

# Welcome To **KOSHKONONG ELEMENTARY**

Dear Students and Parents,

We would like to take this opportunity to welcome everybody back to another great year here at Koshkonong School. Please use this handbook to help answer questions and provide you with information about school expectations, dates and guidelines.

It is always exciting to start a new year. Hopes and expectations are high. We hope your feelings of excitement will continue from August to May. Faculty and staff are here to assist you to meet the challenges of the year and build the foundation. Every great achievement involves a leap into the unknown. We hope your educational foundation becomes stronger this year. Have a great and successful year at Oregon–Howell R-III School. As always, if you ever have a question feel free to call and we will find an answer together.

Misty Dale, K-8 Principal

## **SCHOOL SPIRIT**

The term “school spirit” is usually thought of in connection with the spirit of the group. It is the attitude of individuals that contributes to and makes the spirit of the school. A general school spirit is based upon a large number of interests and appreciations within the individual. It includes the desire for self-improvement and growth. The same spirit motivates the individual toward a cooperative attitude, which will make the school a place where others can enjoy and experience the same growth and improvement. School spirit is the manifestation of a desire on the part of the individual to develop and acquire those traits and abilities necessary for successful living. It means encouragement for one another and support for the school in all its programs.

### **KOSHKONONG SCHOOL STUDENT CREED**

I am aware of the many opportunities existing for me in Koshkonong School. As I benefit from these opportunities, I desire to help perpetuate and add to the splendid traditions and ideals which the school now enjoys. As a lamp to guide my course, I will keep uppermost in my mind this thought: “Is what I am about to do or say something that every student could do or say without injury to my school.

## **ADMINISTRATION**

Seth J. Bryant	Superintendent
Brian Davis	9-12 Principal
Misty Dale	K-8 Principal
Kristin Turnbough	Counselor
Misty Dale	Special Ed Director

## **FACULTY**

## **TITLE**

Theresa Wiggs	Preschool
Robin Hunsperger	Kindergarten
Kaitlyn Holder	First Grade
Stephanie Brassfield	Second Grade
Rita Hill	Third Grade
Sierra Roberts	Fourth Grade
Tyler Wiggs	Fifth Grade
Marjorie Howell	Sixth Grade
Denice Warden	8 History, 7-9 Math
Lane Pippin	7-9 English, 7 History
Ruby Roberts	Title I
Gloria Wood	Art
Annette Callahan	Music
Taylor York	Physical Education
Melissa Roberson	Special Ed
Rita Lancaster	Speech
Jennifer Crockarell	Nurse
Teresa Collins	Title I/SPED Aide
Scott Long	Aide
Laura Dale	Aide

## **MISSION AND BELIEFS**

Oregon-Howell R-III School District has proposed as its mission to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and career development. Recognizing each student as an individual, **we believe:**

- *All students are capable of learning*
- *All students are unique*
- *All students are worthy of respect*
- *All students can become productive, responsible, members of a global society*

## **WE BELIEVE THAT THE STAFF IS RESPONSIBLE FOR:**

- Guiding and motivating students' achievement.
- Creating a learning climate in which individual motivation for learning is the stimulus for achievement.
- Promoting democratic ideals through instruction and modeling.
- We believe that the parents/guardians are a vital part of the learning process through active involvement and encouragement.
- Must have a basic confidence in the school leadership, faculty, and staff.

## **THE OREGON-HOWELL R-III SCHOOL DISTRICT ENVISIONS STUDENTS WHO:**

- Will graduate from high school.
- Will complete a selection of high school studies that are challenging and include identified learning expectations.
- Proceed from high school graduation to a college, a post-secondary vocational or technical school, or a high wage job with workplace skill development opportunities.

