

# Montgomery City Elementary



Student Handbook 2023-  
2024

# **MONTGOMERY COUNTY R-II SCHOOL DISTRICT**

## **Montgomery City Elementary Mission**

**Motivate  
Challenge  
Educate  
Lifelong Learners**

## **MONTGOMERY CITY ELEMENTARY VISION STATEMENT**

Our community will motivate, challenge, and educate all students to achieve their highest potential to become confident problem solvers and lifelong learners.

At MCE we value: (Our collective commitments)

High academic and behavioral expectations

Respect and kindness

Individuality and creativity

Positive culture

Encouraging role models

Safe learning environment

Confident problem solvers

Community and family partnerships

## **Montgomery County Elementary Mission**

Together we will guide, encourage, and challenge our children to become life-long learners.

Montgomery County Elementary Vision:

### **Academic Excellence**

- Educates and challenges all students to achieve at their highest potential
- Individual student data shows progression toward academic excellence
- Becomes confident problem solvers with a firm foundation of basic skills in all academic areas

### **Home & School Community**

Community members, parents, staff and administrators

- Works together to meet the needs of students academically, emotionally, and socially
- Actively communicates
- Stays involved, supportive and accountable for the climate, academics, and success of the students at home, school and in the community
- Sets good examples and acts as positive role models
- Exhibits pride in our school and community

### **Learning Environment**

- Includes a positive, warm, and nurturing culture
- Driven by Positive Behavior Support expectations (the 5 Be's): **be safe, respectful, cooperative, responsible, and kind**
- Includes high expectations
- Promotes achievement and growth of everyone in our school community by supporting, acknowledging, and celebrating success
- Inspires, motivates, and promotes optimism in every individual

## **Montgomery County R-II School District Telephone Numbers**

**Jonesburg Elementary (833)662-6228-EXT:4000**

**Montgomery City Elementary (573) 564-3711-EXT:3010**

**Central Office (573)564-2278-EXT:7003**

**Middle School (573)564-2253-EXT: 2003**

**High School (572)564-2213-EXT: 1327**

**Special Education (573)564-3710-EXT:2402**

**Transportation (636) 488-5348**

## **Montgomery County R-II Elementary School Hours**

**Montgomery City Elementary - 7:30-4:30**

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# Attendance

Attendance is a key factor in student achievement and success in education. The responsibility for regular attendance is the responsibility of the parent(s), guardian(s), and the student. Legal Refs: 167.031-111,171.151, RsMo.

Regular attendance at school is vital to the education of your child. It is the goal of Montgomery County R-II School to have an average attendance rate of 95%, and regular school attendance is an expectation we hold for every student. The 95% attendance rate includes all absences verified or not. A Montgomery County Sheriff's Deputy serves as an attendance officer and will visit homes at school request to investigate truancy.

Regular attendance develops dependability and responsibility in the student and contributes to academic achievement.

## Absences

Parents and guardians should report each student's absence by calling the school office before 9:00 a.m. on the morning of the absence. **Following any absence, a follow-up note must be sent to the school indicating the dates(s) and the reason for the absence.**

If it is known that your student will be absent due to travel, work or pre planned family events, the parent or guardian should notify the school prior to the absence. Adequate time will be allowed to make up work.

## Absences and Activities

In order to participate in or attend a school-sponsored activity, a student must be present at school for at least half of the day. Unusual circumstances can result in this requirement being waived only after parent contact with the principal.

## Admission/Enrollment

The following items are needed to enroll your child in school:

- An official birth certificate is required as proof of age (not hospital birth record)
- Immunization record (students are required be up to date with all immunizations before they attend school)
- Proof of residency-one item showing residency is required. Items accepted include occupancy permit, lease, or copy of water, electric, or gas bill showing name and address

## Arrival/Dismissal

### Student Arrival

The school opens at 7:30 a.m. and classes begin at 7:50 a.m. Children walking to school should not arrive at school before 7:30 a.m. and no later than 7:50 a.m. The building is open for students at 7:30 a.m.



**Supervision is not provided at the elementary building before 7:30 a.m. each morning.** Students should NOT arrive before supervision is provided.

Upon arrival at Montgomery City Elementary:

- Any student who needs to eat breakfast will go directly to the cafeteria. Backpacks will be placed along the brick hallway way (gym side of the cafeteria). Students should then proceed to breakfast, eating in the cafeteria. Once breakfast is finished students will go to their classroom.
- Students not wanting to eat breakfast will proceed directly to their classroom.

## Student Dismissal

Dismissal times at Montgomery City Elementary are:

**3:35 p.m. - early bus riders**

**3:45 pm - all walkers & students being picked up will be dismissed from the main North entrance.**

**3:55- late bus riders**

Dismissal Process Changes: If a student is going home by different means than his regular bus, walking or pick-up arrangements, parents/guardians should send a note to school, including the first and last name of your child and the full name and address of the responsible adult at the child's destination. **All destination changes must be made by 2:00 p.m.** the day of the change to allow school personnel time to make the necessary arrangements. **Parents/guardians MUST speak to the secretary to make this change.**

Students staying after school for any reason need a written permission not signed by parents/guardian.

## Excessive Absenteeism and Tardiness Procedure

*The Montgomery County Board of Education Goals for the District includes a goal of 95% attendance district-wide. Therefore absence of **three (3) days, per semester**, triggers the first formal letter to parents.*

Attendance/Truancy Procedure for Elementary and Middle School Students

Parents are encouraged to notify the school when their child is absent by calling before 9:00 a.m. When a student is absent, and the parent has not notified the school an automated phone call will be made. A phone log will be maintained to document reasons for the absences.

When the attendance of a student becomes a concern (missing several days in a row) or absence reach **three (3) days per semester**, the parent of the student will be contacted with a formal letter that includes the following information:

- A statement regarding parents/guardians' responsibility to ensure regular attendance of their children.
- A statement indicating the principal's responsibility to monitor attendance and notify parents of excessive absences.
- A statement indicating the excessive absences may result in retention or referral to the Children's Division and/or the Juvenile Officer of the Circuit Court.

When absences for a student reach **five (5) days per semester** the second contact (formal letter) will include:

- Citation of state law informing parents of mandatory attendance ages
- A request for parent/administrator meeting
- The possibility of contact with the District's Attendance Officer.

When absences for a student reach **eight (8) days per semester**, the third contact (formal letter) will include the following information:

- Continues absences could result in retention
- The student may be reported to the Juvenile Officer of the Circuit Court for truancy.
- Referral to the Children's Division via the Child Abuse Hotline for educational neglect will be considered
- The District will cooperate with the Prosecuting Attorney's office regarding RSMO 167.031 & .061

*When absences for a student reach twelve (12) days per semester, a child abuse hotline for educational neglect call is made at the principal's discretion. Principals reserve the right to use discretion in determining when and if a hotline call is needed.*

## Leaving School/Student Release

If it is necessary for a student to leave during the school day, the student must have a written or verbal permission from the parent/guardian to do so. **Parents/guardians should report to the office to sign students out during the school day.** Please do not go to the classroom, students will be called to the office. Teachers will not release students directly from the classrooms.

Students will not be released to anyone other than parents/guardians unless the individual is listed on the emergency card. Identification of designated persons may be requested before the student will be checked out.

*All instruction time is important to your child's progress. Please avoid early departures if at all possible.*

## Make-Up Work

Each student is responsible for completing make up work. **Homework can be prepared for the student if requested by the parents by 9:00 a.m. and should be picked up at the school office at the end of the day of absence. Please do not interrupt the classroom teacher for assignments.**

All make-up work should be submitted to the teacher within three days of the student's return to school for full credit.

## Tardiness

Tardiness is defined as not being in the classroom when class begins. **PLEASE NOTE: When a student is tardy, a parent or guardian must come into the office to sign the child in before the student will be sent to class. A student is tardy if they are not in their classroom by 8:00 a.m..** Parents or guardians will be notified when tardiness is excessive. If a student is habitually tardy, corrective measures may be taken.

# GENERAL INFORMATION

## Art Program

Art instruction is an important part of the district's commitment to providing students a well-balanced academic program. Each week students have 50 minutes of art instruction designed to give students an appreciation of art as well as artistic opportunities using chalk, paint, and a variety of other mediums. Whenever possible, art lessons and projects are integrated into other school subjects. Artwork is created for special school programs that are presented to the public.

