Sunglasses are not to be worn in the school building unless approved by the principal.
- Pajamas or sleepwear are not permitted to be worn at school except for special events announced by the principal.
- Revealing clothing (i.e., strapless or backless tops, shirts showing the bare midriff, torn tee shirts, etc.) are not to be worn.
- Clothing visibly exposing underwear or undergarments (i.e., sagging pants) is not allowed in the building.
- Holes or tears in jeans above mid-thigh are not allowed.
- All shorts, dresses, and skirts worn at school must be no shorter than mid-thigh.
- Leggings, spandex, and yoga pants may be worn but only with dresses or shirts which cover to mid-thigh.

## ELECTRONIC COMMUNICATION

Staff members are expected to maintain courteous and professional relationships with students and parents/guardians. Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

# General Information

## ENROLLING AT SCHOOL

School enrollment is open to all children between the ages of 5 and 21 years old, whose parent(s) or guardian(s) reside within the Alton R-IV School District's boundaries. To enroll, the parent or guardian must provide a birth certificate and proof of residency such as a utilities bill, homeowner's document, or rental agreement. Missouri State Statute also requires all students to have on file evidence of compliance concerning immunizations before attending school (POLICY JHCB). Parents should provide immunization records or proof of exemption to enroll. Students who are serving a suspension or who have been expelled from their previous school will not be allowed to enroll at Alton R-IV Schools until the term of the suspension or expulsion has expired.

## FIELD TRIPS

Field trips often enhance the instructional program and add much to a student's education. **Students must meet behavior and attendance requirements to be eligible to attend.** Each student must have prior parental consent to attend field trips. Absences for school sanctioned field trips will be excused. It is the student's responsibility to contact their teacher(s) prior to the trip and have all missing assignments completed by the due date. Students who are not eligible will be expected to attend school and complete alternative assignments. Those who do not qualify for field trips and who miss school will be counted absent. Students assigned to ISS (RESET) or OSS on the date of the field trip are not allowed to attend until their suspension has been completed. The parent/guardian should notify the school nurse or health services of any health/medical condition(s) requiring management on the field trip.

## FOOD AND OPEN CONTAINERS

All food and drinks should be consumed in the cafeteria and students are expected to dispose of empty food and drink containers in the trash cans provided. Staff members are not responsible for heating student lunches. Student lunches from home should be ready to eat during the student's lunch period. Students must remain in the cafeteria until they have finished eating and will not be permitted to go into undesignated areas during lunchtime unless they have permission. Water is the only drink allowed outside of the cafeteria. Only water bottles or clear containers with lids are permitted in the hallways or classrooms. All food items and drinks are subject to search. **Energy drinks, powders, tablets, and gummies are prohibited and are not allowed at school.**

## FUNDRAISING AND CLUB ACTIVITIES

The Principal must approve all club and building-level staff activities and fundraising efforts. Each fundraiser must have a designated purpose before the beginning of sales, and the projects must be carried out in cooperation with the Principal. Except for fundraisers sponsored by a school organization and approved by the administration, no items may be sold or traded on the school premises or on school buses. All clubs must be approved and led or sponsored by a staff member.

## INFINITE CAMPUS PARENT PORTAL

The student information system – Infinite Campus Parent Portal – provides parents and students access to school information via the Internet. This information includes the student's course schedule, attendance record, and grades for recorded assignments and tests, as well as several other useful features. To find out more about Infinite Campus, please contact the office.

## LATE ARRIVALS AND LEAVING EARLY

It is very important for your child to arrive at school on time and remain at school the entire day, unless injury or illness occurs. Students who arrive at school any time after the morning bell, including any time throughout the day, **MUST** report to the office with an adult to sign them in. Students who have not arrived by 8:00 AM will be counted absent. Absences, tardies, late arrivals, and leaving school early will all be recorded in Infinite Campus. If your child must leave early, an adult **MUST** report to the office and sign the child out. Students are not permitted to leave the school grounds during the school day at any time by themselves. Parents requesting release of the child for dental and doctor appointments or emergencies must make the request in the office. Only the principal, or his/her appointed representative, has the authority to release children from school. Teachers cannot release children from class unless so requested by the school office. This rule is to guarantee the safety of all children in the school.

# General Information

## MAKEUP WORK

The time allowed for make-up work to be completed for full credit will be two days per day missed. Makeup work will be equal to, but not necessarily identical to, the missed assignment. Students are encouraged to begin their make-up work as soon as possible and before they return to school. Students are expected to participate in regular classroom activities upon their return, and all makeup work should be completed outside of regular class time or during recess.

Students are responsible for initiating and completing all class work to be made up when they have an absence. For each absence, the student will be granted two days to complete and submit make-up work. Test, term papers, notebooks, etc., which have been announced prior to the absence, are due on the day the student returns to school.

A parent may request homework through the main office by phone (778-7217) if multiple days of absence are predicted or may use the individual teacher email to request assignment information.

A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day, unless excused by administration in advance. In order to participate in a Saturday activity, a student must have prior approval by an administrator when absent on Friday.

## SCHOOL MEDICATION POLICY

Student medications should be given at home if at all possible. This decreases the chance of errors such as missed or forgotten doses. **MEDICATIONS WILL ONLY BE GIVEN DURING SCHOOL HOURS BY COMPLYING WITH THESE GUIDELINES:**

1. Medication consent form must be completed and signed.
2. **PRESCRIPTION MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER WITH THE LABEL INTACT AND LEGIBLE.** Ask your pharmacist for a bottle for school use. Medications given on a regular basis (Inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time. **MEDICATIONS WILL ONLY BE GIVEN DURING SCHOOL HOURS IF PRESCRIPTION STATES: AT NOON, EVERY FOUR HOURS OR EVERY SIX HOURS. THREE TIMES A DAY MEDICATION WILL NOT BE GIVEN DURING SCHOOL HOURS.**
3. Over-the-counter medication must come in the original container and must have a signed Medication Consent Form on file to be given at school.
4. All medication must be turned in at the Nurse's Office. NO MEDICATIONS MAY BE SENT ON THE BUS.
5. Medication bottles will be sent home when the medication course is completed or expires. Questions concerning this policy may be directed to:

Leslie Weyland, Alton R-IV School District (417) 778-7215

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences provide an opportunity for parents and teachers to connect and discuss the student's academic progress, social development, and overall performance at school. Parent/Teacher Conferences will be scheduled each semester and parents are encouraged to attend if at all possible. Additional conferences may be scheduled throughout the year to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference should contact the school to arrange an appointment. Conferences should be scheduled during the teacher's plan time or before or after school.

## PROFESSIONAL QUALIFICATIONS OF STAFF

According to the Every Student Succeeds Act of 2015 (Public Law 114-95), parents can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which they are providing instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, their qualifications. Parents may request this information from the Superintendent of Schools, Mrs. Holly Reese.

# General Information

## SCHOOL RESOURCE OFFICER

Alton R-IV Public Schools employs a School Resource Officer (SRO). The officer is interactive daily in schools across the district. The goals of the SRO program include bridging the gap between the officers and students, increasing positive attitudes toward law enforcement, and proactively reducing crime. The officer strives to build a rapport between police, students, and staff to work toward providing a safer learning environment.

## SCHOOL SECURITY PERSONNEL

In order to promote a safe learning and work environment for students and staff, the Alton R-IV School District has designated one or more district employees as School Security Personnel. The primary duty of School Security Personnel is to quickly respond to life-threatening situations where a weapon may be necessary to protect individuals on district property. School Security Personnel has authority to use reasonable force against any person on school property in accordance with the law and security training (Board Policy ECA-1).