**Oregon-Howell R3 School District**  
**2023-2024 School Calendar**

<b>Aug. 9</b>	<b>Student Registration K-8<sup>th</sup> grade – New Students</b>
<b>Aug. 10</b>	<b>Student Registration 9-12 – New Students</b>
<b>Aug. 14-17</b>	<b>Teacher Workshop</b>
<b>Aug 17</b>	<b>Open House –6:00-7:30pm</b>
<b>Aug 21</b>	<b>Classes Begin</b>
<b>Sept 4</b>	<b>Labor Day (No School)</b>
<b>Sept 18</b>	<b>Teacher In-Service (No School)</b>
<b>Oct 9</b>	<b>Teacher In-Service (No School)</b>
<b>Oct 13</b>	<b>End of 1<sup>st</sup> Quarter (37 days)</b>
<b>Oct 17 &amp; 19</b>	<b>Report Cards / Parent Teacher Conf 4:00 - 7:00 pm</b>
<b>Oct 20</b>	<b>Teacher Independent Work Day (No School)</b>
<b>Nov 13</b>	<b>Fall Break (No School)</b>
<b>Nov 20-24</b>	<b>Thanksgiving Break (No School)</b>
<b>Dec 20</b>	<b>End of 2<sup>nd</sup> Quarter, Dismiss @ 12:15(40.5 days)</b>
<b>Dec 21 – Jan 2</b>	<b>Christmas Vacation (No School)</b>
<b>Jan 2</b>	<b>Teacher In-Service (No School)</b>
<b>Jan 3</b>	<b>School Resumes</b>
<b>Jan 5</b>	<b>Issue Report Cards</b>
<b>Jan 15</b>	<b>MLK Holiday (No School)</b>
<b>Feb 16</b>	<b>Teacher In-Service (No School)</b>
<b>Feb 19</b>	<b>Presidents' Day (No School)</b>
<b>Mar 8</b>	<b>End of 3<sup>rd</sup> Quarter (45 days)</b>
<b>Mar 11 - 15</b>	<b>Spring Break (No School)</b>
<b>Mar 29- Apr 1</b>	<b>Spring Break (No School)</b>
<b>Apr 15</b>	<b>Spring Break (No School)</b>
<b>May 4</b>	<b>12th Grade Graduation &amp; 8th Grade Promotion</b>
<b>May 9</b>	<b>End of 4<sup>th</sup> Quarter (35.5 days)</b>
<b>May 5</b>	<b>Student's Last Day Dismiss at 12:15 pm</b>
<b>May 27</b>	<b>Memorial Day - No Summer School</b>

*Number of Days in Session*

August	9	January	20
September	19	February	19
October	20	March	15
November	16	April	20
December	13.5	May	6.5
<b>First Semester</b>	<b>77.5 Days</b>	<b>Second Semester</b>	<b>80.5 Days</b>

**Total Days 158**

\*Our 6 snow days are in the calendar\*\* 6 AMI days will be utilized\*\*\* Day length 6.85 Hours

## **ENROLLMENT INFORMATION**

Legal names must be used on all school documents. *Any change in contact information needs to be updated as quickly as possible so the school can contact a parent in the case of an emergency.*

## **GENERAL POLICY**

Every student in the Oregon-Howell R-III School District is expected to:

1. Comply with school policies and regulations.
2. Respect and obey all persons in authority.
3. Be prompt and regular in attendance, equipped with the necessary books, paper and other school supplies.
4. Meet classroom standards of behavior and performance.
5. Maintain appropriate habits of dress, speech and personal cleanliness.
6. Cooperate with pupils who have been given special responsibility.
7. Respect the dignity, rights and property of others, and avoid any activity that may endanger the health and safety of others.
8. Know and understand three basic classroom rules:
  - a. Be in the room and seated before the tardy bell rings.
  - b. Keep hands and feet to yourself.
  - c. Respect the property of the school and others
9. The proper chain of command to resolve discipline or grievance matters is:
  - a. Teacher
  - b. Principal
  - c. Superintendent
  - d. School Board
10. The Oregon-Howell R-III Campus will be a closed campus.
11. The school will not be responsible for any personal property a student brings if it is lost or stolen.

## **PLEDGE OF ALLEGIANCE**

Senate Bill 718 requires that Missouri Schools recite the Pledge of Allegiance daily. Koshkonong Elementary students will recite the Pledge of Allegiance at the beginning of every school day. Students who do not wish to participate in this activity must contact their principal so other arrangements can be made.

