FORWARD

This handbook is designed to serve as a guide for the staff members at Jamestown School. This handbook will prove to be a source of information which you refer to when questions arise concerning students/school. It should be kept as a ready reference at all times.

There are certain regulations under which our school must function. One must have a knowledge of the regulations under which he/she works and participates. We expect staff to know these regulations, to understand them, and to abide by them.

All of the policies in this handbook have been reviewed by the Board of Education. If there are any questions about the handbook, please feel free to discuss the matter with the administration.

Jamestown C-1 Faculty 2026/2027

Julie King	Kindergarten	Jackie Cowgill	HS English
Kristy Gatlin	First & Second Grade	Henry Chamberlain	HS/MS Science
Anna Vaughan	Third Grade	Heather Duncan	HS Special Services
Teresa Schoenthal	Fourth Grade	Melanie Marshall	Soc. Studies/A+ Coordinator
Rachel Traver	Fifth Grade	John Muri	Agriculture
Michelle Sumner	Sixth Grade/7-8th ELA/Spanish	Lisa Oehrke	HS/MS Math
Stacey Hirschvogel	Title I/Speech Therapy	E.H. Hirschvogel	Social Studies/Athletic Director
Tracey Tremblay	Elem. Special Services	Seth Pirtle	Business Education
Kirstyn Conley	PE/Health	Kelsey Phillips	Counselor
Marcia Burton	Keyboarding/Librarian	Kelsay Schrader	Principal/SpEd. Director
Gretta Lieser	Music	Joseph Dunlap	Superintendent
Haley Marconnet	Art		
Liz Heisserer	Special Services		

Jamestown Support Staff 2026/2027

Office:	Secretary to the Principal	Nicole Coonce
	Secretary to the Superintendent	Nicole Dedrick
	Bookkeeper	Jessie Borts
Paraprofessional		Donna Gerke
Paraprofessional		Chelsea Muri
Paraprofessional		Angie Hodges
IT Liaison		Nicole Coonce
Nurse/Crossing Guard		Lynnette Morse
Maintenance:	Maintenance Supervisor	
	Custodian	Jennifer Evans
Food Service:	Head Cook	Crystal Davenport
	Cook	Teresa Farris
Transportation:	Bus Driver & Bus Maintenance	Dale Ashley
	Bus Driver	David Griffith
	Bus Driver	Donna Gerke

Jamestown C-1 School does not discriminate on the basis of sex in its education programs or activities, including admission and employment. Inquiries about the application of Title XI may be referred to Mrs. Amber Bouse (coordinator) through email at bousea@jamestown.k12.mo.us or by contacting the school at 660-849-2141.

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ACTIVITIES

The following activities are offered to students in 5th grade.

Band……Gretta Lieser
Geography Team…….Melanie Marshall
Spelling Bee……Rachel Traver
Archery……...Lynnette Morse

ATTENDANCE

It is impossible for a child to make up for everything missed because of absence. Make-up work alone creates a hardship on students and teachers. A student cannot exceed twenty (20) days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

Parents' Responsibility in Cases of Absences. When a student is absent from school with the parents' permission, it will be necessary for the parent to call the principal's office at 660-849-2141 in order for the absence not to be considered truancy. Calls will be accepted at any time. The office is open from 7:30 AM to 4:00 PM. During the hours school is not in session, an answering machine will be activated, and parents may leave a message concerning their child's absence. Parents are urged to call in before 10:00 AM. Parents are expected to call on the day of the absence or on the first day of an absence that will last more than one day. If parents are unable to call, students should bring a note from their parents to the principal's office before school on the day they return to school. Upon returning to school, students who have not provided evidence that they had permission from their parents to be absent from school will be classified as truant.

In the event of absence, the following procedures will apply:

1. Illness – If your child is staying home for illness or for any other reason, please call the school that morning. This is a safety measure. Failure to make up the work in the allotted time will result in zeros and/or work will be made up after school.