## TECHNOLOGY

The Alton R-IV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. The purpose of the district's technology guidelines facilitate access to district technology and create a safe environment for all users. The Acceptable Use Policy (AUP) is posted in computer labs, the library, and other locations. No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in place of a parent. Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of the district policy, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The district will monitor the on-line activities of minors and operate a technology protection measure on all computers with Internet access as required by law.

## TELEPHONE USE

Phones in school offices are for **school business only**. Student use of the school phone should be for emergencies only.

## TEXTBOOKS & INSTRUCTIONAL RESOURCES

Textbooks and district-approved digital resources are furnished free of charge by the Board of Education. In most classes, textbooks and digital resources are provided based on one per student and are assigned to the student at the beginning of the year. The student must return physical textbooks at the end of the year or upon withdrawal from school. The student must pay for a book if it is lost or unduly damaged.

## TRANSPORTATION

Each year, parents or guardians, with the exception of divorced parents with a joint physical custody agreement, must provide one primary address where their child may be transported to by the school bus. A secondary address should also be listed that can be used in the event of a family emergency. Transportation will not be provided to any other address. If it is necessary to deliver a student to an address other than the two provided to the school, this must be confirmed by a face-to-face contact with the parent/guardian. (Parents must provide the school with a copy of joint physical custody agreement). In addition, students will not be released to persons not identified on the list of people allowed to pick up the student as provided by the parent/guardian at the time of registration. Changes made to this list must be made in person. Address changes must be submitted in writing two (2) days prior to the change implementation. Please give the bus driver at least two weeks to solidify the bus arrival times. If you have any questions, please contact the transportation department at 417-778-7217 ext. 1228. Any student without written or verbal permission for changes to their normal schedule will be sent to their primary address as usual.

The privilege of riding a school bus is extended to students who meet school district mileage guidelines and conduct themselves safely and orderly while on the bus. The assignment of each student's bus stop is based on the primary address for the student listed in the District's Student Database. Students are not allowed to ride buses other than the bus to which they are assigned except if there is an additional babysitter or relative with whom the child stays regularly. If a situation requires that a student ride a different bus than they normally ride, the parent/guardian should send a request in writing to the school in advance. **Only bus-eligible students are allowed to ride the bus.**



# General Information

The driver is responsible to the school Administration for ensuring the following regulations are enforced. The State of Missouri carefully developed regulations covering public school transportation and constituted the basis for safe and efficient transportation for public school students. Safety comes first in student transportation.

Students who disrupt or otherwise distract the driver will be issued a Report of Bus Conduct filled out by the driver and delivered to the school for action. School officials will decide the level of action taken and may include denial of bus transportation for a specific period depending on the severity and frequency of the incident.

## TRANSPORTATION RULES & REGULATIONS

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter. Students should never stand in the roadway while waiting for the bus.
3. Riders must not extend arms or heads out of the windows at any time. Students shall not throw objects about the vehicle nor out the windows.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement. Students are asked to report damage to the vehicle to the driver.
8. Riders are not permitted to leave their seats while the vehicle is in motion. Riders must wait for the vehicle to come to a complete stop before moving from their seats.
9. Permission to open windows must be obtained from the driver.
10. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation. A rider may be assigned a seat by the driver.
11. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously. Younger passengers should sit near the front of the bus, if possible.
12. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
13. Live animals, balloons, or glass are **NOT** allowed on the school bus.
14. Students will remain in a seated position at all times, which will best allow them to protect themselves in case of an accident (no lying down, standing on knees, leaning in aisles, etc.). Students shall keep feet off the seats.
15. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus or immediately after the students have disembarked.
16. School buses are considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other riders may have his/her school bus transportation suspended. The building principal or superintendent shall address bus conduct issues with riders who fail to comply with bus regulations.

# General Information

## TRANSPORTATION CHANGE MESSAGES

Transportation changes should only be made on an emergency basis. If transportation arrangements change during the school day, please contact the elementary office **NO LATER THAN 2:30 PM**, and we will make sure your child gets to a safe location. Last minute changes often result in confusion for students, staff, and caretakers.

Transportation phone calls should only be made in emergencies, and should not occur frequently. When students are unsure of their end of the day transportation, it is difficult for them to focus on their school work to reach their greatest potential both academically and socially. Parents and guardians who make changes frequently will need to meet with school administration to seek solutions on how to prevent future emergency transportation changes. **Only in emergency situations, students may be allowed to ride to another designated stop on their assigned bus route. If this option is not available, students will be kept at the school until an authorized person on the pickup list comes to get them.**

## VISITORS

We value communication between parents, district patrons, and the school. However, in order to protect instructional time and maintain a safe learning environment, all parents and visitors must report to the main office when they arrive on campus. All visits should be pre-arranged with the teacher or office, and occur during the teacher's plan period to avoid interrupting the instructional process. Visitors must be screened through the visitor management system and receive a pass. School-aged children not enrolled in the district are not permitted to visit.

## WITHDRAWAL FROM SCHOOL

Parents of children leaving the district should notify the school a few days before the last day of attendance and enroll their child into a new school as quickly as possible. The Missouri Department of Family Services may be contacted if the child has not been enrolled into a new school within ten days from withdrawing from our district. Library materials, texts, and other school property must be returned before the student's last day, and fines for lost or damaged books or equipment must be paid.

## BUILDING DRILLS AND PROCEDURES

### FIRE DRILLS

It is necessary that we have a plan for getting students out of the building in case of an emergency. Each year, we have "fire drills" to acquaint students with how to leave the building in an orderly manner.

Fire drills will be signaled according to the protocol currently in place. The students are to leave the rooms immediately and proceed in a brisk walk to the exits designated in each room. The instructions to follow during these fire drills will be posted in each room. Teachers will acquaint all students with which exit to use if the drill occurs while they are in their room.

All students should be instructed to walk briskly but not to run. They should proceed to the outer walks and remain outside the building until an "all clear" announcement (or one long ring) is heard. They should then return to their classes quietly and immediately.

### TORNADO DRILLS

To prepare for tornadoes, the school will conduct "tornado drills" to familiarize students with the proper tornado procedures. Tornado drills will be signaled according to the protocol currently in place. Each room will have a designated area for students and staff to congregate during the drill. This information will be posted in every room. Everyone should go immediately to their area and get in proper position against the walls away from windows and doors.

### BUS EVACUATION DRILL

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through five at least once per semester. The Driver or transportation department will direct students through the emergency evacuation process.

# General Information

## EARTHQUAKE SAFETY for MISSOURI SCHOOLS

**The New Madrid Seismic Zone (NMSZ) Extends 120 Miles Southward** from Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and down to Marked Tree, Arkansas. The NMSZ consists of a series of significant, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and the Mississippi River in three places, and the Ohio River in two.

**The New Madrid Seismic Zone and surrounding region are Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted yearly. The fault releases a shock of 4.0 or more, capable of minor local damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### Know What to Do When the Shaking BEGINS:

- DROP, COVER, and HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops, and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### Know What to Do AFTER the Shaking Stops:

- Check yourself for injuries. Protect yourself from further danger by wearing long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it is leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, and HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained was extracted from the American Red Cross website*

*[http://www.redcross.org/services/prepare/0\\_1082\\_0\\_241\\_00.html](http://www.redcross.org/services/prepare/0_1082_0_241_00.html), Missouri State Emergency Management Agency website*

*(<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>).*

*School Districts could distribute this flier to each student annually to satisfy the requirements of RSMo 160.455.*

## EMERGENCY ALERT PLAN (LOCKDOWN PROCEDURE)

It is necessary that we have a plan for keeping students safe in the case of an emergency. Each year we will conduct lockdown drills with students to familiarize them with the procedures.