## **CHANGE OF ADDRESS**

Parents must advise the office immediately of any change of address or living status regarding their student during the school year.

## **TARDIES AND CHECKING OUT EARLY**

Punctual attendance is both a sign of respect towards the teacher and other students in the classroom, as well as a demonstration of the importance of being a responsible student. Students who are tardy or check out early from school miss meaningful information, may disrupt the teacher's instructional time, and may cause other students to lose their focus. Each tardy and early check-out will be recorded in the students' attendance history and corrective actions will start over at the close of each quarter. Frequent tardiness will result in the following corrective actions:

- IF A STUDENT IS TARDY TWO (2) TIMES, THE STUDENT'S PARENT/GUARDIAN WILL BE NOTIFIED IN WRITING.
- THE PARENT/GUARDIAN WILL RECEIVE A PHONE CALL FROM THE OFFICE IF THEIR CHILD IS TARDY THREE (3) TIMES.
- DISCIPLINARY ACTION OR LOSS OF PRIVILEGE MAY OCCUR FOR STUDENTS WHO ARE TARDY FOUR (4) OR MORE TIMES WITHIN A QUARTER.

## **ATTENDANCE POLICY**

School attendance is the responsibility of the parents. Students should be in school unless forced to be absent due to illness, etc. Parents failing to send healthy children to school are in violation of the law. Any time the student is absent and the parent/guardian hasn't contacted the school, the principal or designee will contact the parent or guardian. When a student has accumulated five (5) absences, excused or unexcused, in any semester, the school will contact the parent to discuss the student's attendance and current level of academic performance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from parents on ways to improve the student's attendance. When a student has accumulated a total of ten (10) absences for the year, the school will set up a conference to develop an attendance plan that includes specific intervention strategies designed to improve the student's attendance. When a student misses more than ten (10) days the district will determine whether there is a reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. The district may then contact the Juvenile Office to make a referral. More than ten (10) absences will be a factor in determining whether a student may be retained. Ten (10) unexcused absences will result in students being reported to the State of Missouri as truant. Perfect attendance shall be awarded to those students missing no more than three (3) total hours of school for the entire year.

- **Please notify the school before 9:00 AM when your child is absent. When your child is absent and the school is not contacted, the school will try to contact the parent(s) or legal guardian to figure out the reason for the student's absence.**

## **POLICY FOR NON-ATTENDANCE**

1. Parents will be notified by phone and/or letter after four (4) and seven (7) absences for one period during a quarter.



2. After eight (8) unexcused or unverifiable absences for one period during a semester, parents will be notified and the Division of Child Welfare will be contacted. The parents may want to ask for a conference with the principal and/or the attendance committee.
3. Grades 7<sup>th</sup> and 8<sup>th</sup> students can miss 4 days a quarter for any reason after the 4<sup>th</sup> day the student will need to make-up the time after school during tutoring. A student who does not make the time up after the 4 days each quarter could lose points in class and parents will need to meet with the Administration.

## **HOMEBOUND**

Students whose illness, conditions, or injuries necessitate an absence of three (3) or more consecutive school days may be coded as homebound, and this will not count against a student's attendance. For a student to be counted as homebound, the parent or guardian must provide the proper documentation from a licensed physician. Students will not be allowed to attend school sanctioned activities or events while on homebound. Parents or guardians may request make-up work during their child's homebound period.

## **School and Family Compact**

### **School Responsibilities**

Koshkonong Elementary/Middle School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State Standards as follows.
- Retain highly qualified principals and teachers.
- Provide instruction, materials, and high quality professional development which incorporate the latest research.
- Maintain a safe and positive climate.

**Hold annual parent-teacher conferences to:**

- Discuss the child's progress/grades during the first quarter.
- Discuss compact as it relates to the child's achievement.
- Examine the child's achievement and any pending options at the end of the third quarter

**Provide parents with frequent reports on their child's progress as follows:**

- Provide information from the classroom teacher.
- Suggestions from the classroom teacher.
- Mid-quarter report sent with students from the school.
- Quarterly grade cards/report sent home by school.