2. Students must be in attendance at school at least half the day to be able to attend functions in the evening.

3. Dental or medical appointments – If it is impossible to obtain an appointment after school hours, please try to arrange it so your child misses a minimum of school time. Attendance is counted in minutes, not sessions. Parents who come to pick up their children during the school day must report to the office. For the child's safety, children will not be allowed to meet parents outside.

4. Funeral of relatives – The same procedures apply as for medical appointments.

5. Excessive absences – Five or more absences or tardies in one quarter will be considered excessive unless the student is hospitalized or out of school under a doctor's care.

6. Leaving school and returning during the day – Students who leave school during the day must turn in all work that will be missed, and be signed out by the parent in the office before they leave. Upon their return they must sign in at the office. If parents do not come in person to check out their child, a note or phone call granting permission for the child to leave must be received from the parent.

7. Truancy – Any absence without the consent of parents or school authorities will be considered truancy. Conferences between parent, teacher, and principal will be advisable.

8. Vacations or lengthy absences due to distant travel – Taking students out of school to go on vacation trips is discouraged by the school. We will work with you; however, please call the school to make arrangements for assignments your child would miss. Please note that this would be considered an unexcused absence.
9. Procedures:

- 5 absences in a semester will result in a letter sent to the parents/guardians
- 7 absences in a semester will result in a phone call between the administration and the parents/guardians
- 9 absences in a semester will result in a formal meeting between the parents/guardians, teacher, and administration
- Once 10 absences have been reached in a semester, the parents/guardians must go before the school board to petition them to accept the absences. If the school board does not agree, the student can be retained.
- Parents/guardians shall provide documentation of absence excuses to appeal their case. Examples of excused absences are as follows: doctor note, dental note, funeral, etc.

BEFORE- AND AFTER-SCHOOL POLICY

Elementary students who eat breakfast will report to the cafeteria until finished eating. Those not eating, or have finished eating breakfast, will report to their designated area in the back hallway. They will remain there until their teachers take them to class at 7:50.

Bus riders, along with their teachers in grades K-5, will exit through the Main Door. Car riders will be dismissed from the lobby doors at the front of the school. Please remain in your vehicle and a staff member will bring your student to you.

SCHOOL CALENDAR

The school year shall consist of a minimum of 1044 hours of pupil attendance. Additional days may be added to the calendar in the event school is canceled because of inclement weather.

SCHOOL DAY

The regular school day shall consist of at least six hours in which pupils are under the guidance and direction of teachers in the teaching process.

SCHOOL CLOSING

Any decisions to close school due to bad weather will be made at the earliest possible time. Immediately, automatic phone calls through Common Goal will be made to parents and other interested parties, and the following TV stations will be notified: KOMU 8, KMIZ 17, and KRCG 13. Social media accounts connected to the school will also be updated immediately to reflect the closing.

**The superintendent will decide if school is closed or other school activities will be canceled.

VISITORS

All visitors must sign in at the main office. Parents are not permitted in classrooms during the normal school day, unless it is a class party or event that has been pre-approved. If parents or volunteers are attending the above classroom activities, a volunteer form must be turned in and a background check must be obtained from the office in advance. This must be done on an annual basis.

CONFERENCES

Regularly scheduled parent-teacher conferences are held at the end of the first and third quarters of the school year to supplement pupil progress reports. We urge all parents to attend conferences and take an active part in their child's education. Each classroom teacher will send a notification about scheduling dates and times for conferences.

PROGRESS REPORTS

Student achievement in subject matter, work habits, social growth and attendance is reported to parents at the middle and end of each quarter. The purpose of progress reports is to assist the student, his/her parents, and the school personnel in working cooperatively for the benefit of the student. We urge parents to discuss all areas of the progress report with their child. If there are any questions or if parents feel a conference with their child's teacher is necessary, they may contact the school for an appointment.

TESTING PROGRAM

The school will administer a comprehensive testing program sufficient to adequately assess individual student, class, and student body progress toward school and course objectives.

SPECIAL EDUCATION

No student will be denied access to any of the curricular offerings at Jamestown School because of any handicapping condition. Further, the school will provide an educational program sufficient to meet the needs and maximize the capabilities of all students.