**Failure to comply with this policy will result in 10-90 days of out-of-school suspension.**

**Non-Emergency Lockdown** – This code will be announced when a lock down is needed and there is no threat to the safety of students or staff. Students are to immediately return to the assigned classroom if they are in the halls or restroom. While no threat to student safety would seem to be involved with this announcement, all lockdown procedures must be followed until the announcement is made to return to normal procedure.

**Lockdown** – This code will be announced when imminent physical danger is possible (or has already occurred). This could be someone with a gun (or other weapon) or a hostage situation perhaps. Students are to report immediately to the NEAREST classroom that has an adult supervisor. If a room is not available they are to exit the building at the safest exit possible.

# Attendance

## ATTENDANCE POLICY

Research shows that there is no better predictor of student academic success than regular, punctual attendance. The attendance procedures of Alton R-IV Schools are established to encourage and enforce good attendance habits. Parents, guardians, students, and the district all share in the responsibility of encouraging regular attendance. When students miss school, regardless of the reason, they miss an educational opportunity which is lost forever. For this reason and in conjunction with the Missouri Compulsory Attendance Law (167.031 RSMO), student attendance will be closely monitored and intervention strategies implemented, if necessary. A student who attends school on a regular basis makes better grades, has higher levels of achievement, and is better prepared to pursue a career after graduation.

Parents are encouraged to notify the school on the day of the absence to report the student's non-attendance. All unexcused absences, **except for school-sponsored events**, will count against the student's days absent. Parents are encouraged to schedule doctor and dental appointments after school hours, if possible. Attendance emails are scheduled to automatically send to parents every Friday.

### The following absences are determined as excused:

- School-related activities and field trips.
- Medical appointments, with written appointment confirmation by medical provider.
- Funeral, with written excuse from a parent\guardian. The principal may require a program or other evidence of attendance as additional verification.
- Religious observances, with written excuse from a parent\guardian.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from a parent\guardian.
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

**Unexcused:** Any absence that does not qualify as either an excused absence or a school-related absence.

## ATTENDANCE INTERVENTIONS

Excessive absenteeism is defined as missing eight (8) or more unexcused days of school per semester (excluding school-sanctioned events). Class begins at 7:45 AM. Students who have not reported to class by 8:00 AM will be considered absent. To promote good attendance and prevent absenteeism, the following interventions will be used:

- The parent/guardian will receive an automated phone call before lunch if their child is absent.
- An email will be sent to parents every Friday if their child has been absent that specific week.
- An administrator will have a conference with the student on the student's fifth (5) unexcused absence.
- Administration will contact the parent on the student's seventh (7) unexcused absence.
- Students who accumulate eight (8) unexcused absences may be required to serve after-school attendance recovery.
- Students who exceed ten (10) unexcused absences within a semester may be reported to the Department of Social Services on the basis of educational neglect.

# Attendance

## **AFTER SCHOOL ATTENDANCE RECOVERY**

Students who acquire eight (8) or more unexcused absences within a semester will be assigned after school attendance recovery. The purpose of attendance recovery is to allow students who exceed the attendance policy a chance to recuperate those missing hours, as well as motivate them to attend school regularly. Once a student accumulates eight (8) unexcused absences, they will be required to serve four (4) hours of attendance recovery for each unexcused absence exceeding the attendance policy. For example, if John Doe missed eight (8) unexcused days of school in the first semester, he would be required to serve four (4) hours of attendance recovery. If John Doe missed nine (9) unexcused days, he would need to make-up eight (8) hours of attendance recovery, and so on. Attendance recovery takes place Monday through Thursday from 3:30-4:30 PM, unless specified otherwise. Students will be supervised by a teacher and will work on missing assignments or foundational academic skills. Parents and guardians will be responsible for providing transportation home. Students are required to complete their recovery hours before they can participate in extracurricular activities. Students who do not complete the prescribed hours before the last day of school, may be assigned summer school or reported to the Department of Social Services for educational neglect.

## **EXCELLENT ATTENDANCE**

Excellent attendance will be recognized at the close of each quarter and at the Awards Ceremony at the end of the school year. To earn excellent attendance, students must not exceed more than two (2) absences per quarter, or more than eight (8) absences for the entire school year. Unless a student is attending a school-sponsored trip, they must physically be at school and in their assigned classroom(s) for the entire day to earn this excellent attendance.

## **PERFECT ATTENDANCE**

Perfect attendance will be acknowledged at the close of each quarter and at the Awards Ceremony at the close of the school year. To earn perfect attendance, students must physically be at school and in their assigned classroom(s) each day, 100% of the time for the entire school year. School-sponsored trips are the only exception to this rule. Students who earn perfect attendance will receive \$50 or more worth of gifts and be recognized at the Awards Ceremony.

## **TARDINESS**

A Tardy is defined as a student not being within the classroom when the tardy bell begins. All teachers will close their doors when the bell rings for class to begin. Any student not in the room will be considered tardy. The only exception to this is if he/she has a written note from a staff member. A student must check in through the office if arriving more than five minutes after the first hour tardy bell. He/ she must enter his first hour class with a note from the office. A student will be called to the office on their fourth accumulated tardy.

# Academic Services

## STUDENT'S RIGHTS AND RESPONSIBILITIES

### Each Student Has the Right To

- A. Have the opportunity for a free education in the most appropriate learning environment.
- B. Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive to the educational process).
- C. Be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing prohibited materials.
- D. Expect that the school will be a safe place with no fear of bodily harm.
- E. Expect an appropriate environment conducive to learning.
- F. Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- G. Expect to be fully informed of school rules and regulations.

### Each Student Has the Responsibility To

- A. Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
- B. Respect the human dignity and worth of every other individual.
- C. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- D. Study diligently and maintain the best possible level of academic achievement.
- E. Be punctual and present in the regular school program.
- F. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- G. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- H. Refrain from gross disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- I. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school-sponsored activities.
- J. Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.

## ACHIEVEMENT TESTS

The district's policy on student participation in statewide assessments is made available in the district's office for public viewing. All elementary students will be given achievement tests in April. Students in grades 3-6 will take the Missouri Assessment Program (MAP) tests in Communication Arts and Math. In addition to this, fifth grade students will take the MAP Science test. If you have concerns about your child's participation in state-sponsored testing, please contact the building principal or testing coordinator.

The MAP tests classify students' performance on a four-step scale of achievement. The levels are *Below Basic*, *Basic*, *Proficient*, and *Advanced*. Alton Elementary will recognize and honor students who achieve *Proficient* or *Advanced* levels when state assessment scores are received.

## DYSLEXIA SCREENING

The Alton R-IV School District shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force created under section 633.420. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support.

# Academic Services

## ENROLLMENT AND AGE REQUIREMENTS

Pre-registration is held in the elementary school during the spring. Dates for the pre-registration are announced through the school and local news media. At this time, parents registering kindergarten students for the next year are also encouraged to make an appointment for kindergarten screening.