**Be accessible to parents through:**

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

**Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**

- Listen to children read.
- Help with classroom decorations, art projects, etc.
- Present a program on your culture, a different country, etc.
- Assist with holiday programs or parties, educational trips, etc.

**PARENT RESPONSIBILITIES****I as a parent will support my child's learning in the following:**

- Make sure they are in school every day possible.
- Check that homework is completed.
- Monitor the amount of television and technology usage.
- Volunteer in my child's classroom/school.
- Be aware of my child's extracurricular time and activities.
- Stay informed about my child's education by reading all communications from the school and responding appropriately.

**STUDENT RESPONSIBILITIES**

**I, as a student, will share the responsibility to improve my academic performance to meet the State Standards and will:**

- Attend school every day possible.
- Be respectful toward others.
- Do my homework every day and ask for help when I need it.
- Read every day outside of school time.
- Give all notes and information from my school to my parents/guardian daily.

Consent Forms can be found in your child's yearly Take Home Packet.

### **HOMEWORK PICK-UP POLICY**

Please call **no later than 10:00 AM** the day your child misses to make arrangements to pick up homework. Otherwise, your student may gather work missed upon their return to school.

### **MAKE-UP WORK**

Students will be allowed the number of days missed plus two (2) to make up work after being absent. In grades 5 – 8 it is the student's responsibility to request make-up work from the teacher.

### **ATTENDANCE AWARDS**

Students who have Perfect Attendance (100%) or Outstanding Attendance (97-99%) for the school year will receive a certificate. Students who have received an attendance certificate each year for grades K-8 will receive a special award during eighth grade.

### **LATE ARRIVAL/EARLY WITHDRAWALS**

It is very important for your child to arrive at school on time and remain at school the entire day, unless injury or illness occurs. When a child comes to school late or leaves early, it causes an interruption in the instructional process, and the entire class is affected. We ask for your cooperation in making sure these interruptions do not occur. **If your child must leave early or come to school late, an adult must come to the elementary office and sign the child in or out and the student will be called to the office.** We ask that parents make an effort to have students at school before 8:00 am because arriving late could cause the child to fall behind in class. **Students should arrive no earlier than 7:35 a.m.** it is not possible to provide supervision for students before this time.

### **RELEASE OF CHILDREN DURING THE SCHOOL DAY**

Students are **NOT** permitted to leave the school grounds during the school days at any time by themselves. Parents requesting release of the child for dental and doctor appointments or emergencies must make the request in the office. **We ask that parents come to the office and sign the child out.** This is done as a matter of safety and record. Only from the Elementary Office will Elementary and Middle School students be released from the school. Teachers cannot release children from class unless so requested by the Elementary Office. This rule is to guarantee the safety of all children in the school. **We ask that you go to the office to get your child during school hours. Students will be called to the office for them to meet you. Students who need to ride a different bus need to bring a note from home to the office. Parents who must contact us via phone, please contact the Elementary office no later than 2:30 PM.**

### **SCHOOL VISITATION**

Visitors must report to the office, sign in, and receive a visitors badge to be worn or openly displayed while on school grounds. The Principal has the right to refuse visitation rights to any person.

We discourage students from bringing visitor friends to their class.  
**Visitors are not allowed in classrooms during instruction time.**

### **STUDENTS STAYING AFTER SCHOOL**

Students staying after school for school approved activities must have written permission or permission via telephone from parents/guardians. Students without permission will NOT be allowed to stay after school. **Students, including siblings, who are not involved in the activity, are not permitted to stay after school.**

### **CARE OF SCHOOL PROPERTY**

Students will be held responsible for proper care of all books, supplies, apparatus, and furniture provided to them by the Board of Education. Students who deface or injure school property shall be required to pay all damages. Should significant damage or loss of a book occur, the student would be charged a set percentage for replacement.