PROMOTION

Students in grades K-5 will be promoted to the next higher grade at the end of each school year unless:

1. The student is achieving below grade level and below capacity, and/or
2. The teachers involved, the parent, the counselor, and principal arrange a special plan of remediation whereby the student will benefit more by repetition of his present grade.

MEAL PROGRAM

Jamestown School will regularly prepare breakfasts and lunches for the students and employees of the school. Price for the lunches shall not be less than the cost of food served, exclusive of preparation and serving costs. No other food service will be permitted to compete with the meal program. No food items, edible or non-edible, will be carried out of the cafeteria and kitchen.

The Jamestown School meal program is not a credit card, but a prepaid system. Each student has a meal account in which parents make payments to cover their children's purchases in advance. Parents are responsible for all purchases, even those they may not approve of or be aware of. Every effort will be made to communicate with parents regarding lunch balances. For all other meal payment concerns, payment options may be discussed with the principal. Elementary students will be allowed to charge a maximum of ten dollars ($10.00). These meals will include only the menu items of the reimbursable meal (no extras such as second entrée, ala carte items, or second milk). After the balance exceeds ten dollars ($10.00), the student may be given a designated menu alternative. Any student denied full meal service due to excessive charges is encouraged to apply for free or reduced-price meals. Applications for this program are available in the school office. All charges made before free/reduced application approval remain the responsibility of the parent.

IMMUNIZATION

State law states that no student may enroll in a public school unless he/she has satisfied the Department of Health's regulations for immunization against diphtheria/tetanus/pertussis, polio, measles/mumps/rubella, hepatitis B, and chicken pox (for grades indicated). A written objection statement by the parents to the superintendent due to religious beliefs or for medical reasons will cause a student to be exempt from the requirement.

Any student not so immunized or who cannot provide evidence of immunization, cannot provide a doctor's statement of medical exemption, or whose parents have no religious objections shall not attend school. Also, no student may attend school who has or may transmit any contagious or infectious disease, or has been found to be a carrier of any parasite.

HEAD LICE

Head lice checks will be performed as necessary. The nurse will be responsible for coordinating any lice check. The following procedures will be followed when head lice are discovered:

1. Any nits, larva, or actual parasites discovered will be affixed to a piece of paper with the child's name and turned over to the principal.
2. A letter, available literature, and samples will be sent to the parents.
3. Parents will be contacted by the school.
4. Parents will be asked not to return children until properly treated.
5. Students returning to school after treatment will be rechecked.
6. Students shall be removed from school if head lice are found. (We will endeavor to do this in the least embarrassing manner possible.)

MEDICATION

Students with prescription drugs must inform the principal's office. All drugs or medication brought to school must remain in its correctly labeled container and may be used only by the intended person as directed. Medication will be kept in a locked cabinet in the nurse's office. All over-the-counter medications should be turned in to the nurse upon arrival at school. Epi-Pens, inhalers, and insulin pens may be kept on the person if a contract is on file with the nurse.

MEDICAL EMERGENCIES

Any medical emergencies arising at school will be handled in the best interest of the person concerned; parents will be notified as soon as possible. The school does not assume financial responsibility for necessary medical care and arrangements. All students are required to have a phone number and family member to call in case of emergency.

FIRE AND STORM

The administration will develop and implement adequate safety precautions for fire and storms. Appropriate fire extinguishers will be readily available in all parts of all school buildings at all times. An emergency warning system will be developed and evacuation plans will be posted in all rooms for emergency situations. Practice evacuations will be conducted during the school year.

TRANSFER STUDENTS

Children in grades K-8 who transfer into the district from other schools which are accredited by a state board of education or a regional accrediting association will be placed initially on the grade level achieved elsewhere.
Children in grades K-8 who transfer into the district from other schools which are not accredited by a state board of education or a regional accrediting association will be tested to provide appropriate grade placement.