Enrollment for elementary students who did not attend an Alton R-IV school the preceding year is held in the elementary school during August. At enrollment, parents will receive a student supply list, school lunch information forms, enrollment forms, bus regulations (if applicable), letters of information, insurance forms, and other valuable information. To enroll, the parent or guardian must provide a birth certificate and proof of residency such as a utilities bill, homeowner's document, or rental agreement. Missouri State Statute also requires all students to have on file evidence of compliance concerning immunizations before attending school (POLICY JHCB). Parents should provide immunization records or proof of exemption to enroll. Students who are serving a suspension or who have been expelled from their previous school will not be allowed to enroll at Alton R-IV Schools until the term of the suspension or expulsion has expired. Transfer students must have a copy of their birth certificate, social security number, and immunization record before being allowed to enroll in school. Parents/guardians are responsible for providing the school with emergency contact numbers to protect the students. Parents/guardians must provide proof of residency within the district boundary when registering students.

Enrollment may take place at any time at the school the child will attend, although schools are closed during June and July. Parents need not worry about their child's records if moving into the District. The enrolling school will request those records.

**Entrance Age:** A student must be five years old before August 1 to enter kindergarten and six years old before August 1 to enter first grade. This is a state requirement.

## GRADING

### Progress Reports

Progress reports will be sent home with students at mid-term. This is an excellent opportunity for parents/guardians and students to evaluate the academic progress being made. Both teachers and parents should emphasize a variety of factors. These include regular attendance, cooperation in classes and groups, attentiveness, accuracy in following directions, habits of effective study, an initiative of work with self-direction in worthwhile activities, and other traits listed on the student's progress report or report card. If there are any questions or concerns, parents are encouraged to schedule a conference with the teacher(s) so that these may be addressed.

### Report Cards and Grading Scale

Student report cards will be sent to parents at the end of each quarter. Students in grades PreK-2 will follow a standards-based grading system. The grade scale is as follows: *4 - Advanced, 3 - Proficient, 2 - Basic, 1 - Below Basic*

Students in grades 3-5 will follow the letter grading system. The grading scale is as follows:

A 95-100	C- 70-72
A- 90-94	D+ 66-69
B+ 86-89	D 63-65
B 83-85	D- 60-62
B- 80-82	F 59 and below
C+ 76-79	
C 73-75	

Reminder: Parents may view their child's grades, discipline issues, attendance, etc. via the Parent Portal. To gain access to this portal, a form must be completed and returned to the main office.

# Academic Services

## **Recognition of Academic Achievement**

At the end of the semester, recognition of academic achievement is published based on the following scale:

Principal's List	A or above
Scholastic Honor Roll	A– or above
Honor Roll	B– or above

## **HOMEWORK**

The administration and teaching staff at Alton Elementary believe that homework is an important and necessary part of the school experience. We encourage parents to become involved in their child's education by observing their child as he or she completes homework. This will give the child an opportunity to ask questions and provide parents with opportunities to support and understand their child's progress.

## **RETENTION**

The Board of Education, administration, and staff of the Alton Elementary School District are dedicated to the progressive and maximum educational development of each student. The district personnel have a responsibility to place pupils at a level that will ensure suitable academic, social, and emotional growth. Student retention will be considered as an educational tool after all regular and special services have been employed to help the child establish a base for further learning.

Students normally progress from task-to-task and level-to-level determined by individual diagnosis, prescription, and teaching. Student retention will be considered as an educational tool after all regular and special services have been employed to help the child establish a base for further learning.

The Missouri Reading Retention Act states that, if a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate school staff shall discuss whether the student should be retained in grade level, based on a consideration of all relevant factors, including the reading deficiency, the student's progress in other subject areas, and the student's overall intellectual, physical, emotional, and social development. The retention of students will be considered on the basis of the student's best interest. Each case will be decided on its own merits. The primary factor to be considered when deciding whether a student should be retained is academic achievement. However, other factors such as social and emotional maturity, education history, age, physical size, attitudes, school attendance, etc., must also be reviewed carefully.

The principal upon the recommendation of the teacher and/or parent, and consultation with other personnel, will make the final decision concerning the student for the ensuing year. The recommendation to parents that their child be retained will occur only after a very thorough and complete professional analysis has been completed. Because retention must be based on the firm commitment that it would benefit the child, the recommendation will be a team decision using the combined knowledge of all professionals working with the student. The staff should be aware of the research of the retention issue and board policy.

## **Guidelines for Retention**

1. Children will normally be retained only one time during their elementary school career.
2. Except under unusual circumstances, retention when found advisable should occur during the first three years.
3. A staffing MUST be held to review the data prior to discussion with the parent. The following must be included in the staffing: principal, classroom teacher, specialist (e.g., Title I or resource room teacher), and the counselor.
4. Appropriate assessment data (e.g., reading test scores, a measure of intellectual ability and/or current academic achievement; teacher, counselor, and/or principal observations; Light's Retention Scale) must be collected prior to staffing.
5. In making the judgment to retain a student, reading level should be one of the conditions considered in the decision. Both formal and informal methods of assessment shall be used in determining individual reading achievement.
6. Parents should agree to the retention. While we will strive to gain parent approval and support, the school board policy is very clear that school districts make the final decision.



# Academic Services

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

The Parent/Teacher Organization (PTO) provides liaison services between the home and the school and advocates for children and youth. The PTO supports the *Giving Tree*, which provides quality used clothing, shoes, and essentials for students in need. Parents who desire to use these services may contact the principal's office or school nurse for additional information. The organization is involved in many programs devoted to combating drug abuse and crime affecting students. All parents are urged to join the PTO. Patrons who do not have school-aged children in the district may also join. For more information, please contact Tonya Willard at [tonyawillard@alton.k12.mo.us](mailto:tonyawillard@alton.k12.mo.us).

## **STUDENT FILES AND PERMANENT RECORDS**

Permanent records for all students are kept in the office and are available for viewing by parents/legal guardians upon request. This record includes family records, attendance, grades in school subjects, and standardized test scores. Parents should report any change in the required enrollment information so we may keep our records up-to-date.

## **SPECIAL EDUCATION SERVICES**

Students are referred for special education evaluations by teachers and parents. Services may include the speech and language program, behavior disorders program, learning disability program, and/or educable mentally handicapped program. Students are referred to the speech and language clinician by teachers and parents for evaluation of sound usage, language skills, voice quality, and fluency of speaking. Students in need of speech and language services meet with the speech clinician and/or other resource teachers for individual or small group classes.

A behavioral disorders program is to help children who have specific behavior tendencies or patterns that may affect their learning in the regular classroom. A learning disability program is to help children who have special learning patterns. An EMH program is designed to aid students who perform at a level significantly lower than their peers. Specialized instruction is given to help them develop their maximum skill levels. These programs are supported with state and federal funds. Children must be tested and parents are invited to attend a staffing where it is determined whether the child is placed in a resource program. Parent permission is required in writing before students are placed in a program.

## **TITLE I SCHOOL-WIDE PROGRAM**

Title I is a program funded by the federal government to provide special help to those students whose achievement indicates a need and who attend schools that qualify according to federal guidelines. Title I math and reading teachers are provided through federal Title I funding. These teachers work with the teacher in the regular classroom and help support the classroom teacher's program by helping children who are having difficulty in basic skill areas. Emphasis of programs and funds is placed on educational needs of the students as identified by parents and teachers, and supplemental staffing provides professional development for teachers or student interventions.

## **VIRTUAL COURSE ENROLLMENT (MOCAP)**

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school. It was previously known as Missouri Virtual Instruction Program (MOVIP). Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program. MOCAP's mission is to offer Missouri students equal access to high-quality courses and interactive online learning that is neither time- nor place-dependent.