### **STUDENT DRESS CODE (PRE-K-4)**

Student dress and grooming is to be neat, clean, and in good taste so each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

### **STUDENT DRESS CODE (5-8)**

Dress codes are designed to ensure that students understand that a standard of dress is expected for their safety, an orderly environment, and a serious atmosphere to create a positive learning environment for all.

- Students are expected to come to school properly dressed.
- Student dress should not be indecent, obscene, immoral, and suggestive or construed as impairing the moral atmosphere of the school or the educational learning environment.
- Personal hygiene is important. Students are expected to bathe regularly.
- Hair should be well groomed.
- When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

### **CLOTHING THAT WILL BE UNACCEPTABLE INCLUDES (BUT NOT LIMITED TO)**

- Hats or head coverings inside the school buildings. Students may not have anything covering his/her face.
- Shirts exposing the midriff, chest, undergarments or mesh, see-through clothing of any type. Shirts split down the sides. Underarm openings must also be reasonable. Open-back tops are not appropriate. Tops must have at least one-inch wide straps or sleeves (both sides).
- Under garments cannot be worn as outerwear. (*I.e.* boxers, sport bras, undershirts, etc.)
- Clothing with profanity, vulgarity, (*i.e.* with sexual words, sexual innuendos, slogans, cartoons, etc.), nudity, figures with scarcity of clothing, pictures of, advertisements or logos of illegal drugs, alcohol or tobacco products.
- Dresses, skirts, shorts, etc. must be mid-thigh length or longer. Tights, Leggings and all other pants of this type should be covered above mid-thigh.
- Holes in pants must not be above mid-thigh.
- Chains, trench coats, or inappropriate body markings.
- House shoes or skate shoes.

### **Consequences for students not adhering to the school dress**

**code may be found in the Discipline Code.**

## **PHYSICAL EDUCATION**

Students are required to do a lot of running and movement in Physical Education class throughout the school year. Students often wear comfortable footwear to school that is not conducive for success in P.E. Students often get injured or damage their shoes if they are wearing things like flip-flops, Crocs, heels, or boots. Students without the proper footwear will not be allowed to participate in P.E. classes. Footwear approval will be at the discretion of the building administrators. Time permits for, and is recommended that 5-8 grade students dress out (bring shorts, sweats, shoes, and T-shirts) for P.E.

## **STUDENT INSURANCE**

Student insurance will be available for all students (K-12) to purchase. Forms will be sent home the first day of school. The school district will not pay for student insurance. Student insurance is required to participate in district sponsored sports activities.

## **PERSONAL PROPERTY**

Technologies, devices and resources used to access, process, store or communicate information will not be allowed to be used, displayed or turned on while on campus or during any school activity. This includes but is not limited to cell phones, laptops, any music device, headphones or any other electronic device. (See Board policy EHB and JG-R). If the faculty, staff, or administration notices one of these devices, they will be confiscated and handled according to the discipline policy.

**Cell phone use is not allowed at school during the school day. Neither turned on, in use, or visible. This continues from the time students arrive at school until school dismisses. This also includes riding the bus, restrooms, and locker rooms at all times.**

**THE OREGON-HOWELL R-III SCHOOL DISTRICT**  
**WILL NOT BE RESPONSIBLE FOR ANY LOST OR**  
**STOLEN PERSONAL PROPERTY BROUGHT TO**  
**SCHOOL.**

### **TELEPHONE**

The school will deliver messages to students during school in a timely manner unless an emergency exists.

### **LOST AND FOUND ARTICLES**

Lost articles are turned in to the Office. Instruct your child to check immediately with the school's Elementary Office and his/her classroom teacher if an article is missing.

### **DISASTER PLANS**

Fire, tornado, and earthquake drills will be held on a periodic basis so that students may learn proper procedures. Instructions are posted in each room. Students should follow teachers' instructions in every instance.

### **BREAKFAST AND LUNCH FACILITIES**

A cafeteria is operated for the convenience of students. Here, well-balanced meals are served at cost. Students are urged to take advantage of this service. Students who eat breakfast at school should do so as soon as they get off the bus. Students who bring their lunch from home may eat in the cafeteria. The



Oregon-Howell R-III School is a closed campus and students will NOT be allowed to leave for lunch. Additional milk or juice purchase cannot be charged. Parents/Guardians are responsible for paying for their child's meals and extra milk or applying for free/reduced meals. Students are asked to pre-pay to avoid having outstanding balances.