## Birthdays & Classroom Celebrations

In accordance with the District Wellness Policy, **classroom parties and celebrations are to be supportive of physical activity and healthy eating**. Ideas for birthday celebrations include reading a book to the child's class, eating lunch with your child and /or bringing in a non food item for your child to share with classmates. More ideas are available from your child's school nurse or on the school's website ([www.mc-wildcats.org](http://www.mc-wildcats.org)).

**Birthday arrangements must be made with the classroom teacher.** If you chose to bring food items to share with the class in accordance with the Wellness Policy the following foods should be included but not exclusive:

- Fresh or dried fruit (no sugar added), raw vegetables or both included.
- Whole grain food is included.
- Water is included.

**Food items should be commercially prepared/pre-packaged.** Food items will be shared during milk break or at the end of the day. Individual birthday parties are not celebrated at school. We ask parents **not** to send birthday invitations to school to be distributed. **We also ask parents or guardians to not send flowers or balloon bouquets to your child at school due to the distraction and the potential safety hazard on the school bus.**

### **Classroom celebrations:**

The elementary classrooms of the district will hold a Missouri Day/Harvest celebration:(the End of October, T.B.D.) winter holiday celebration, (the End of December, T.B.D), and Friendship celebration, (February, T.B.D). Parents are invited by teachers to participate and be involved in the celebrations. The District Wellness Policy **requires** that all activities are supportive of physical activity and healthy eating for school celebrations and parties. The Wellness Policy states that in the event food is offered the following foods should be included but not exclusive:

- Fresh or dried fruit (no sugar added), raw vegetables or both included.
- Whole grain food included.
- Water is included.

Time of celebrations will be: 2:30 -3:30 p.m.

Celebrations at school provide a unique opportunity to help make healthful eating fun and exciting for children. Parents can provide games supplies as well as small prizes like bracelets, stickers, pencils, trading cards, note pads, and bubbles. For snacks, some quick and easy ideas include air-popped popcorn, pretzels, whole grain crackers, string cheese, baked chips and salsa, trail mix, fresh fruit and veggie sticks with low fat dip. **Treats**

**should be commercially prepared/pre-packaged.** More ideas for both food and non-food items can be obtained from your child's school nurse.

## Breakfast and Lunch Program

Montgomery County-R-II Elementary Schools have a computerized meal accounting system. This system allows for any amount of money to be deposited in your child's account. **Money to be deposited should be sent in an envelope that is clearly marked.** The envelopes will be collected each morning. All money sent for lunch will be deposited in the students lunch account. Lunch full price is \$3.55 & breakfast full price is \$3.05. Reduce price is \$.40 for lunch and reduce price for breakfast is \$.30. An adult lunch is \$4.05 and an adult breakfast is \$3.55. The cost for a carton of milk is 50 cents.

You may prepay weekly, monthly, or yearly; any amount is acceptable. If you have more than one child at this school you may write one check, but designate in writing the names of your children and the amount you would like in each account. **Checks should be made payable to Montgomery County R-II Schools.**

**Students are issued a computerized lunch number.** The student will be required to use this number on a number pad or the lunchroom clerk will input the number for the student into the computer to tally breakfast/lunches.

Applications to participate in the federal free and reduced school lunch program are available in the school office.

If a student owes \$10 or more they could be served an alternative meal and charged the cost of the meal.

Any questions about the school lunch program or your account balance may be directed to the lunch clerk between the hours of 9-11 a.m. daily.

Students who wish to bring a sack lunch from home should eat from that lunch in the lunchroom only. Soda or energy drinks are highly discouraged. As a safety measure, drinks or beverages in glass containers should not be brought to school.

## Bus Transportation

Schwartz Bus Service provides transportation for students throughout the district. If you have questions or comments about transportation, Jerry Schwartz, Director of Transportation, may be reached by calling the Central Office and speaking with Sheryll Thompson at 833-662-6228.

## Care of Learning Materials

All textbooks, library books, technology and other educational materials are loaned to students for their use during the school year. These materials are to be kept clean and handled carefully. Damage beyond normal wear and tear or theft is the responsibility of the child and parent. Students will be required to pay for lost or damaged educational materials.

## Problem Solving Team-Multi-Tier System of Support (MTSS)

The MTSS Team is a small staff group that meets on an as needed basis. This is a positive brainstorming session that concludes with an action plan to assist students who have academic, behavioral or motivational concerns. The team's goal is to meet each individual student's needs through alternative strategies, methods, or research-based practices.

Parents may request a referral through the classroom teacher. If suggested interventions are unsuccessful over a period of time, parents and the MTSS Team facilitator will confer and may request an evaluation for Special Services

## Classroom Supplies

Each classroom will have a specific supply list. Please check with your child's teacher before you buy anything other than items on the supply list. The supply lists are posted in several variety, discount and office supply stores such as Wal-Mart in Mexico, Warrenton, etc. Class supply list will be published in the Montgomery Standard and can also be found on individual school web-pages by going to [www.mc-wildcats.org](http://www.mc-wildcats.org) and clicking on your school building.

## Curriculum Offered

The goal of instruction at Montgomery County R-II is to provide a well-rounded education to support our mission of creating lifelong learners and productive citizens. At the elementary level we strive to offer our students a curriculum that builds a strong academic foundation while supporting their social-emotional development. Montgomery County R-II curriculum includes the Missouri Learning Standards in English Language Arts, Math, Science, Social Studies, Library Media, Fine Arts, Physical Education and Health, and School Guidance. We use a variety of instructional resources and methodologies to teach these curricular standards.

## Custody Issues/ Non-Custodial Parents

Parents are strongly encouraged to provide copies of all legal documents (documents indicating court order) related to parent's rights and the child's educational decision maker. Please note that a non-custodial parent may request educational information regarding grades and events from the teacher. This information allows school personnel to respond appropriately to requests and questions regarding dismissal from school and release of information including report cards, parent conferences and progress reports. It is the parent's responsibility to keep this information accurate and up-to-date.

## Early Dismissals

The district schools may dismiss early in the event there is an emergency such as inclement weather. Radio and television stations will be notified as soon as an emergency early dismissal is determined.

Please indicate on your emergency card the location to which your child should be sent in case of early dismissal. Discuss these plans with our child so they will be aware and comfortable with the arrangements.

## Inclement Weather Dismissal

When it becomes necessary to dismiss school because of inclement weather, notice will be given to the radio and television stations in the R-II area. You will also be notified via a communication blast from the district. You will be notified in the district communication if an AMI Day will be implemented. When there is a possibility that school will not be held or that classes will be dismissed early due to inclement weather, tune to one of these stations for information. They will broadcast the information as soon as they are notified. **Please do not call the stations, schools or homes of school personnel to find out about school closings.**

These are the radio and TV stations that will be notified if there will be school closings:

**Radio:**

KMCR Montgomery City 103.9 FM  
KWWR Mexico 95.7 FM  
KWRE Warrenton 730 AM

**Television :**

NBC 8 Columbia Channel 8  
KRCG Jefferson City Channel 13  
ABC 17 Columbia Channel 17  
KSDK St. Louis Channel 5

## Educational Field Trips

The district does allow classes to take educational field trips if funds are available. Field trips are an extension of school. When a class field trip is scheduled parents are notified and field trip permission forms are sent home for all out of town trips. Parents can watch for information on their child's field trips in newsletters and information sent home from the teacher. All students must have written permission on file prior to a field trip. Telephone permission at the last minute is not legally acceptable. **Only school employees, students and parents that are requested to attend as chaperones** (ratio example: 25 students = 5 to 6 parents), **may ride the school bus. Parents acting as chaperones must be a district approved volunteer, this application includes a current background check. Since this is a special day for your school age child, siblings will not be allowed to attend.** The teacher is in charge of arranging the trip arrival time, chaperone selection, lunch schedule and location as well as the welfare of his/her class. All students must ride the school-approved transportation to and from field trips. In instances in which parents/guardians want to transport their student home after a field trip, a written request prior to the event must be provided; and parents/guardians must sign out with the teacher in charge before leaving the school function/event. Parents will **NOT** be allowed to transport the child of another parent unless that child's parent is also in the vehicle or arrangements have been made prior to the event.