FEES, DEPOSITS, CHARGES

Free textbooks are provided to all students. Monetary deposits may be required of any student who is entrusted with school materials or equipment or who constructs a class project using school materials. Deposits will be returned to the student upon return of the materials or equipment, less any amount necessary to effect repairs or replacement due to the student's negligence. All costs for repair or replacement of damaged or lost school property will be charged to the person responsible for the damaged or lost property. The school will make no expenditure on behalf of any student who owes charges to the school.

REGULAR STUDENT TRANSPORTATION

Bus service is provided and paid for by the district for eligible students. Eligible students are encouraged to utilize this service. Buses will not be required to travel roads that are not publicly maintained; drivers will make the final determination as to whether any part of their routes are safely passable. Students may not ride a different bus other than their regularly assigned bus without prior permission from their parents and permission from the bus driver.

Safety of students is of paramount importance. In order to maintain the safety of all students, conduct on school buses which causes disruptive activity or would present hazards to students will result in the issuance of written reports of misconduct to parents or guardians by bus drivers and/or the principal and may result in suspension from riding buses.

Minor infractions will result in issuance of a "Bus Conduct Report", which is handled by the principal. Repeated minor infractions will require conferences between parent, driver, and/or principal and may result in suspension from riding.
Major infractions will result in a suspension from riding the school bus. Due to the seriousness of these offenses and in consideration of the safety of all, the principal may issue a suspension of up to ten days, and the superintendent of schools for up to ninety days. Major infractions include, but are not limited to: 1) fighting; 2) smoking; 3) cursing; 4) alcohol; 5) vandalism; 6) defiance of bus drivers.

Bus drivers shall frequently instruct students in safe riding habits and are encouraged to maintain a level of decorum which will enhance the safety of all.

BUS RIDER RULES

Previous to loading (on the road or at school):

1. Be on time.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Wait for all buses to line up in front of school before loading.

While on the bus:

1. Move immediately to a seat and be seated upon boarding the bus.
2. Remain seated until the bus stops to unload.
3. Keep all items inside the bus at all times.
4. Do not place any equipment, books, musical instruments, or other packages in the aisle.
5. Assist in keeping the bus clean.
6. No loud noises so as not to confuse or divert the driver's attention.
7. Treat bus equipment as you would valuable equipment at home.
8. Never tamper with the bus or any of its equipment.
9. Do not leave books, packages, coats, or any other objects on the bus.
10. Help look after the safety and comfort of small children.
11. Do not throw anything out of the bus window.
12. Bus riders are not permitted to leave their seats while in motion.
13. Horseplay is not permitted around or on the school bus.
14. Bus riders are expected to be courteous to fellow pupils and bus drivers.
15. Absolute quiet when approaching a railroad crossing stop.
16. In case of a road emergency, children are to remain in the bus.
17. Students must obey the bus driver in charge.
18. Damage to seats, etc. must be paid for by the offender.

After leaving the bus:

1. Cross the road at least ten feet in front of the bus.
2. Always check for traffic.
3. Help look after the safety and comfort of small children.
4. Be alert to the danger signal from the driver.
5. Passengers will not be discharged other than regular bus stops at the home or school unless by proper authorization from the parent or school official.

DRESS CODE

Students should dress in a manner conducive to learning. The following are specific guidelines aimed at achieving this goal.

1. All outerwear (coats, hats, gloves, sunglasses, hoods, etc.) personal care items (brushes, combs, cosmetic items, fingernail files, polish, etc.) should be placed in the student's locker and kept there until the end of the school day.
2. Personal cleanliness is expected from each student.
3. Shoes or sandals must be worn at all times.
4. The display of sayings or illustrations designed to be immorally suggestive or which condone prohibited behavior should not be worn. Students will be asked to change or turn the garment inside out.
5. Shorts may be worn by students that cover all sensitive body parts. Cut-off shorts are not recommended.
6. Tank tops and sundresses may be worn if undergarments do not show.
7. Bare midriff tops will not be worn.
8. Shirts and pants should be worn in the manner in which they were intended by the design of the clothing.
9. Hats are not permitted in the building between the hours of 7:30 a.m. to 3:00 p.m.
10. Fishnet or see through tops are not allowed.
11. Blankets are not permitted in the building.