### **SCHOOL SCHEDULE**

Class Begins	7:55 AM
School Dismisses	3:16 PM

### **ELEMENTARY LUNCH**

Grade	Time
5 <sup>th</sup> – 8 <sup>th</sup>	10:42—11:12
PK – 4 <sup>th</sup>	11:15 – 12:00

### **HONOR ROLL**

To be eligible for Koshkonong Elementary School Honor Roll, grades 5-8, students must have a grade no lower than a B- in the following seven subjects (Reading, Language Arts, Spelling, Mathematics, Social Studies, Science, and Health). Students with all A's will be eligible for the All A Honor Roll. To be eligible for honor roll, grades 1-4, students must have a score no lower than a 3.

### **GRADING SCALE**

Grade cards shall be sent home at the end of each nine week period. Teachers shall use the following letter grades:

A (100-95)	B (86-83)	C (76-73)	D (66-63)
A- (94-90)	B- (82-80)	C- (72-70)	D- (62-60)
B+ (89-87)	C+ (79-77)	D+ (69-67)	F (59-0)

5<sup>th</sup> - 8<sup>th</sup> Grade Art, Computers, Library, and Music will use: PS-pass or FL-fail. 1<sup>st</sup> – 4<sup>th</sup> P.E. will use PS-pass or FL-fail.

A denotes excellent work  
B denotes above average work  
C denotes average work  
D denotes below average work  
F denotes Failure

## **RETENTION OF STUDENTS**

If a student is to be retained, recommendations by the classroom teacher should be made to the principal no later than the end of the third quarter, preferably by the end of the first semester, and parents should be informed of the possibility at that time. The classroom teacher must present evidence that the student may benefit from retention. The following considerations should be used in recommending retention of students.

### **Academics**

1. Reading and Math are key subject areas to be used in considering retention. Especially if the student is functioning below grade level in both areas.
2. Students in Kindergarten through Third grade should be considered for retention if most core academic grades average below grade level.
3. Students in Fifth through Eighth grade should be considered for retention if all core academic grades average as (D) or below and/or two core subjects are failed.
4. Classroom performance should receive more emphasis than achievement tests in determining consideration for retention.

## **GENERAL PROMOTION AND RETENTION REQUIREMENTS**

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local

and State Department of Education core subject objectives.

2. “Double promotions”, that is, acceleration beyond the normal grade placement, may be approved for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parents/guardians, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January or March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
  - a. The teacher, principal and counselor will meet to review the student’s academic record, current test scores and work samples.
  - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student’s work.
  - c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal’s designee to review the student’s progress.
  - d. An academic program including remediation will be offered to the student.

4. In recommending promotion or retention, these factors will be considered:
  - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples.
  - b. Chronological age.
  - c. Study Habits.
  - d. Attendance.
  - e. Social and emotional maturity.
  - f. State-mandated retention requirements for primary/middle school students.
5. The decision for retention or promotion will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

## **READING LEVELS AND STATE-MANDATED RETENTION**

### **Senate Bill 319:**

Governor Bob Holden signed Senate Bill 319 on June 29, 2001.

The measure emphasizes the early assessment of students' reading skills and requires school districts to intervene with students who are reading below grade level.

The law that became effective on July 1, 2001 requires:

- Assessment of students in grades 3-6 to determine their reading level.
- Individualized "Reading Improvement Plans" for students in grades 4-6 who are substantially below grade level in reading.

- Additional reading instruction for students with Reading Improvement Plans.
- Retention of students in grade 4 if they are reading below the third grade level. Students with Individual Education Plans (IEPs) are exempt from this requirement.

### **Title I Reading Plan – Response to Intervention**

Students in grades K-4 will be I-Ready tested 3 times a year, in August, December, and April. MAP scores will also be used with the testing data. Title I will have a 3 Tier process with reading intervention.