All school expectations apply on field trips. Students who have demonstrated irresponsible behavior prior to a field trip may be provided alternate activities in lieu of participation.

We ask that adult chaperones follow these simple expectations to ensure a GREAT field trip.

1. Present a positive attitude, be a good role model and support the teachers and staff on the field trip.
2. Closely monitor your group, if you have difficulty with a student, please contact the teacher immediately.
3. Dress appropriately. Trips may include lots of walking and activity.
4. Refrain from tobacco products, alcohol and profanity.

## Education Movies

Throughout the school year, teachers may select movies to show that will enhance the curriculum. For commercially rated movies, a parent permission slip will be sent home and must be signed and returned for a student to view the movie with the class. If the permission slip is not returned or parental permission is not granted, the student will be given an alternative activity to complete.

## Emergency Procedures

Emergency drills are conducted during the school year. These drills provide the student and staff practice in following correct procedures in case of a fire, tornado, and intruder or an earthquake.

## Reading Support Programs

Title I is a federally funded supplemental program designed to help children who qualify for remedial services in reading. The program provides daily small group reading instruction to students. Test scores, teacher recommendations and classroom observations are used to determine the need for remedial reading service.

## Grading Scale

Students are evaluated on a regular basis and Progress Reports are sent to parents quarterly. Student progress is evaluated on the reports using the following indicators:

### Grade K-5

#### ***Performance Indicators***

**3- Benchmark:** Students are performing above grade level

**2-Strategic:** Students are beginning to use their knowledge of simple concepts to solve basic problems, but they still make some errors. (*Needs Improvement*)

**1- Intensive:** Student demonstrates only a minimal understanding of fundamental concepts and little or no ability to apply that knowledge. (Unsatisfactory)

**Blank-**Not Introduced Yet

## Guidance/Counseling Services Provided

We welcome your child to the elementary school. It is our policy to provide the absolute best academic help to every child throughout the year. We also understand that many children and their families experience stressful problems from time to time. The elementary school based social worker is available to help during these periods and have experience referring students and their parents to some very worthwhile and helpful outside counseling centers and agencies. Some counseling from professionals may also be available with our school buildings. Please call if we can be of special help.

Our school has a guidance and counseling program to encourage students in the direction of intellectual, social, and emotional growth. The guidance programs include:

- The counselor visits each classroom to teach guidance lessons.
- Small group counseling is available upon request by a parent, students, or teacher dealing with topics such as anger management, study skills, friendship skills, self-concept, or divorce issues.
- Individual counseling is provided as needed. Referrals to outside agencies are made if necessary.

- Appointments may be made with the counselor by calling the school office.

## Homework

The amount and frequency of homework will vary from class to class. Homework is used to practice the skills taught in the classroom. The school also recognizes that young people are more than students and need time for family interaction, play, and work as well as for study; therefore, homework should not infringe excessively on the student's out-of-class time.

## Library

The elementary school libraries are excellent sources for reading and resource materials for students. Teachers schedule visits to the library for their students. Students check out books each week to read at home or during special reading times in the classroom. Library books may be checked out for a specific time interval and may be renewed as necessary. Children with overdue books may not be allowed to check out additional books until all books are returned. Lost or damaged books are subject to full replacement cost. Grade cards may be held until materials are collected or paid for. PTO or Teacher sponsored Book Fairs are held during the year so students may purchase books for their own personal use.

## Lost and Found/Marked Clothing and Property

Clothing, book bags, lunch boxes and other items belonging to the student should be clearly marked with the child's name. This will help in identifying lost items. If there isn't a name or identifying mark, it is hard to determine the rightful owner. Found items will be placed in the lost and found area.

## Media Releases

In an effort to share information with the community, residents and parents, the Montgomery County R-II school district actively works with the media to publish or broadcast stories and photos. School events, classroom projects, academic programs and student and staff accomplishment are often featured in newspapers and magazines, district web pages or on the television and radio. Parents who do not want their child's name or photo included in these types of promotional activities should notify the school in writing. (See *Directory Information Policy*)

## Milk Break

Students in **kindergarten** will have the opportunity to participate in a daily milk break. Money for milk break is deposited in the student's computerized lunch account and may be included in the total amount sent for lunch. Milk cost 50 cents per carton.

## Music Program

The Montgomery County R-II School district believes music is an important part of a child's overall education. Music is an important part of the district's commitment to providing students a well-balanced education program. Students have a 50-minute music class each week. At some time during the school year, all of the students have an opportunity to participate in a musical performance.



## Notes From Home

To assist school personnel in student safety and keeping accurate records, parents are requested to send a note from home if a child is:

- Returning to school following an absence
- Tardy
- Excused from activities such as recess and physical education (*A doctor's written statement is required for a student to be excused for an extended period of time*)
- Leaving school before 3:35 p.m. dismissal
- NOT riding the bus, walking home (giving permission) or being picked up by parent
- Experiencing a change that requires a change in the school routine
- Released to a person not listed on the emergency contact form

## Parent / Teacher Conferences

Conferences between parents/guardians and teachers are extremely valuable to the overall education progress for students. **Scheduled parent-teacher conferences are held for all students after the first quarter of the school year and possible prior to the end of the 3rd quarter.** Additional parent conferences are encouraged and can be arranged throughout the school year by the parent or teacher. Parents are encouraged to notify the school if their child is having problems of any kind by sending a note or by calling. A conference can be arranged at a mutually agreeable time.

## Pets at School

Pets are not allowed in school, except under special circumstances and then, only with the principal's permission. When this occurs, pets should be brought to school and returned home by the parents, as carrying pets or animals on the school bus is prohibited. Occasionally, some of our classrooms have pets.

## Physical Education Program

The Montgomery County R-II School District believes that physical education (PE) instruction is an important part of the educational experience. Students have one 50-minute PE class each week. The PE program creates an atmosphere for the development of leadership, sportsmanship, and congeniality. Students should wear or bring appropriate clothing and shoes for safe play, including tennis shoes. A dated and signed excuse must be turned in to the child's teacher if it is necessary for a student to be excused from physical activities that day. A doctor's written statement is required for a student to be excused from physical education for an extended time. Parents should notify the school if their child has any physical limitations or impairments.

Each spring, elementary students take part in a field day allowing them to participate in several field events.

# Promotion and Retention

A student's achievement of the basic skills for grade level and his/her readiness for work at the next grade level shall be required before he/she is assigned to a higher grade. Those students who have mastered the appropriate basic skills in Reading, English Language Arts, and Math, for grade level will be promoted.

## **Promotion and Retention Policy for Montgomery County R-II Elementary Schools**

This promotion and retention policy was adopted to insure the mastery of subject objectives and help eliminate education deficits.

### **I. CRITERIA FOR STUDENT PROMOTION AND/OR RETENTION**

#### **A. Mastery of core subject objectives**

##### **1. Core subjects are:**

- a) English Language Arts
- b) Mathematics

#### **B. District designated assessment instruments**

#### **C. Grades (daily, quarterly and semester) when consistently below average**

#### **D. Emotional, social and physical growth**

#### **E. Attendance**

#### **F. Attitude toward self, other students and his/her academic achievements.**

#### **G. Board of Education policy**

### **II. PROCEDURES FOR RETENTION**

#### **A. When a student meets the criteria for retention he/she will be referred to the Promotion and Retention Committee**

##### **1. The Promotion and Retention Committee consists of:**

- a) Student's Classroom Teacher
- b) Elementary Principal
- c) School Counselor (if applicable)
- d) Special Teacher (Special Services, Title I, etc. if applicable)

#### **B. The school will notify parents in writing after the beginning of the second semester (or earlier if the need is apparent) of possible retention. A copy of this notification will be filed in the elementary office. The school has the final say in all retention cases.**

#### **C. Before the end of the fourth quarter, if the student has not demonstrated mastery of the basic skills of his/her grade level, the Promotion/Retention Committee will meet to determine promotion or retention of the student. The school has final say in all grade placements.**

#### **D. The decision of the Promotion/Retention Committee will be shared with the parent and a copy will be kept on file in the elementary office.**

### **III. PROCESS OF APPEALING**

#### **A. If the Promotion/Retention Committee recommends retention of a student the parents have the right to appeal that recommendation.**

#### **B. Appeals will be made to the Superintendent of Schools with his decision being final.**

### **IV. STATE POLICIES ON RETENTION AND READING ASSESSMENT**

***Senate Bill 319, passed in 2001, requires school districts to intervene with students who are reading below grade level. Students in Grade 4 will be retained. If they are reading below the third grade level.***

*(Several exceptions to this requirement are specified in the law, such as students who are being served by Special Education and have an IEP for reading.)*

# Reading Circle Certificates

Reading for pleasure is encouraged all the way through school. The state of Missouri sets standards for children to meet in order to receive a Reading Circle Certificate at the end of the school year. In order to help and encourage children at home, the standards for each grade are listed below:

|       |   |                           |
|-------|---|---------------------------|
| Grade | K | 10 books                  |
|       | 1 | 12 books                  |
|       | 2 | 14 books                  |
|       | 3 | 11 fiction, 5 non-fiction |
|       | 4 | 12 fiction, 6 non-fiction |
|       | 5 | 13 fiction, 7 non-fiction |

Non-fiction books are anything of an information or true nature. Biographies and accounts of historical events are examples.