*** The school district reserves the right to establish or modify rules during the year regarding new fashions in dress including the banning of certain articles of clothing adopted as gang-related icons of identifications. Any student not in compliance will be subject to disciplinary action.

OUTDOOR RECESS AND PE

Fresh air and exercise are essential to good health. We will take students out unless the temperature drops to 32 degrees, the wind chill index is extremely uncomfortable, or there is inclement weather. Please dress your child appropriately.

A significant part of each school day is given to physical education activities planned to ensure proper physical development and good coordination. It is important that each child take part daily. Children should bring written notes from parents if there is reason for them to be excused from the physical education program. As a safety measure, all students are required to have

athletic shoes for indoor activities. It is strongly recommended that the child have a pair of athletic shoes to be left at school for PE only.

INSTRUMENTAL MUSIC

Instrumental music is offered to students in the fifth grade. This is an added responsibility for the student, since they are expected to maintain their academic standing.

SCHOOL PARTIES

Traditional classroom parties are Halloween, Christmas and Valentine's Day. Easter parties will vary by classroom and teacher. All treats should be sent to school in unopened, factory packaging. No homemade treats will be allowed. Since birthdays are special times, students are invited to bring treats to share with their classmates. Again, these treats must be unopened and sealed in factory packaging. All birthday celebrations should be pre-arranged with the teacher.

To prevent a child from feeling left out, please do not give out invitations to a party unless all students in the classroom receive one.

NUISANCE ITEMS

Please discuss with your child that school is a place for learning. Items which may cause distractions to students or teachers, and therefore disrupt the learning process, are not allowed at school. These include cell phones, smart watches, radios, handheld gaming devices, iPods (or similar devices), rubber bands, water guns, fireworks, cigarettes, tobacco, lighters, knives, gum, candy, toys, pets, and money not needed that day. Remember it is against the law to have in possession a firearm (gun) within 1000 feet of school property.

Watches should be kept on the child's wrist. Valuable items which are brought to school unnecessarily and are damaged or stolen are not the responsibility of school personnel. Special permission may be obtained from the teacher for bringing pets, candy, etc. on special occasions. We ask parents to monitor their child to see that these items are left home.

ELEMENTARY DISCIPLINE

DISCIPLINE DEFINITIONS

- **DETENTION** is the requiring of a student to be at school in a supervised setting outside of regular school hours.
- **SUSPENSION** from school is the temporary removal of a student from school grounds. The student may not ATTEND ANY SCHOOL ACTIVITIES during this time.
- **EXPULSION** from school is the permanent removal of a student from school grounds and all school activities. Expulsion requires due process.
- **IN SCHOOL SUSPENSION (ISS)** is the requiring of a student to be at school in a supervised and isolated setting during regular school hours.
- **AFTER SCHOOL DETENTION (ASD)** is an hour-long after school detention, a study and work time.

Student Use of Personal Communication Devices

Personal Communication Device – A portable electronic device that is used to initiate, receive, store, or view communications, information, images, or data electronically. Such devices may include cell phones, bluetooth headphones/airpods, smartwatches, personal laptops, tablets, video game devices, and other portable media players.

- **No Personal Communication Devices During School Hours:** Students are prohibited from displaying or using personal communication devices during the school day. For the purposes of this policy, a school day is defined as entry to the building until the official end of the instructional day. This includes, but is not limited to, instructional time, mealtimes, breaks, time between classes, and study halls.
- **Storage of Personal Communication Device:** Students are required to keep all personal communication devices turned off and stored in their backpack at all times. Devices must remain out of sight and are not permitted to be taken out or used during the school day.
- **Disclaimer:** Per Policy 2656, the district will not be responsible for technological support of students' personal communication devices. Students who bring personal communication devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged, or misplaced devices.

Consequences:

- **1st Violation:** The personal communication device will be stored in the principal's office, and a parent or guardian will be required to pick up the personal communication device during school hours. The student will receive 1 After School Detention.
- **2nd Violation:** The personal communication device will be stored in the principal's office, and a parent or guardian will be required to pick up the personal communication device during school hours. The student will receive 3 After School Detentions.
- **3rd Violation:** The personal communication device will be stored in the principal's office, and a parent or guardian will be required to pick up the personal communication device during school hours. The student will receive 1 day ISS or other appropriate consequences, as determined by the administration.