A student or the student's parent/guardian must request district approval before the student may enroll in a district-sponsored virtual course or a Missouri Course Access and Virtual School Program (MOCAP) course through the district. The principal or designee, in consultation with the student's parents/guardians and other relevant staff (such as the school counselor), will determine whether a requested course is appropriate or there is good cause to refuse the student enrollment in the course. When applicable, a student's individualized education program (IEP) or Section 504 team will make the initial decision on whether a student with a disability is approved to enroll in a virtual course. For more information, visit <http://mocap.mo.gov>

# Student Services

## EARLY CHILDHOOD

The Board recognizes the critical importance of the early years in determining the educational development of children and, insofar as resources permit, encourages programs designed to help meet the physical, emotional, social and intellectual needs of preschool-age children. The preschool program is available if the child reaches the age of three before August 1 of the school year in which he or she plans to enroll. Children who qualify and are enrolled will be placed in either the AM or the PM preschool class.

The district will provide services to students with disabilities beginning at age three in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law. Early Childhood Special Education (ECSE) services are available for qualifying preschoolers, ages 3-5, who have developmental skill delays. Services include complete diagnostic evaluations and educational intervention services through an ECSE teacher.

## FOOD SERVICE PROGRAM

Alton School provides a breakfast and lunch program for students. Payments may be made in advance by the day, week, or quarter. Meal charges are not to exceed \$20.00. Lunch balance emails are scheduled to automatically send to parents every Friday. Parents/guardians are responsible for paying for their child's meals and extra milk, or applying for free/reduced meals. Prices are as follows:

	Breakfast	Lunch
Adults	<u>\$2.70</u>	<u>\$3.90</u>
Elementary Students	<u>\$2.00</u>	<u>\$2.40</u>
Reduced	\$0.30	\$0.40

All students are required to eat in the lunchroom. This includes students who bring lunches from home. All students are expected to observe good manners and obey lunch room rules. Throwing of food or other inappropriate behavior will not be tolerated. Public Law 95-166 required the USDA to restrict the sale of non-nutritious foods in participating schools. Therefore, students and staff are discouraged from taking deliveries for lunch.

## Free & Reduced Meals

Alton R-IV Schools will honor the Free and Reduced Priced Meals Program eligibility standards authorized by the USDA. Parents are encouraged to complete and submit the Free & Reduced Meals form found on the DESE website: <https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information>. The forms are kept highly confidential and applications will be sent home on the first school day, or may be picked up from the office.

## Unpaid Meal Charges

The district recognizes adequate nutrition is essential for students' mental, physical, and academic growth. All children (grades K-12) participating in the national school breakfast program and the national school lunch program, whether free, reduced, or paid rate, will receive a fully reimbursable breakfast or lunch meal that meets USDA requirements regardless if they do not have adequate money in their student accounts or in hand to cover the cost of the meal at the time of service. If a student does not have adequate money to cover the cost of a meal, they will be allowed to charge the cost of a fully reimbursable meal. Students and parents will be notified of the deficit balance of their account in person, by phone, or by email. You can access a full copy of the APPLICATION at <https://fns-prod.azureedge.us/sites/default/files/resource-files/SP16-2023a2EnglishApp.pdf>. A new free and reduced meal benefit application must be filled out yearly to receive benefits (unless the student is directly certified).

## HEALTH SERVICES

The school nurse's office is located in the elementary building. The school nurse or office staff will notify the parent/guardian if a student is ill at school. In order to prevent other students from becoming sick, students who are ill will be sent home. **If students have missed due to fever, vomiting, or diarrhea, they must be fever-free, vomit-free, and diarrhea-free for 24 hours prior to returning to school.**

# Student Services

## **Physical Examinations and Screenings**

Screening tests for vision, hearing, and growth will be done at the nurse's discretion.

The Nurse will periodically check students for head lice and nits. Students found to have head lice will be excluded from school. Readmission will depend on successful treatment with pediculicide (prescription medicine or non-prescription- RID, etc.) and complete removal of all lice and nits. Children will be rechecked for readmission to school. If not clear, the child will be sent home for continued treatment.

Parents/guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. No invasive exams will be conducted.

Alton Elementary is a Trauma Informed School. We take a "trauma informed approach" when responding to symptoms of chronic interpersonal trauma and traumatic stress. More information and parent resources can be found at The Missouri Department of Elementary and Secondary Education's website below:

[https://dese.mo.gov/media/pdf/cnsl-traumainformed\\_parent\\_resources](https://dese.mo.gov/media/pdf/cnsl-traumainformed_parent_resources)

## **HOMEBOUND EDUCATION**

Homebound services may be provided virtually or in person for any student who cannot attend regular classes for an extended period due to illness or injury (grades K-12). To qualify, a student must have a medical/health condition prohibiting school attendance for at least ten consecutive school days or more. The student's Physician (MD, DO, Psychiatrist, Psychologist, or School Psychologist) must complete the homebound application. Nurse Practitioners, Physician Assistants, or Chiropractors cannot sign a homebound application.

## **HOMELESS, MIGRATORY, AND ENGLISH LANGUAGE LEARNERS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information regarding homeless/migratory learners, contact Sydney Colbert (417) 778-7216, or for English language learners, contact Tonya Willard (417) 778-7217.

## **IMMUNIZATION LAW**

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district-sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law. Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

## **KINDERGARTEN SCREENING**

Each spring parents and prospective kindergarten pupils are encouraged to participate in screening activities at school. The screening gives the school enrollment information and provides an orientation for parents and students. Prospective kindergarten students not screened at this time will need to be screened in the fall before the start of school.

## **LOST AND FOUND**

All items lost or found should be reported to the office. To help eliminate confusion, children's coats, sweaters, etc., should be marked with their name for identification. Students are encouraged to look in the lost and found box.

# Student Services

## MOHEALTH FOR KIDS PROGRAM

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years of age or be a primary caregiver with a child under the age of 19, not covered by health insurance (including Medicaid), and a US national, citizen, legal alien, or permanent resident. You may apply for this benefit online at: <https://mydss.mo.gov> or call 1-888-275-5908 for more information.

## PARENTS AS TEACHERS

Parents as Teachers (PAT) is available for children ages 0-5 to provide appropriate and useful information and guidance to parents on what skills their children will be mastering at each stage of development and what parental practices could help with that development. The program helps parents feel more confident in themselves as parents and promotes children's eagerness to learn so that they can be successful when they reach kindergarten. The program also detects delays, potential problems, and advanced abilities at an early age so that parents can get the appropriate help. PAT assists families in interfacing with other community agencies to help serve the TOTAL needs of the family. An important goal of PAT is to promote a home-school partnership as early as possible. Services include personal visits, group meetings, and screening.

## PERSONAL PROPERTY

Students are discouraged from bringing personal property to school except when necessary. Students are not allowed to buy, sell, or trade personal items at school. Students should not bring large amounts of money or other items of value to school. Personal property, including purses, should not be left unattended or unsecured at any time. *NOTE: The school is not responsible for lost, damaged, or stolen personal items.*

## PHYSICAL EDUCATION

The general objective of the elementary school physical education program is to provide a comprehensive program of physical activities, which will consist of a series of physical fitness tests supported by vigorous activities, such as calisthenics, rhythms, tumbling, posture, relays, sport skills, and games. Each student will be required to participate in this program unless excused for health reasons by the child's physician. Exception to this rule would be temporary illness of short duration. A written statement from the parent will suffice. All children should wear tennis shoes and dress accordingly on the day for physical education.

## PLACEMENT OF STUDENTS

When selecting teachers for students, our goal is to place students in the best classroom possible for them to learn. The teachers, counselor, and principal work closely together to select a classroom roster where students can be successful. Following a thorough review, the principal will make the final determination. Once a student has been placed in a particular classroom, the expectation is for that placement to remain for the entire school year.