# Recess

Recess is scheduled for children to take a break from school studies. Every effort is made for children to have recess outside. All students are expected to go outside for recess as weather permits. Appropriate clothing should be worn according to the weather conditions. If students do not have appropriate clothing, every effort will be given to provide children with clothing from the nurse's office. A student must have written or a medical excuse for an extended excuse from recess. In the event that weather conditions are not conducive to outside play, children will have an indoor recess period. The guidelines for indoor recess are when outside temperatures are 20 degrees or less or the outside temperature when combined with the wind chill factor of 20 degrees or less. If the heat index is 100 degrees or above, students will remain inside during recess.

# School Pictures

A professional vendor takes pictures of all students during the school year. Individual pictures are used for school records. Parents purchasing picture packages must pre-pay for the package on or before "picture day." Picture retakes are scheduled for students that missed picture day or want a new picture taken. No one is required to purchase these photographs.

# Sending Money

When sending money to school, please place it in an envelope labeled with the student's name, teacher's name, the amount of money sent, and the purpose. Money not required for school should be left at home.

# School Visits/Visitors/Volunteers

Parents are welcome to visit or volunteer in our school. However, **please avoid bringing younger siblings to school when you volunteer.** Volunteers will be asked to sign the FERPA Confidentiality Agreement found at the end of this handbook.

**All visitors/volunteers in the building are required to report and sign in at the office EVERY time you visit or volunteer. Upon arrival to the building, visitors/volunteers will receive and or be required to wear a visitor's pass/badge.** All parents and visitors in the building without a visitor's badge will be asked to return to the office. Even if we know you well, we ask that you follow this procedure for uniformity and the safety of the students.

Students are **NOT** allowed to bring students from other schools or siblings as visitors. It is recommended that parents call ahead so that we can inform you of class schedules, especially if you want to have lunch with your child. We request that parents avoid conferences with the teacher during classroom visits, but rather schedule a conference for a mutually acceptable time. Information on the teacher's release time is available in the office.

## Special Education Services

Children may be referred for additional help through special services. This resource provides an education program to address the student's needs on more of an individual basis. Participation in the special education program is dependent upon meeting state guidelines and eligibility requirements.

## 504 Coordinator

The Montgomery County R-II Schools 504 Coordinator is the superintendent of schools.

## Student Information Cards

The school office maintains up-to-date information on all students and an information card for each student is kept on file in the office. This information is very important in case of emergencies. New cards are required every new school year to ensure up-to-date information. Listed on the card are the names and phone numbers of people to contact in the event of the student's illness or an emergency. Also, listed are adults to whom parents allow their child to be released. The importance of updating information is vital to the safety of your child. Please remember to notify the school **immediately** of any change in this information during the year (i.e., changes of home phone number, work phone number, cell phone number, e-email address, or person other than parents/guardians who could be reached in an emergency).

Students will not be released to anyone who is not listed on the information card.

## Student Placement and Class Selection

The student placement process begins at the end of the school year, when teachers from each grade level redistribute students according to the number of classes in the next grade level. The process is determined by many different factors. These include but not limited to the students' strengths, learning style, personality, and academic levels.

## Support Services

It is the goal of the elementary schools to offer the opportunity for all children to learn. To meet the needs of all students, support services such as School wide Title I. , Special Education, MTSS, at risk programs and a full time social worker/Counselor is available.

## School-to-Home-Communication

Communication between home and school is very important. Parents are asked to notify school personnel when students are ill, changes in home or cell number occur, changes in addresses, when changes occur in the family unit or when events may affect a student's behavior or emotions.

To keep parents informed about student academic progress, the following measure are used:

1. **Friday Folders** are sent home each Friday, containing pupil's schoolwork and important correspondence from the classroom teacher of school.
2. Pupil's work is sent home on a regular basis.
3. Teachers may write notes, make phone calls, and request conferences as needed.
4. Parents having questions about the nature of their child's work are welcome to come to school to talk with the teacher. Parents are asked to make an appointment.
5. By the fifth week of each quarter, progress reports may be sent home.
6. A report card is issued at the end of each nine-week quarter. The report card indicates the objectives the student has mastered during the quarter. Objectives are aligned with the state and district standards.
7. Parent-teacher conference days are scheduled after the first quarter for all students. If concerns exist, an additional conference during the third quarter may be scheduled for **students at-risk**.
8. Achievement tests are given and reports issued to parents that compare student achievement to state and national norms.

District and school news will be sent home with your child on a regular basis. Please carefully read all papers that your child brings home for important school information.

## Web Page

Each school building in the district has its own web page containing pertinent school building information. You may access all school web locations through the Montgomery County R-II web site: [www.mc-wildcats.org](http://www.mc-wildcats.org).

# MEDICAL

## Asbestos Notification

The Montgomery County R-II School District has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency REsponse Act Of 1986 (AHERA). A Copy of the plan is available for your inspection at our district administrative office during regular office hours.

## Health Services and Policies

The school nurses work in all elementary buildings on a scheduled basis and provide a wide variety of services to the 650+ elementary students of the district. A student's health records are maintained, and parents are urged to report any special need, circumstance, or change in health history to the school nurse. Annual screenings of vision and hearing are conducted. The school nurse works to help ill or injured children, as well as to protect well children from communicable disease.

## Administering Medicines

The Montgomery County R-II School District is dedicated to providing the most appropriate services to the students of the district. Safe and effective administration of medication requires adherence to the following medication policy:

1. For any prescription or over the counter medication to be given at school, the parent/guardian of the student must sign a completed medication authorization form. It is the responsibility of the parent/guardian to inform the school nurse or school personnel of any changes in the student's health, change in medication or if the medication is to be discontinued.
2. Medicine prescribed by a physician or other licensed health professional must have a pharmaceutical label to be accepted at school. Your pharmacist can give you an extra-labeled bottle to use for medicine at school. The bottle should include the following information: student's name, current date, name of medication, the dosage, route and frequency of administration, and the name of prescribing physician or other licensed health professional.
3. Medication brought to school should not normally exceed a 30-day supply. At the end of the school year, all unused, unclaimed medication will be destroyed.
4. Medication must be dispensed from the original container and by the school nurse or school personnel who has received medication administration training. The first dose of medication should be administered by parents.
5. It should not be necessary to administer more than one dose of medication during the school day. Your physician may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with the school nurse.
6. For the safety of all students, students may not transport medications to and from the school on the school bus or walking to school. Medications **MUST** be brought to school by a responsible adult.
7. A physician may recommend that an individual student, with a chronic (potentially life threatening) health condition, assume responsibility for his/her own medication provided the following conditions have been met:
  - A. Parents/guardians have reviewed and signed a health care plan designed for the student.
  - B. The student's physician has provided written certification that the student is capable of and has been instructed in the proper method of self-administering the medication.

- C. Parents/guardians of the student must sign a statement acknowledging the district shall incur no liability as a result of any injury arising from the student's self-administration of medications.

Required forms are available at your child's school.

8. The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label and /or physician's orders. The District will no longer provide or supply any of this medication.