Exceptions

Students may display and use a personal communication device during the school day in the following circumstances:

1. In the case of an emergency.
2. When authorized to use such a device for an educational purpose.
3. When the district determines that the display or use is legally necessary to comply with any of the following:
    a. An individualized education program (IEP).
    b. A 504 plan.
    c. An individualized emergency healthcare plan or an individualized healthcare plan established under § 167.625.
    d. The Americans with Disabilities Act.
    e. The Rehabilitation Act of 1973.
    f. The Civil Rights Act of 1964.
    g. The Equal Educational Opportunities Act of 1974.

BEHAVIOR MANAGEMENT PLAN

Procedure: The teacher will clearly communicate classroom guidelines to their students, displaying a list of appropriate parameters in the classroom. The teacher will conference with the student and inform them of the infraction or impending action. Every effort will be made to keep the student in class. Direct contact with the parent is suggested when classroom expectations are not met. This may be either written or oral.

LEVEL 1 BEHAVIORS: The following offenses fall under behavior which should first be dealt with in the above manner.

1. Student talking without permission
2. Student not in his/her seat after bell rings
3. Boisterous conduct (pushing, shoving, loud disruptions, etc.)
4. Not respecting the property of school or others
5. Defiance of teacher
6. Swearing/unacceptable language

Consequence of the office visit:

a. Parent conference
b. One ASD
c. One day ISS
d. Two days ISS
e. One day OSS

LEVEL 2 BEHAVIORS: The following behaviors will cause the student to be sent to the principal for discipline actions.

1. Cheating or lying
2. Harassment
3. Outside building without permission
4. Skipping class
5. Leaving classroom without permission

Consequence of the office visit:

1st offense – Parent/one ASD
2nd offense – Parent/one day ISS
3rd offense – Parent/two days ISS
4th offense – Parent/three days ISS
5th offense – Parent/three days OSS

Level 3 Behaviors: The student sent to the principal.

1. Fighting
2. Vandalism
3. Bullying
4. Direct Verbal obscenities at teacher
5. Possession of alcohol/use
6. Possession of drugs/use
7. Any violation of the "Safe Schools Act" will be dealt with according to state guidelines and procedures. Examples: Possession/use of drugs/weapons/etc

Consequence of the office visit:

1st Offense -	1-3 Parent/ One ISS
	4-7 Parent/ 2 ISS
2nd Offense -	1-3 Parent /2 ISS
	4-7 Parent/1 OSS
3rd Offense -	1-3 Parent/1 OSS
	4-7 Parent/2 OSS
4th Offense -	1-3 Parent/2 OSS
	4-7 Parent/5 OSS
5th Offense –	1-3 Parent/5 OSS
	4-7 Parent/10 OSS

OFFENSES NOT LISTED IN THE ABOVE SECTIONS: These offenses will be dealt with upon occurrence with the principal.

1. Repeated refusal to cooperate
2. Theft or extortion
3. Disrespect towards teachers/staff/students
4. Continuous and persistent referral to principal
5. Other offenses not covered previously

The principal reserves the right to discipline offenses in any of the following manners. The principal may weigh discipline matters as he/she feels is best for the student and school.

1. Parent conference (warning)
2. After school detention
3. In school suspension
4. Out of school suspension

All charges will be given due process when applicable. Certain offenses might fall into lesser categories upon an investigation.

AFTER SCHOOL DETENTION, IN SCHOOL SUSPENSION

Both of the following detentions will be approved by the principal. After school detention will begin at 3:05 PM and go to 4:00 PM. In school suspensions will begin at 7:58 AM and continue until the school day is over.