## RECESS

Students are not permitted to stay in their classrooms during recess periods unless they have their teacher's permission. If you or your doctor wish your child to remain inside because of health problems, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored up to one week. **Parents should secure a note from the child's doctor when they request additional time beyond one week.**

## ROOM PARTIES & FOOD GUIDELINES

Parents are welcome to attend the Fall Festival first semester, the Valentine's Day party second semester, as well as other special events that will be announced throughout the year. Parents must sign-in at the lobby when they arrive and wait for the designated time before going to the classrooms.

# Student Services

In order to protect instructional time, birthday parties at school are limited to students and staff members. Birthday treats may be brought to the classroom by the student or dropped off at the office by the child's parent or guardian. Teachers will distribute the birthday treats during snack time or at a time causing the least disruption to instructional time.

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. DESE Guidelines have changed regarding snacks in schools. A suggested tool for determining acceptable foods brought in for parties and celebrations can be found at <http://www.foodplanner.healthiergeneration.org/products>. A list of suggested party foods will be provided.

## SCHOOL COUNSELING PROGRAM

The district provides comprehensive counseling services for all students in grades Pre-K through 12. Each district school is served by one or more professional school counselors trained to provide prevention and intervention services to students by addressing their academic, personal, social, and career development needs.

School counselors help students discover talents and abilities, understand and cope with feelings, learn skills for managing their use of time, and develop positive relationships with adults and peers. Our counselor works with students, parents, teachers, administrators, and the community through a balanced program of direct and indirect services.

The program is considered an integral part of each school's total educational program. The school counselor may work with students individually or in groups. It is important that each student knows their school counselor well and should not hesitate to ask for assistance or support. Professional School Counselors place a high value on parents' contribution to their student's progress in school. Parents are encouraged to contact the school counselor at any time. School counselors can make referrals to community organizations for students and families who need assistance with private therapy, behavioral support, and family resources. Contact the Alton Elementary Professional School Counselor, Tonya Willard (417) 778-7215.

## SCHOOL PICTURES

Color pictures are taken each fall. A picture of each child is needed to use in the office for identification and permanent records. All children should have their pictures taken, but parents are not required to purchase pictures. Payment for pictures must be made in advance.

## SUICIDE AWARENESS & PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students. District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis. Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff, or in other curricula as may be appropriate.

## TRANSPORTATION TO SCHOOL EVENTS

Alton Elementary School provides transportation to extra-curricular events (ex: field trips, choir, band, etc.). As such, students are required to ride to and from school-sponsored events on school provided transportation. The only exception is when a student is released to the physical care and custody of their parent or legal guardian by the **EVENT SPONSOR**. A student may ride home with their parents provided the parents notify the activity sponsor face-to-face prior to the student leaving the activity. **Students may not ride home with other students or anyone other than their parents/ guardians from traveling activities.** Any student violating this policy may face suspension from extracurricular activities. If a severe discipline issue arises, a parent or guardian will be responsible for retrieving and resuming custody of the student. Disciplinary action may be taken if the above procedure is not followed.

# Student Conduct/Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. At Alton Elementary School, our top priority is to provide all students the best education possible. Students who deprive themselves, or other students of this right, will be subject to corrective action when necessary. **No code can be expected to list each and every offense that may result in disciplinary action;** however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action(s). This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

## **BEHAVIOR EXPECTATIONS**

Consistent behavior expectations create a climate that is conducive to learning. The Alton Elementary School Behavior Plan provides consistent behavior expectations and encourages students to take responsibility and **PRIDE** in all settings such as: the cafeteria, classroom, hallways, playground, restroom, and school bus. The teacher will use the appropriate action steps to maintain an orderly classroom environment. If the teacher exhausts all options and the behavior(s) continue, the student will be sent to the principal. Repeated negative behaviors and major discipline infractions will be referred directly to the principal and the behavior will be dealt with accordingly. Teachers and the principal reserve the right to question students without parental consent when a situation warrants investigation. Following the investigation and if a consequence is assigned, the principal will contact the parent or guardian.

## **BEHAVIOR PLAN**

### **Minor Behavior Examples**

- |                          |                                       |                       |
|--------------------------|---------------------------------------|-----------------------|
| *Excessive talking/noise | *Late/incomplete assignments          | *Sleeping             |
| *Lack of effort          | *Misusing personal electronic devices | *Excessive teasing    |
| *Horseplay               | *Not following classroom procedures   | *Unprepared for class |

### **Mid-Level Behavior Examples**

- |                          |                                   |                              |
|--------------------------|-----------------------------------|------------------------------|
| *Abusing school property | *Disrespectful conduct            | *Lying                       |
| *Cheating                | *Dress code violation             | *Physical aggression         |
| *Defiance                | *Insubordination/non-compliance   | *Public display of affection |
| *Disrespectful speech    | *Leaving class without permission | *Tardy/late for class        |

### **Major Behavior Examples**

- |                         |  |                                |
|-------------------------|--|--------------------------------|
| *Alcohol use/possession | *Fighting                              | *Threats                       |
| *Arson/or attempt       | *Harassment                            | *Tobacco/Vape use/possession   |
| *Assault                | *Sexual misconduct                     | *Vandalism                     |
| *Bullying               | *Stealing                              | *Uncontrollable speech/conduct |
| *Drug use/possession    | *Technology violation (sexual/violent) | *Weapons use/possession        |

### **Action Steps:**

#### **Addressing Minor & Mid-Level Behaviors**

1. Verbal reprimand, conference w/student
2. Assign minor consequence, contact parent
3. Assign office referral

- |          |                               |
|----------|-------------------------------|
| <b>P</b> | Be <b>P</b> repared           |
| <b>R</b> | Be <b>R</b> espectful         |
| <b>I</b> | Show <b>I</b> ntegrity        |
| <b>D</b> | Make Good <b>D</b> ecisions   |
| <b>E</b> | Give Your Best <b>E</b> ffort |

# Student Conduct/Discipline

## ADMINISTRATIVE CORRECTIVE ACTIONS

**Corporal Punishment (Policy JGA-2)** may be used as a corrective measure to maintain student discipline. If found necessary, it should be administered by an administrator, and always in the presence of a teacher. It should never be inflicted in the presence of other students, nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle, and the student's parent or guardian will be contacted.

**Lunch Detention (Policy JGB)** may be assigned to students by the principal as a corrective action.

**In-School-Suspension (Policy JGB)** may be assigned as a corrective action to maintain student discipline. In-School-Suspension (ISS), or RESET at the elementary, will take place in an isolated setting and will be supervised by a teacher or qualified staff member. It will be assigned by an administrator, and the student's parent or guardian will be contacted. Students assigned to ISS will be allowed to complete assignments for full credit; however, they are expected to bring all needed resources and supplies to ISS. Students who do not stay engaged or cooperate will be subject to further disciplinary action. Students are not permitted to participate in school sponsored activities until their full suspension has been served.

**Out-of-School Suspension (JGD)** may be assigned to maintain student discipline. The principal may assign Out-of-School Suspension (OSS) up to ten (10) days for an offense. An administrator will contact the parent or guardian when OSS is determined. Students may submit missed assignments for full credit providing that all of the work is completed within two school days of returning from OSS. Students are not allowed to participate in, or attend school sponsored activities, or be on any district property until the suspension has been fully completed. Violation of this provision will be considered a separate offense (see Student Conduct/Discipline). Final approval for make-up work will be at the discretion of the administration.