9. The school district retains the right to reject requests for administering medication.

## Dietary Requests

Any dietary request or restriction does require a physician's order. This includes allergic reactions to food products.

## Head Lice

All students found to have evidence of live head lice will be excluded from school attendance. Students will be sent home for treatment. Parents will be given written materials that explain methods of treating the hair and home. Parents may bring their child back to school on the next school day for a re-admit examination. Students free of head lice will be allowed to attend school. Students identified as having nits will be re-examined within five calendar days of the initial identification. If this exam reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits. Repeated infestation of a student may result in referral to proper authorities.

## Student Illness/Injury

**Students with any of the following symptoms should be kept home from school: vomiting, diarrhea, or fever more than 100 degrees. Your child will be sent home from school if he/she is exhibiting these symptoms at school. The child should not return to school until he/she is symptom-free for 24 hours.**

**Other symptoms that students exhibit that may also need to be kept home from school or will be sent home from school include: persistent sore throat or awaiting strep test results, persistent cough and congestion, red/draining/matted eyes, and/or suspicious rash which could be chickenpox, ringworm, or impetigo (Disease of the skin). Children with these symptoms could also be a source of infection to classmates and teachers.**

**If a student becomes ill or injured at school, parents, guardians or emergency contacts listed on the student's emergency card will be notified. The school will call the appropriate emergency numbers provided by the parents. It is important that the parents keep phone numbers and family doctor/nurse practitioner updated and current in case of an emergency.**

## Health Screening Guidelines:

Montgomery County R-II Health Services staff will perform a vision, height and weight screening on students in grade K-5, 7 and 10 in the Fall. Hearing can be screened individually by a parent request. The scheduled date of screening will appear in the Fall issue of the District's Health Services newsletter, which will be distributed to all students each Fall prior to screening.

Students who fail the vision portion of the screening will be re-screened before any referrals are made. Students absent on the day of the screening will be screened upon their return to school. Parents can exclude their child from such screenings by sending a signed note to the Health Services staff at your child's building. Results of the screening will be mailed to parents within sixty days of completion of the screening.

## EXPECTATIONS, PROCEDURES AND CONSEQUENCES

It is fundamental for a child to feel safe in school and to be spared the oppression and repeated intentional humiliation implied by bullying or harassment. No student should be afraid of going to school or fear of being harassed or bullied. No parent should worry about such things happening to his/her child.

**All staff recognize the responsibility to control, to a degree, what goes on among the children at school. One way of doing this is to provide adequate supervision during instructional times, at recess, in the halls and during restroom breaks. Staff members will intervene when bullying situations occur and give clear messages to students; bullying is not accepted in our school.**

Research shows that schools that are characterized by a warm, positive climate while setting firm limits on unacceptable behavior result in a safe, nurturing environment conducive to learning.

### Bus Conduct

Riding the bus is a privilege, which requires responsibility on the part of each child. Any offense committed by a student on a district-owned bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. Please discuss this responsibility with your child to avoid an accident or other disciplinary action.

Bus expectation are:

### Bus Safety/expectations

- Obey the driver and follow directions the first time they are given.
- Keep hands, feet, and all other objects to yourself.
- Stay seated at all times, especially when the bus is moving.
- Keep all parts of your body and all objects inside the bus.
- Obey all school expectations while riding the school bus.
- Do not throw objects in or out of the bus.
- Practice safe behavior at all times.
- NO profane or obscene language is permitted

### Possible Consequences



- Assignment to a specific seat by bus driver.
- Referral to Principal (refer to expectations & Student Discipline)
- Suspension from riding the bus.
- Further violations will result in long-term suspension from the bus.

Remember that it is a **PRIVILEGE** to ride the school bus, and if at any time there is an infraction of any of the expectations, the student is subject to losing this privilege.

If it becomes necessary for a driver to refer a student to the principal's office for repeated infraction of these expectations or any other form of behavior deemed inappropriate by the driver, the driver will fill out a **BUS CONDUCT REPORT** and deliver it to the principal at the earliest possible time. The driver's description of the misconduct must be as specific as possible according to the way he/she witnessed it or perceived it through reports from reliable sources. Students actions resulting in bus conduct reports include but are not limited to disrespect, moving from an assigned seat, refusing to obey the driver, fighting, profanity, throwing objects from or onto the bus, hanging out the window, smoking, vandalism and any other conduct that disrupts the maintenance of good order and safety.

## Bus Permission Notes

- Students are required to bring a written permission note to their teacher if they do not intend to ride the bus in the afternoon.
- Students are required to bring a written permission note from their parents/guardians to ride any bus other than their regular bus. This note must be authorized into the office and bus slips will be presented to the bus driver when boarding.
- Bus changes, by parents/guardians, may be honored per phone call by 2:00 p.m. in the event of an emergency.

## Detention

The principal or classroom teacher may assign detention to students who, by failing to cooperate and to follow classroom expectations and regulations, become a distracting element in the classroom. Failure to appear for scheduled detention will result in further disciplinary action. Detention may occur before/after school or during lunch.

## In-School Suspension / ISS

A student may be suspended from the privilege of attending regular classes and be isolated to the office, Middle School, or supervised classroom where privileges are limited. Students assigned to in-school suspension are to follow the expectations and regulation of the program as stated by the supervisor. The student is to work independently on school assignment for the length of the time assigned. Student work is collected from the teacher and the completed work is returned for possible full credit. Students who have "in-school suspension" lose the privilege of attending all school functions during and after school hours for the assigned days.

# Out-Of School Suspension /OSS

A student may lose the privilege of being on school grounds, during school hours and/or after school hours for any event, for the duration of the suspension. Assignments may be arranged for and collected by the parent/guardian by requesting work through the office. Completed assignments may be returned for possible full credit. Suspension may be assigned for up to 10 days or more. Further disciplinary action may be recommended to the Superintendent for up to 90 days of suspension and/or recommendation to the Board of Education for expulsion.

## PBIS(Positive Behavior Intervention Support)

PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. The program is designed to help create a climate of cooperation, academic excellence, respect and safety. These expectations are based on seven guiding principles. The guiding principles are as follows:

1. Clear **expectations** for a student's positive character behavior.
2. Clear and consistent strategies for **teaching** appropriate positive character behavior.
3. Clear and consistent strategies for **encouraging** appropriate positive character behavior.
4. A **support** system and individual positive character behavioral programs for students with unique or exceptional needs.
5. Clearly designed methods for **evaluation** and **revising** the positive character behavior expectations.
6. Clear plans and strategies for communicating the characteristics and philosophy of the positive character behavior expectation to students and parents.

### All elementary buildings will be governed by the “Five Be’s”

- Rule 1 - Be Cooperative - Follow direction quickly
- Rule 2 - Be Respectful - Raise your hand
- Rule 3 - Be Safe - KHFAAOOTY
- Rule 4 - Be Responsible - Make smart choices
- Rule 5 - Be Kind - Treat others the way you want to be treated

## Expectations and Student Discipline

At the elementary schools, clear expectations for student conduct and the enforcement of the Montgomery County R-II Elementary Discipline Code create a positive climate for learning (Consequences are NOT all inclusive).

### Possible Consequences

- Warning or name on board
- Morning, lunch or after school detention
- Sweeping rocks at recess
- Walking laps at recess
- Loss of privilege
- Quiet table at lunch
- Time out in classroom
- Time out to another classroom
- Parent contact or conference

- After School detention
- Discipline report and referral to principal

## Cafeteria Expectations

1. Use good manners
2. Follow directions the first time they are given.
3. Keep hands, feet, and all other objects to yourself.
4. Visit with friends in a quiet voice
5. Students are not to pass or trade any food with other students.
6. When students need assistance, they are to raise their hand.
7. Students are not to leave their table without permission and/or excused.
8. All lunches are to be eaten in the cafeteria.
9. Clean up your area after eating.