RULES FOR AFTER SCHOOL DETENTION

1. All students must report by 3:05 PM, no exceptions.
2. Students must have work with them and work throughout the detention.
3. No talking will be allowed.
4. No personal belongings will be allowed.
5. Breaking any rules will be cause for two additional ASDs.
6. Consequences of failure to attend detention are as follows: Miss an ASD – 2 ASD

RULES FOR IN SCHOOL SUSPENSION

Students in ISS will be given their daily classroom work, which may be made up for full credit if completed before the end of school. Students will be given one morning break and one afternoon break. Lunch will be served in the detention room. Students should report in the office at 7:58 AM.

Students exhibiting disruptive or defiant behavior may be disciplined by any teacher or staff member who notices the misconduct or is responsible for the student, or by the building principal or superintendent. Any disciplinary action must be preceded by an explanation of the charges to the student and an opportunity for the student to respond.

OUT OF SCHOOL SUSPENSION

Suspension from school must:

1. Afford the student notice of the reason for the suspension.
2. Offer the student an opportunity to respond to the charges.
3. Be assigned by a principal or the superintendent.
4. Be accompanied by notice to the parents.
5. Not be for more than ten days if imposed by the principal.
6. Must be immediately reported to the superintendent.
7. Not be for more than ninety school days if imposed by the superintendent.
8. Suspension of more than ten days may be appealed to the Board of Education.
9. No credit will be earned for work missed while a student is suspended, unless the administration decides otherwise. Days missed due to suspensions count as absences from their particular classes.

EXPULSION

Expulsion from school must:

1. Afford the student notice of the reason for the expulsion.
2. Offer the student an opportunity to respond to the charges.
3. Must be assigned by the Board of Education.
4. Must include notice to the parents.
5. No credit will be earned for work missed while a student is expelled, unless the administration decides otherwise. Days missed due to suspensions count as absences from their particular classes.

SEARCH AND SEIZURE

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
Jamestown C-1 School may use dogs to indicate the presence of illegal/prohibited substances on campus, including parking lots.

Searching of students, their property, and their possessions and the seizing of property deemed dangerous or disruptive to other persons or to the orderly maintenance of the educational program or seizure of stolen property may be done under the direction of the superintendent or the building principal. Searches for particular items or information or searches of particular individuals must be on reasonable suspicion.

In the event a law enforcement official requests permission to search a student, a search warrant will be required. Every effort will be made to notify the student's parents prior to the search, and an administrator shall be present during the search.

Articles or information acquired during searches may be presented to legal authorities for evidence in criminal prosecutions. Items prohibited at school may be disposed of. Other items will be returned to the student.

GENERAL RULES

HALLWAY RULES

1. Do not touch people or things in the hallways.
2. There may be no talking in the hallways.
3. Please walk on the right side of the hallways.
4. Never run in the hallways.

***Failure to comply with hallway rules may result in loss of recess time.

RESTROOM BEHAVIOR RULES

1. No more than three students should be in the restroom at a time.
2. There should be no horseplay in the restrooms.
3. Always wash your hands after using the restroom.
4. Ensure that you clean up after yourself when finished in the restrooms.

PLAYGROUND RULES

1. Do not go down the hill. Stay on the playground.
2. Do not sit on top of the monkey bars.
3. Do not hang by your knees on the monkey bars.
4. Stay away from the high school and shop windows.
5. Sit down when going down the slide.
6. Do not go up the slide backward.
7. Do not jump off the top or side of the slide.
8. No devices or toys from home on the playground.
9. Always ask a teacher before leaving the playground to enter the building.
10. Use good judgment and common sense; don't over react.

***There is to be at least one teacher on the playground at all times. Children should be quiet and orderly going out and coming in from recess.

USE OF BICYCLES

Students riding bicycles to school should obey required safety and traffic rules for their operation. Bicycles will be parked next to the front door on the bike rack, left alone during the day, and not ridden while waiting for the walker's bell to ring. Bicycle riders are dismissed at the same time walkers are dismissed. The privilege of riding a bicycle to school may be withdrawn from a student for failure to observe these regulations. Jamestown School is not responsible for damaged or stolen bicycles.

PARENTS PICKING UP CHILDREN AFTER SCHOOL

When picking up children after school (pre-arranged with a note for the teacher), please instruct your child to meet in the lobby. When this has not been pre-arranged, stop by or contact the office **BEFORE 2:00 PM** so your child may be notified and wait in the lobby for dismissal to your car.