**Restitution (JFCB)** will be required for a student who damages school-purchased property. Students may also be subject to paying restitution if they damage another person's private property on school grounds. Payment shall be assessed by the principal, or a designated person, in accordance with the price of property damaged. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

## REPORTING TO LAW ENFORCEMENT

It is the policy of the Alton R-IV School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## CONDITIONS OF SUSPENSION, EXPULSION, & OTHER DISCIPLINARY CONSEQUENCES

All students who are serving OSS or who are expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

# Student Conduct/Discipline

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

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences."

## DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

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

## SEARCHES BY SCHOOL PERSONNEL

School desks and other district property are provided for the convenience of students and, as such, are subject to periodic, unannounced administrative searches. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

## MISSOURI SAFE SCHOOLS ACT

The Missouri Safe Schools Act of 1996 was enacted to protect students from violent acts at school and create a healthy learning environment. To maintain a safe learning environment for all students, the Alton R-IV School District has adopted policies on student discipline and will communicate the policy guidelines and expectations to students and their families. Alton R-IV Schools require that a parent or court-appointed legal guardian must accompany their child when registering. The parent or guardian must provide a form of proof that the student is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian or caretaker of the child to provide, upon enrollment, a sworn statement indicating whether the student has been expelled from school attendance in this state or any other state for weapons, alcohol, drugs or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. A hardship or good cause is the basis for a waiver to be granted by the district board and an adverse decision is appealable. Any person submitting false information in satisfying residency registration requirements is guilty of a Class A misdemeanor. The school board may institute a civil action to recover costs of education for any student whose registration was based on false information.



# Student Conduct/Discipline

## BULLYING POLICY

### GENERAL

In order to promote a safe learning environment for all students, the Alton R-IV Public School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### DEFINITIONS

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

*School Day* – A day on the school calendar when students are required to attend school.

### DESIGNATED OFFICIALS

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### REPORTING BULLYING

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

# **Student Conduct/Discipline**

## **BULLYING POLICY**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **CONSEQUENCES**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, and removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, and prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **POLICY PUBLICATION**

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

### **ADDITIONAL SCHOOL PROGRAMS AND RESOURCES**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

# **Student Conduct/Discipline**

## **BULLYING POLICY**

### **TRAINING AND EDUCATION**

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

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

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

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

## **PROHIBITED CONDUCT**

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. 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.

# Student Conduct/Discipline

## PROHIBITED CONDUCT

### **ACADEMIC DISHONESTY**

Cheating on tests, assignments, projects; plagiarism; claiming credit for another person's work; fabrication of facts, sources of other supporting material; unauthorized collaboration; facilitating academic dishonesty; using personal electronic devices during an assessment; and other misconduct related to academics.

First Offense: No credit for work, grade reduction, alternative assignment, and/or corrective action from administration.

Subsequent Offense(s): No credit for work, grade reduction, course failure, removal from extracurricular activities, and/or corrective action from administration.

### **ALCOHOL & DRUGS** **(POLICY JBCH)**

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

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

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

Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, 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: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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 out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

### **ARSON**

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

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

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, or corporal punishment. Restitution if appropriate.

### **ASSAULT**

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

# Student Conduct/Discipline

## PROHIBITED CONDUCT

### **ASSAULT (cont'd)**

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

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

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

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

Subsequent Offense: Expulsion.

### **BULLYING & CYBERBULLYING (POLICY JFCF)**

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

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or corporal punishment.

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

### **BUS OR TRANSPORTATION MISCONDUCT (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.

### **DISHONESTY**

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

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension or corporal punishment.

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

### **DISRESPECTFUL OR DISRUPTIVE SPEECH OR CONDUCT (POLICIES AC & ACA (if illegal harassment or discrimination is involved))**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

# Student Conduct/Discipline

## PROHIBITED CONDUCT

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

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

### **FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY**

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

**Subsequent Offense:** Restitution. Detention or in-school suspension.

### **FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINE ACTIONS**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

### **FALSE ALARMS (also see "THREATS OR VERBAL ASSAULT")**

Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

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

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

### **HARASSMENT & SEXUAL HARASSMENT**

**(POLICIES AC & ACA [note that additional provisions of the code of conduct may apply to the student's behavior])**

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

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

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

# Student Conduct/Discipline

## PROHIBITED CONDUCT

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

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

**Any Offense:** 10-180 days out-of-school suspension or expulsion.

### **HAZING (POLICY JFCG)**

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

**First Offense:** In-school suspension or 1-180 days out-of-school suspension or corporal punishment.

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

### **INCENDIARY DEVICES OR FIREWORKS (POLICY JG-R1)**

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

**First Offense:** Confiscation. Warning, principal/student conference, detention, corporal punishment or in-school suspension.

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

### **NUISANCE ITEMS**

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes. Students are not allowed to buy, sell, or trade personal items at school.

**First Offense:** Confiscation. Warning, principal/student conference, detention, in-school suspension, corporal punishment.

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

### **PUBLIC DISPLAY OF AFFECTION**

Physical contact that is inappropriate for a school setting including, but not limited to groping, holding hands, hugging, and kissing.

**First Offense** ~ Conference, detention, or ISS.

**Subsequent Offense(s)** ~ Detention, ISS, 1 – 10 days OSS.

# Student Conduct/Discipline

## PROHIBITED CONDUCT

### **SEXUAL MISCONDUCT**

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

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

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

### **SEXTING &/OR POSSESSION of SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL (POLICIES AC & ACA)**

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, in-school suspension 1-180 days out-of-school suspension, corporal punishment, or expulsion.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment, or expulsion.

### **TECHNOLOGY MISCONDUCT (POLICIES JG & R1)**

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

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or corporal punishment.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, corporal punishment or expulsion.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation: principal/student conference, detention, in-school suspension, or corporal punishment.

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

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or corporal punishment.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, corporal punishment or expulsion.

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



# Student Conduct/Discipline

## PROHIBITED CONDUCT

**First Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or corporal punishment.

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

### **THEFT**

Theft, attempted theft or knowing possession of stolen property.

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

**Subsequent Offense:** Return of or restitution for property. 1-180 days out-of-school suspension, corporal punishment or expulsion.

### **THREATS OF VIOLENCE TOWARDS PERSON OR PROPERTY 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 out-of-school suspension, corporal punishment or expulsion.

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

### **TOBACCO**

Possession of any tobacco products, electronic cigarettes, “vaping products”, other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any school-sponsored activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

**First Offense:** Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension or corporal punishment.

**Subsequent Offense:** Confiscation of prohibited product. Detention, in-school suspension, 1-10 days out-of-school suspension or corporal punishment.

Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

**First Offense:** Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, 1-3 days out-of-school suspension or corporal punishment.

**Subsequent Offense:** Confiscation of prohibited product. In-school suspension, 1-10 days out-of-school suspension or corporal punishment.

### **TRUANCY OR TARDINESS** **(POLICY JED & PROCEDURES JED-AP1 & JED-AP2)**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**First Offense:** Conference, detention, 1-3 days in-school suspension, or corporal punishment.

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

# Student Conduct/Discipline

## PROHIBITED CONDUCT

### **VANDALISM**

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

First Offense ~ Restitution. Detention, ISS, 1 – 180 days OSS, or expulsion.

Subsequent Offense(s) ~ Restitution. Detention, ISS, 1 – 180 days OSS, or expulsion.

### **WEAPONS (POLICY JFCJ)**

Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 57010, RSMo.

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

Subsequent Offense: 1-180 days out-of-school suspension, corporal punishment, or expulsion.