### Consequences

- Warning
- Move to another table
- Work in lunch room
- Recess detention
- After school detention
- Discipline report and referral to principal

## Playground expectations

1. Follow directions the first time they are given by the playground supervisor.
2. Keep hands, feet, and all other objects to yourself.
3. Respect the rights, property, and space of others.
4. Students will not tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
5. Use all playground equipment properly. **(Students are not to bring equipment from home).**  
If equipment is brought from home, it will stay in the office and a parent will need to pick it up and take it home.
6. Stay within the boundaries of the playground area.
7. Students may not throw rocks, sticks, dirt, snowballs, or other harmful objects.
8. Classes lineup when the supervising teacher calls time or blows the whistle.
9. Students should leave and enter the building in a quiet, organized manner.
10. PLAY BY THE expectations

### Consequences

- Warning
- Recess Detention
- Extended recess detention
- After school detention
- Discipline report and referral to principal

***Children who have frequent discipline problems may lose the privilege of participating in class parties, picnics, field trips and/or track and field day. This decision will be made through the principal's office.***

## Safe Schools Act

In 1996, Missouri legislators approved the Safe Schools Act that mandates strict safety and discipline standards for all public schools in the state, including procedures for issuing some school incident reports to law enforcement officials. District policies, regulations and practices relating to student conduct, disciplinary procedures and consequences are included in the handbook.

## School expectations

**All students will show respect and courtesy to their fellow students and to school staff.**

- Students will respect the right of any of the school staff members to discipline.
- Students may not hit, kick, shove, spit, scratch, or fight in any manner.
- Students may not use profanity, obscene language, or offensive hand signals.
- No student is to carry, conceal, sell, deliver, transfer, possess, or harbor any kind of firearm, knife, lasers, metal knuckles, razor, or other similar injurious materials in the school buildings, school buses or on or about the school district grounds.
- Water guns, toy pistols, rubber bands, pins, etc. are not permitted in student's possession at any time.
- Students are not allowed to chew gum, unless they have permission from a teacher.
- Students are not to sell or trade articles at school.
- Students are not to collect money at school for any reason, unless they have permission from a staff member.
- **Students MAY NOT BRING TOYS, GAMES, or ELECTRONIC EQUIPMENT to SCHOOL WITHOUT TEACHER OR PARENT PERMISSION.** If the student brings the items to school, they will stay in the Principal's office until a parent can take them home. Second offense - The item will stay in the office until the last day of school -A parent will still need to come to pick up the item and take it home.
- Students must follow the 5 Be's (Be Kind, Be Respectful, Be Responsible, Be Safe and Be Cooperative).
- This is a drug-free campus and smoke free campus.

## Student Dress Code - Both girls and boys

No student will be allowed to attend school wearing clothing which could cause disruption of the orderly academic process or which constitutes a health or safety hazard. Students (both girls and boys) who wear clothing that contains words or pictures that are not appropriate for school or are attired in ways that disrupt the educational process will be asked to change. Some examples of inappropriate school attire for elementary student: bare midriff shirt, spaghetti strap shirts, halter, hats, bandana, sunglasses, excessively short or tight clothing, any clothing with unacceptable print pictures (such as depicting violence, advertising alcohol or tobacco products, or containing profane or suggestive connotations). Students are expected to attend school looking clean, neat and dressed in a manner, which is accepted as being in good taste as determined by school officials. Hats may be worn to school, but may not be worn inside the building. After repeated warnings to remove a hat in the building, the hat will be taken by a staff member. If a student does not meet the approved dress code they will be expected to change. Repeated violations could result in discipline action at the principal's discretion.

## Selling and Trading

Individual students are not to buy, sell, or trade any item on school property, while riding the bus, or while waiting at the bus stop. The trading of any item, including lunches, is not allowed. These activities are disruptive to the school and often cause problems between students. Sold and trade items will be confiscated by the staff and will need to be picked up by parents.

## Technology and Internet Use

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st century. Elementary students will be allowed to access the Internet under the direction and supervision of classroom teachers. Students will be prohibited from posting personal contact information about themselves or other people. They will not be allowed to access chat rooms. Students will not transmit obscene or other inappropriate messages, materials, pictures, or sound files from any source. This will result in immediate termination of privileges and other disciplinary action. Please refer to the District Technology Policy.

All students using the district's technology are responsible for proper usage and care of the district's devices. [The Montgomery County R-II Schools have a Technology Usage Handbook](#). Each student and his/her guardian must read, sign and return to school the permission form in this handbook.

## Cell Phones

If a student brings a cell phone to school, the phone should stay in the student's backpack (not in their pocket) on silent mode. If the student has the phone out during the day, the phone will be confiscated and kept in the office.

1st Offense: Referral with warning. The student can pick up at the end of the day.

2nd Offense: Referral with warning. Parents must pick up.

Further Offenses: Referral with consequence at Principal's discretion. Parents must pick up.

## Tobacco-Free District

**Montgomery County R-II School District is a tobacco-free district. To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students, and patrons from smoking or using tobacco products in all district facilities, on district transportation, and on all district grounds at all times.** This includes but is not limited to cigarettes, chewing tobacco, & E-cigarettes.

## Toys, Gum, Candy and personal items

School is a place for learning. Candy, gum, and toys only distract students from learning. Unless specifically directed to do so by a teacher, no students should bring playground equipment, trading cards, toys, games, electronic equipment, balls, gum, candy, or other personal items not related to the purpose of school. Such items are disruptive to the instructional process and will be confiscated by staff members or the principal and kept in the office. Parents/guardians will be responsible for picking up the confiscated items from the principal.

in a timely manner, otherwise they will not be returned to the student. We ask parents to monitor their child to see that these items are left at home.

# MONTGOMERY COUNTY R-II DISCIPLINE CODE

## Student Discipline (Board Policy JG-R1)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. 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. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on 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.

## Reporting to Law Enforcement

It is the policy of the Montgomery County R-II 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.

## 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.

## Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or 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:

1. 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.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

## Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

The Montgomery County R-II School Board has adopted an elementary discipline code to address specific violations of school rules and offenses against other students. The code is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. It is the purpose of the code to list certain offenses, which if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. Any conduct not included herein or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative educational setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session.

## Academic Dishonesty

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

|                |   |
|----------------|---|
| First Offense: | No credit for the work, grade reduction, or replacement assignment.<br>Detention or in-school suspension on major projects. |
|----------------|---|



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

## Arson

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

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

## Assault

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

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

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

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

## Automobile/Vehicle Misuse

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

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

# Bullying and Cyberbullying

(See Board policy JFCF for most updated policy information)

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

## Bus or Transportation Misconduct

(see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

## Dishonesty

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

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

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

## Disparaging or Demeaning Language

Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin.

|                |   |
|----------------|---|
| First Offense: | Principal/student conference, in-school suspension, detention, or 1-10 days out-of-school suspension. |
|----------------|---|

|                 |   |
|-----------------|---|
| Second Offense: | In-school suspension or 5-10 days out-of-school suspension. |
|-----------------|---|

|                |  |
|----------------|--|
| Third Offense: | 1-180 days possible out-of-school suspension and documentation in the student's discipline record. |
|----------------|--|

## Disrespectful or Disruptive Conduct or Speech

(See Board Policies AC and 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.

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

## Disruptive Speech or Conduct

*Conduct or verbal, written, or symbolic language, which materially and substantially disrupts Classroom work, school activities, or school functions.*

|                 |   |
|-----------------|---|
| First Offense:  | Principal/student conference, in-school suspension, detention, or 1-10 days out-of-school suspension. |
| Second Offense: | In-school suspension or 5-10 days out-of-school suspension.   |
| Third Offense:  | 1-180 days possible out-of-school suspension and documentation in the student's discipline record.    |

## Drugs/Alcohol

(see Board policies JFCH and JHCD)

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

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

- b. 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.

- c. 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.

## Extortion

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

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

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

## Failure to Care for or Return District Property

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

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

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

## Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

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

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

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

## False Alarm

(see also, "Threats or Verbal Assault")

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

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

## Fighting

(see also, "Assault")

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

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

## Gambling

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

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

## Gangs

*Wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or any other attribute which indicates or implies membership or affiliation with such a group.*

|                 |  |
|-----------------|--|
| First Offense:  | Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension          |
| Second Offense: | 1-180 days possible out-of-school suspension and documentation in the student's discipline record. |
| Third Offense:  | Expulsion and documentation in the student's discipline record.                                    |

## Harassment, including Sexual Harassment

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

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

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

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

|                |  |
|----------------|--|
| 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. |
|---------------------|---|

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

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

## Hazing

(see board policy JFCG)

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

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

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

## Incendiary Devices or Fireworks

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

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

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

## Indecent Exposure

*Includes display of breasts, buttocks, and genitals in a public location.*

First Offense: Principal/student /parent conference, 1-3 days of out-of-school suspension.