RELEASE OF CHILDREN FROM SCHOOL

To ensure the safety of each child and to share responsibilities of school staff for that safety, it is required that parents or others asking for children to be released during the school day sign the sign-out form in the principal's office. In some instances where parents or other relatives are not known to the office staff by sight, proof of identification may be requested before release and will be approved by office personnel. Parents that do not wish a person or persons to be allowed to take their child from school under any circumstances should inform the school offices of the circumstances in writing.

If parents are asking friends, relatives, church personnel, etc. to pick up their children after school, notes need to be sent to teachers IN ADVANCE of such plans.

NONDISCRIMINATION, HARASSMENT, AND STUDENT RIGHTS

It is the policy of the district to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The school district prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, otherwise engaged in activities, including sporting events and other extracurricular activities under the auspices of the school district.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

NOTIFICATION OF DIRECTORY INFORMATION

Please be advised that the school will release "directory information" concerning your child upon request that would not be generally considered harmful or an invasion of privacy if disclosed. This will include the following information: student's name, grade, dates of birth, place of birth, electronic mail address, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), any awards or honors received, weight and height of members of athletic teams, dates of attendance, degrees, most recent regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. If you do not want this information about your child released, please send a note to the principal's office by September 1.

THE POLICIES INCLUDED IN THIS HANDBOOK HAVE BEEN APPROVED BY THE BOARD OF EDUCATION, BUT DO NOT NECESSARILY INCLUDE ALL BOARD OF EDUCATION POLICIES. WHEN POLICY IS NOT CLEARLY IN PLACE, SCHOOL ADMINISTRATORS WILL MAKE DECISIONS AND RULINGS.

FREE AND APPROPRIATE EDUCATION

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

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, contact the principal at 660-849-2141.

Medicaid and the Children's Health Insurance Program (CHIP) provide no-cost or low-cost health coverage for eligible children in Missouri. These programs provide health coverage for children so that they can get routine check-ups, immunizations and dental care to keep them healthy. Even if your child has been turned down in the past or you don't know if they qualify, you may be able to get health coverage now.

Visit: http://www.benefits.gov/benefits/benefit-details/1606

Every Student Succeeds Act 2015

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

Screened / Non-Screened Volunteers

The District encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Volunteers are representatives of the school. Utmost integrity, and the safety of our students, must be maintained at all times. All volunteers must complete an application for volunteer service on an annual basis and may be reviewed and/or interviewed at any point regarding service.

Screened Volunteers

Individuals who assist our school on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school. Screened volunteers may chaperone students on overnight trips if accompanying a group with proper faculty supervision. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay the costs of obtaining such criminal records checks. Screened volunteers may be informed of students' educational needs where necessary and when supervised by a faculty member or administrator.

Non-Screened Volunteers

Non-screened volunteers are individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer's consent, obtain a general background check from local law enforcement prior to beginning volunteer service. The District will not assume any costs in obtaining such records.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and could be interviewed by an administrator prior to beginning volunteer service (Form 1425). The District reserves the right to deny individual applicants where the best interests of the school, our students, and the educational or extra-curricular programs are served.

A volunteer form is attached to this handbook. Please fill out and return to the front office. If you need extra forms, they are also available at the front office.

GENERAL ADMINISTRATION **Form 1425**

School Community Relations

School Volunteers

Parent/Volunteer Form

Name:_____ Telephone No:_____

Address:_____

_____

Name of Volunteer's Student(s)

School Attending:_____

Grade Level:_____

Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct? Yes___ No___

If yes, please provide details:

_____

_____

_____

Has a finding of probable cause of child abuse by any state agency been entered against you? Yes___ No___

If yes, please provide details:

_____

_____

_____

I acknowledge the District will complete a general background check from the local law enforcement prior to beginning volunteer services. Falsification of this information is a misdemeanor.

Volunteer Name (Print):_____

Volunteer Signature:_____ Date:_____

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