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

First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

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

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

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

**BEHAVIOR NOT COVERED** – The school district reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules. EXTRA-CURRICULAR and CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

The Alton School District desires to provide activities for students in a wholesome, healthy, drug-free environment. Participation in extra-curricular and co-curricular activities provides students with opportunities that cannot be duplicated in the classroom experience. Educational research has demonstrated repeatedly that a high correlation exists between participation in activities and academic achievement. Extra-curricular and co-curricular programs seek to develop leadership abilities, as well as the mental, physical, social, emotional and moral well-being of student participants. An excellent extracurricular and co-curricular activities program promotes school spirit and loyalty in addition to preparing students to make a positive contribution to their society. Students must understand that to represent their school and fellow students as a participant in the activities program is a privilege, not an inherent right. Being a part of an extracurricular activity places additional responsibilities upon students. Student participants are ambassadors for their school and community. *They are in the public eye and thus, their personal conduct must always be above reproach.* They have an obligation to create a favorable image and gain the respect of fellow students, teammates, and members of the Alton community. You represent an ALTON COMET. Act accordingly.

Program sponsors and coaches are expected to be of high character, modeling positive attitudes and characteristics to their students. Winning should always be stressed but never at the expense of lowering any moral or legal standard as outlined by the Alton School District, Board of Education, the Missouri State High School Activities Association, or rules of the contest. Although participation in extra-curricular and co-curricular activities is viewed to be of great value for the total development of the student, participation must necessarily be of secondary importance to the student's academic development. The successful completion of the regular program of studies leading to graduation from high school must be primary.

# Public Notices and Policies

## **Asbestos Hazard Emergency Response Act of 1986**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA), was enacted recently by Congress, AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. An asbestos management plan has been developed for our facilities, which includes: notification procedures, education and training of our employees, plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos containing materials. A copy of this management plan will be available for your inspection in our administrative office during regular office hours. We will be implementing the asbestos management plan and taking whatever steps are necessary to insure your students and our employees have a healthy safe environment in which to learn and work.

## **Commitment to Compliance under the Americans with Disabilities Act (ADA) (Policy AC)**

### **NOTICE OF NONDISCRIMINATION**

The School District of Alton R-IV Board of Education is committed to maintaining a workplace and educational environment free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. Per law, the district strictly prohibits discrimination and harassment against employees, students, or others based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The School District of Alton R-IV is an equal-opportunity employer. Inquiries regarding compliance with applicable statutes may be directed to Holly Reese, [hollyreese@alton.k12.mo.us](mailto:hollyreese@alton.k12.mo.us). Superintendent at Alton R-IV Public Schools, 505 School Street, Alton, MO 65606, or by telephone at 417-778-7216.

All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the Superintendent at Alton R-IV Public Schools, 505 School Street, Alton, MO 65606, or by telephone at 417-778-7216. Interested persons, including those with impaired vision or hearing, can also obtain information about the existence and location of services, activities, and facilities accessible to and usable by disabled persons by calling the Special Services Director, Beverly Goans.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the School District of Alton R-IV, R-IV (District) are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

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

The District has established grievance procedures for persons unable to resolve problems arising under the listed statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request. The section below titled Every Student Succeeds Act Of 2015 (ESSA) Complaint Procedures outlines procedures for reporting allegations of discrimination or harassment. Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade; the District assures it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 who are under its jurisdiction. Special Education 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 District provides the following assurance that it will provide information and referral services necessary to assist the State of Missouri in implementing early intervention services for infants and toddlers eligible for the Missouri First Steps program.

# Public Notices and Policies

## **The Family Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII or education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

## **Notice for Directory Information (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Alton R-IV School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Alton R-IV School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Alton to include this type of information from your child's education records in certain school publications. Examples include a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Alton R-IV School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing as directed. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. Alton R-IV School District has designated the following information as directory information: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

# Public Notices and Policies

In addition to general directory information, the following limited-directory information the district maintains about a personally identifiable student may be disclosed to school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release the information. Please notify the district if you do not want this information released.

The public school has developed 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. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

## **Free and Appropriate Public Education under Section 504 (FAPE)**

All 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 (20), 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, multihandicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. All 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).

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 (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 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 each 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 your school district. In the Alton School District contact:

Mrs. Holly Reese  
505 School Street, Alton, MO 65606  
Phone 417-778-7215.

The public school 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 early intervention programs.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give *consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED):

- a) Political affiliations or beliefs of the student or student's parent
- b) Mental or psychological problems of the student or student's family
- c) Sex behavior or attitudes
- d) Illegal, anti-social, self-incriminating, or demeaning behavior
- e) Critical appraisals of others with whom respondents have close family relationships
- f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- g) Religious practices, affiliations, or beliefs of the student or parents
- h) Income, other than as required by law to determine program eligibility.

# Public Notices and Policies

## 2. Receive notice and an opportunity to opt a student out of:

- a) Any other protected information survey, regardless of funding
- b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law except for hearing, vision, or scoliosis screenings
- c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

## 3. Inspect, upon request and before administration or use:

- a) Protected information surveys of students
- b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c) Instructional material used as part of the educational curriculum.

Alton R-IV School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

**Alton R-IV School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.** Alton R-IV School District will also **directly** notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- ✱ Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- ✱ Administration of any protected information survey not funded in whole or in part by ED.
- ✱ Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-460

## **Every Student Succeeds Act Of 2015 (ESSA) Complaint Procedures**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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

1. What is a complaint under ESSA? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

# Public Notices and Policies

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:
  - a. Record. A written record of the investigation will be kept.
  - b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  - c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - d. 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.
  - e. 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).
  - f. 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.

## **FOR INFO CONTACT:**

Mrs. Holly Reese, Superintendent  
417-778-7216  
505 School Street  
Alton, MO 65606

# Board of Education Policies

## Policies Referenced In Handbook

Policy	Name of Policy
<a href="#">ACA</a>	Sexual Harassment Under Title IX
<a href="#">AC</a>	Prohibition of Against Illegal Discrimination, Harassment, and Retaliation
<a href="#">EEA</a>	Student Transportation Services
<a href="#">JFCA</a>	Student Dress Code
<a href="#">JFCC</a>	Student Conduct on School Transportation
<a href="#">JFCE</a>	Secret Organizations
<a href="#">JFCF</a>	Bullying
<a href="#">JFCG</a>	Hazing
<a href="#">AH</a>	Use of Tobacco Products and Imitation Tobacco Products
<a href="#">JFCH</a>	Student Alcohol/Drug Abuse
<a href="#">JFCJ</a>	Student Use or Possession of Weapons
<a href="#">JFG</a>	Interrogations, Interviews and Searches
<a href="#">JGD</a>	Student Suspension and Expulsion
<a href="#">JG</a>	Suspension of Students Charged with a Crime – Student Discipline
<a href="#">JGF</a>	Discipline Reporting and Records
<a href="#">JHCB</a>	Immunization of Students
<a href="#">JHCD</a>	Administration of Medications To Students
<a href="#">JHCF</a>	Student Allergy Prevention and Response
<a href="#">JO-1</a>	Student Records
<a href="#">IGBC</a>	Programs for Title I Students
<a href="#">IKE</a>	Graduation Requirements
<a href="#">IKFB</a>	Graduation Exercises

## Policies of Interest

Policy	Name of Policy
<a href="#">IGDBA</a>	Distribution of Non-Curricular Student Publications
<a href="#">IL</a>	Assessment Program
<a href="#">JECA-2</a>	Admission of Students
<a href="#">JED</a>	Student Absences and Excuses
<a href="#">JG</a>	Student Discipline