Second Offense: 5-10 days of out-of-school suspension.

Subsequent offenses: Up to 90 days of OSS at the discretion of the building administrator and the superintendent.

## Insubordination

*The refusal to follow reasonable direction from certified or classified staff members or administrators or deliberately disobeying school rules. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in in-school alternatives, refusal to report to the school office and refusals to report to in-school suspension.*

First Offense: Principal/student conference, in-school suspension, or 1-3 days out-of-school suspension.

Second Offense: In school suspension or 5-10 days of out-of-school suspension.

Third Offense: 1-180 days possible out-of-school suspension and documentation in the student's discipline record.

## Nuisance Items

Possession or use of items such as toys, games, or other items that are not authorized for educational purposes.

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

## Public Display of Affection

Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

## Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

(see board policies AC and 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, or in-school suspension.                   |
| Subsequent Offense: | Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

## Sexual Activity

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

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

## Technology Misconduct

(see board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote



system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

2. Using cell phones, smart watches, 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. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency or in accordance with the approved phone restrictions in the building handbooks.

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

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

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

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

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

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

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

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

## Theft

Theft, attempted theft or knowing possession of stolen property.

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

|                     |  |
|---------------------|--|
| Subsequent Offense: | Return of or restitution for property. 1-180 days out-of-school suspension or expulsion. |
|---------------------|--|

## Threats or Verbal Assault

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

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

|                     |  |
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| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion. |
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## Tobacco

- a. 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 district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

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

- b. 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, or 1-3 days out-of-school suspension. |
|----------------|--|

|                     |   |
|---------------------|---|
| Subsequent Offense: | Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension. |
|---------------------|---|

## Truancy or Tardiness

(See Board policy JED)

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

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| First Offense: | Principal/Student conference, detention, or 1-3 days in-school suspension. |
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| Subsequent Offense: | Detention or 3-10 days in-school suspension, and removal from extracurricular activities. |
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## Unauthorized Entry

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

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

## Vandalism

(See Board policy ECA)

- a. *Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is \$750 or less.*

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|----------------|---|
| First Offense: | Restitution, in-school suspension or 1-180 days out-of-school suspension, and possible notification to law enforcement officials. |
|----------------|---|

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| Second Offense: | Restitution, 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record. |
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| Third Offense: | Restitution, expulsion. Notice of law enforcement officials and documentation in the student's discipline record. |
|----------------|---|

- b. *Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is more than \$750.*

|                |   |
|----------------|---|
| First Offense: | Restitution, 10-180 days out- of-school suspension, and notice to law enforcement officials and documentation in the student's discipline record. |
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|                 |  |
|-----------------|--|
| Second Offense: | Restitution, expulsion, notification to law enforcement officials, and documentation in the student's discipline record. |
|-----------------|--|

## Weapons

(see Board policy JFCJ)

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

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

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

- b. 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.

- c. 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.

# PARENT NOTICES

## Missouri Department of Elementary & Secondary Education

### No Child Left Behind Act of 2001 (NCLB)

#### COMPLAINT PROCEDURES

1. Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII, Revised 7/15
2. In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representative Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs.

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2. What happens if a complaint is not resolved at the local level (LEA)?

##### Complaints filed with the Department

1. How can a complaint be filed with the Department?
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3. How are complaints related to equitable services to private school children handled differently?

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4. How will appeals to the Department be investigated?
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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 No Child Left Behind Act of 2001 (NCLB).

1. What is a complaint under NCLB?

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

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 locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

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

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

- a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
  - b. 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 fifty 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 with five days of the complaint being filed
  - c. Resolution at LEA. The LEA will then initiate its local complaints procedures in an effort to resolve the complaint at the local level.
  - d. Report by LEA. Within forty-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 a public record and may be made available to parents, teachers, and other members of the general public.
  - e. Verification. Within ten 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, and/or telephone call(s).
  - f. Appeal. The complaint 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 private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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 delivered to the LEA.
10. What happens if a complaint is not delivered to the LEA?

The complaint or the LEA may appeal the decision of the Department to the United States Department of Education.

## **Montgomery City Elementary School-Wide Title I** **2023-2024 Parent Involvement Plan**

1. Information will be given to parents at a parent event. The information will include:
  - a. Description of School Wide Title I
  - b. Title I requirements for being in targeted small groups
  - c. Parent's right to be involved in the Title I program
  - d. An explanation of the curriculum used at MCE
  - e. The forms of assessment that are used to measure student progress
  - f. The proficiency levels that students are expected to meet
  - g. Contact information to address any questions about the Title I program
  - h. Parents will be asked to provide input from an advisory standpoint
2. Information about MCE's Title I program will be shared during regularly scheduled PTO meetings to discuss the program throughout the year. The agenda for these meetings may include:
  - a. Discussion of an assessment of the Title I program at MCE
  - b. Suggestions on improvement of the program and how student learning will take place
  - c. Response to any suggestions made at the last meeting
  - d. The MCE Parent Involvement Plan and the Student, Parent, Teacher Compact will be reviewed and revised for the following school year
3. MCE Title I staff will participate in school wide parent activities.
  - a. MCE Title I staff will be available to visit with parents at all school wide activities.
    - i) Family Night Under the Lights
    - ii) Fall Family Fun Night
    - iii) Cocoa & Caroling
    - iv) Science Fair
    - v) One Book One Community
    - vi) PTO meetings -September, November, February & April
4. MCE Title I staff will make books/activities available to Title students and parents.
  - a. Title I students take home Book Bags and read them with a parent/guardian. Parents are to sign off when the book is read and turned in to Title I teacher.
5. Title I teachers will be available to discuss a child's performance during Parent/Teacher Conferences. Parents will also be given the email addresses of the Title I teachers and can communicate with them through email. Title I teachers will also be available for telephone conversations, if needed.

## Equal Opportunity Employer

The Montgomery County R-II School District is an equal opportunity employer, and has adopted policies prohibiting discrimination based upon age, sex, race, color, national origin, religion, disability or veteran status. Any alleged discriminatory treatment should be referred to the superintendent of schools, who serves as the district's non-discrimination officer. If you need accommodations to participate in the employment application process, please contact the office of the superintendent (573) 564-2278.

## Parent Notification No Child Left Behind information

Dear Parents:

Upon written request, the district is required to inform you of certain information, under the No Child Left Behind Act of 2001. You have the right to know:

- Whether your child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which your child's teacher provides instruction.
- Whether your child's teacher is teaching under emergency or provisional status under state licensing criteria.
- Whether your child is provided serviced by a paraprofessional and if so, their qualifications.
- What baccalaureate degree major the teacher has any graduate degree of certification the teacher holds, and the field of discipline of the certification.

The district is also required to notify you on the achievement level of your child on the state academic assessments, and the timely notice that your child is being taught by the teacher who is not highly qualified.

## MCR-II Alternative Methods of Instruction (AMI) Information

Montgomery County R-II has a DESE-approved AMI plan that allows learning to continue in the event of extended emergency closures. Our district's AMI plan includes a blend of online learning opportunities and learning activities that do not require any technology. When school must be canceled the notification sent by the district will let parents and students know **if** we are implementing AMI for the missed day. On days AMI is implemented, student attendance for that day will be determined by the percentage of learning activities completed. Staff will be available to students via email, applications such as Remind or Dojo and other methods determined by each teacher. Detailed information about learning activities will be provided by each school or teacher, and is also available on the district website. If your child has an IEP or a 504-plan, their team will ensure appropriate modifications and accommodations are made to the AMI learning activities.

## MCR-II School District Virtual Course Information

Eligible students must apply for MOCAP (Missouri Course Access Program) during the school's designated add/drop period, which is identified as the first five days of a semester, in order to be considered for enrollment. Applications are available from the building principal or counselor. Students participating in MOCAP will be expected to remain in the program for the entire semester.



# FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") 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 received 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 rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents, or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligibility student, the School will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in 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 interest. 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); a person serving on the School Board a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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. (Optional) Upon request, the School discloses education record without consent to official of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the record request unless it states in its annual notification that it intends to forward records on request.)
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 20202-4605**

# Directory Information Notice

The Family Education Rights and Privacy Act (FERPA), a Federal law, required that Montgomery County R-II, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montgomery County R-II may disclose appropriately designed "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures to not release this information. The primary purpose of directory information is to allow Montgomery County R-II to include this type of information from your child's education records in school publication.

**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 parents' prior written consent. Outside organizations include, but are not limited to; companies that manufacture class rings or publish yearbooks. In addition, two federal laws required 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 Montgomery County R-II to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing, Montgomery County R-II has designated the following information as directory information:

- Student's name
- Parent's name
- Address
- Telephone listing
- Enrollment status (full-time or part-time)
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most educational agency or institution attended

## Children with Disabilities Public Notice

# MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

Dr. Tracy Bottoms  
Superintendent

418 North Highway 19  
Montgomery City, Missouri 63361-9709  
Phone: (573) 564-2278 / ext. 5000  
Fax: (855) 782-8741

Sara Salfrank  
Director of Special Services

### PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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 Montgomery County R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Montgomery County R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Montgomery County R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

## 504/Title II Public Notice

# MONTGOMERY COUNTY R-II PUBLIC SCHOOLS

418 North Highway 19  
Montgomery City, Missouri 63361-9709  
Phone: (573) 564-2278  
Fax: (855) 782-8700

### **504/TITLE II PUBLIC NOTICE**

The Montgomery County R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Montgomery County R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Montgomery County R-II School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during regular school hours on days school is in session in the Office of the Superintendent or Director of Special Services.

This notice will be provided in native languages as appropriate.

# Surrogate Parent Public Announcement

## **MONTGOMERY COUNTY R-II PUBLIC SCHOOLS**

*“With Attendance Centers at Jonesburg & Montgomery City”*

Dr. Tracy Bottoms

Superintendent

418 North Highway 19

Montgomery City, Missouri 63361-9709

(573) 564-2278

(573) 564-6182 (fax#)

Charlotte Miller

Director of Special Services

### **PUBLIC ANNOUNCEMENT SURROGATE**

#### **PARENT PROGRAM**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with who the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The Montgomery County R-II Public School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the Director of Special Services, at the Special Education Office located at the Middle School, (573)564-3710.

# PARENT AND STUDENT HANDBOOK FORMS

## Handbook Permission Slip

### Montgomery County R-II School District

2023-2024

### *Elementary Parent & Student Handbook Forms*

### ***PERMISSION SHEET***

**Student Name:** \_\_\_\_\_

**PERMISSION TO PHOTOGRAPH & VIDEO:** We are asking your permission to photograph/Video your child during the 2022-23 school year. In an effort to share information with the community, residents, and yourself, the Montgomery County R-II School District actively works with the media to publish or broadcast stories, photos, school events, classroom projects, and academic programs. With your permission, we will be able to share your student's accomplishments on our webpage, newspaper, radio, and other forms of media.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian signature

\_\_\_\_\_

Date

Dear Parents/Guardians,

It is important for you to read the handbook and discuss its contents with your child. The handbook can be read on the Montgomery City Elementary website [www.mc-wildcats.org](http://www.mc-wildcats.org) or are available by request in the school office. Please call the school office if you need more information. Thank You.

**HANDBOOK:** I have received, reviewed and discussed with my child the copy of the 2023-2024 Elementary Parents/Student Handbook, and I understand the expectations, policies, procedures and regulations that apply to all students of the Montgomery County R-II School District.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

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Parent Signature

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Date

## Partnership Pledge

# Jonesburg and Montgomery City Elementary Partnership Pledge 2023-2024

...Where students, parents, educators, and community work hand-in-hand to empower each learner with the knowledge, skills, and direction necessary to promote life-long success and continued life enrichment.

### As a teaching professional I will:

- Teach and guide your student everyday using effective practices for instruction
- Maintain and foster high standards of academic achievement and positive behavior
- Provide resources for practice in reading, writing, math and other content areas
- Communicate regularly and respectfully regarding student progress
- Provide opportunities for students and families to connect
- Teach and monitor Jonesburg and Montgomery Elementary Expectations
- (Be KIND, Be SAFE, Be COOPERATIVE, Be RESPECTFUL, and BE RESPONSIBLE)
- Celebrate large and small steps of success

---

Classroom Teacher      Date

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Principal      Date

### As a parent/guardian I will:

- Maintain and foster high standards of academic achievement and positive behavior
- Set aside time everyday for reading, writing, math, listening, or talking with my child
- Communicate respectfully regarding my student's needs and progress
- Participate in school events such as conferences, open house, PTO, etc
- Teach and monitor Jonesburg and Montgomery Elementary Expectations  
(Be KIND, Be SAFE, Be COOPERATIVE, Be RESPECTFUL, and BE RESPONSIBLE)
- Celebrate large and small steps of success.

---

Parent/Guardian Signature

---

Date

### As a student I will:

- Come to school on time, rested, and prepared for learning
- Work hard to do my best in class, and complete my homework
- Set aside time everyday for extra practice in reading, writing, and math
- Learn and follow Jonesburg and Montgomery Elementary Expectations  
(Be KIND, Be SAFE, Be COOPERATIVE, Be RESPECTFUL, and BE RESPONSIBLE)

---

Student

---

Date

Upon the return of the parent/student handbooks forms, with all signatures collected, a copy of the permission and partnership pledge will be sent home for your family to keep.



## **Montgomery County R-II Elementary Schools School-Parent-Student Compact 2023-2024**

Montgomery Co. R-II Elementary and the parents of students participating in Title 1.A activities, services, and programs, agrees that this compact outlines how the entire school staff, parents, and students will share the responsibility for improving student academic achievement.

### **School Responsibilities**

#### **The Montgomery Co. R-II Elementary Staff will:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me-Standards by:

1. Retaining highly qualified principals and teacher
2. Providing instructions, materials, and most current classroom best practices
3. Maintaining a safe and positive school climate

Hold annual parent-teacher conferences to:

1. Discuss the child's progress during the first quarter
2. Discuss this compact as it relates to the child's achievement
3. Examine the child's progress and any pending option at the end of the third quarter

Provide parents with frequent reports on their child's progress by:

1. Monthly suggestions from the classroom teacher
2. Mid-quarter report sent home from school
3. Quarterly grade cards/reports sent home by the school including the RTI action plan

Be accessible to parents through:

1. Phone calls or person-to-person meetings
2. Scheduled consultation before, during or after school
3. Schedule home visits

Provide parents opportunities to volunteer and participate in classrooms, and to participate in activities by:

1. Listening to children read
2. Presenting a program about a career or culture
3. Supporting classroom teachers with enrichment and remedial activities

# Montgomery County R-II Elementary Schools

## School-Parent-Student Compact

### 2023-2024

#### Parent/Guardian Responsibilities

##### Parents/Guardians will:

Support his or her child's learning by:

1. Making sure he or she is in school every day possible
2. Checking that homework is completed
3. Monitoring the amount of television watched daily
4. Volunteering in the classroom/school
5. Being aware of his or her child's extra-curricular time and activities
6. Staying informed about his or her child's education by reading all communication from the school and responding appropriately

#### Student Responsibilities

##### Student will:

Share the responsibility to improve his or her academic performance to meet the Missouri Learning Standards by:

1. Attending school every day possible and follow the 5-Be'S
2. Doing his or her homework every day and ask for help when needed
3. Reading at least 20 minutes everyday outside of school time
4. Giving all notes and information from my school to parents/guardians daily
5. Giving all notes and information from my home to teachers/principals

Principal Jill Jacob

Date 7-1-23

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

# FERPA Volunteer Confidentiality Agreement

## Student Privacy and Volunteer Confidentiality Agreement

Students in the Montgomery County R-II School District have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Montgomery County R-II School District, which disseminates a student's education records without his or her parent's consent.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the school nurse or principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school personnel. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law.

Agreement:  
I, (print name) \_\_\_\_\_, as a volunteer for the Montgomery County R-II Schools District agree never to disclose information about a student's educational information and records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department personnel.

Signature \_\_\_\_\_ Date \_\_\_\_\_