1. Tier I Instruction: At this level, all students in grades K-4 will receive 90 minutes of reading instruction daily from their classroom teacher. Students in grades 5-8 will receive 60 minutes of reading instruction daily from their teachers.
2. Tier II Instruction: At this level, students in grades 1-4 that have tested with a reading level of at least 0.5 behind current grade level, will receive additional 30 minutes of intensive reading instruction in a small group in the Title I classroom.
3. Tier III Instruction: At this level, students in grades 1-4 that have tested with a reading level of at least 0.7 behind grade level, will receive additional 30 minutes of intensive reading instruction in a small group in the Title I classroom and will also have an extended day of school, which includes after school tutoring.
4. Students in grades 1-4 that continue to have a reading level of at least 0.5 behind grade level will be required to attend summer school. At the end of summer school, if the child is still at a reading level of 0.5 behind grade level, then the child may be retained.

Students that receive Title I services will be required to have an Individualized Reading Plan (IRP). These IRP's are a plan for students and parents to understand the importance of early intervention with reading and may modify the above Tiers based on the student situation.

## **ACADEMIC ELIGIBILITY FOR ACTIVITIES AND ATHLETICS**

**Number of F's allowed: None**

**Grading period: Quarterly**

1. At the beginning of the 2023-2024 school year all students will be eligible until the first progress report.
2. If a student is ineligible because of established standards grade checks will be done every 2 weeks to determine eligibility. At the end of the 2 week period they will continue to be ineligible from participation until meeting eligibility standards which will be reevaluated every 2 weeks.
3. At any time during any quarter if a student is out of compliance with the attendance policy, he or she will be ineligible for any activities or athletics until such a time that they regain compliance with the attendance policy.

### **Activities prohibited for students that are ineligible:**

1. Any and all activities where the student participates as a representative of the school (i.e. contests, all levels of competitions, service projects, district, state or national conventions.)
2. Working at school or club sponsored events.

### **Activities allowed for students that are ineligible:**

1. Trips for a specific class that are integrated in the curriculum that cannot be obtained through classroom experiences.
2. After school Tutoring.
3. Walking/Running Club.
4. Practice with Athletic teams.
5. Attend Home Games.

Students who represent the Oregon-Howell R-III School District must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon himself or herself or the Oregon-Howell R-III School District are not considered “creditable citizens”. Any student involved with criminal proceedings (moving traffic offenses do not affect eligibility unless they involve drugs, alcohol, or injuries to others) must consult with the administration to determine eligibility. (MSHSAA By-Law 200)

### **RANDOM DRUG TESTING (7th & 8th Grade)**

The Oregon-Howell R-III Board of Education has adopted Board Policy JFCI “Student Drug Testing”. Students in grades 7-12 participating in extra-curricular activities will be randomly tested for alcohol and illegal or performance-enhancing drugs. The complete policy can be found in the Board Policy section on the school website at [www.koshkonongschool.org](http://www.koshkonongschool.org) or a copy can be obtained from the office upon request.

### **SCHOOL SPONSORED TRIPS**

Students must ride school furnished transportation to all school events unless arrangements are made in advance with the administration. Alternate return transportation must be arranged in advance by permission of parents only. Only school staff, chaperons, and students are permitted to ride the bus.

### **STUDENT MANAGEMENT**

Another vital way that you can be involved in supporting your child's educational success is through collaborative management of discipline problems. Sometimes no matter how hard parents and teachers try, behavior problems occur. If this happens, the teacher or principal will contact you. School personnel are charged by the Board of Education with the responsibility of maintaining proper discipline. The following forms of discipline may be used by the

teacher and/or administration: **1) loss of privileges or free time, 2) after school, or lunch detention, 3) in-school or out-of-school suspension, 4) corporal punishment.** Students are required to report on time and to do school work during detention. Students are responsible for completing regular class assignments during in-school and out-of-school suspension.

## **RECESS**

Recess will be held outside if at all possible. Students should dress for the weather. When going outside to recess, students are expected to conduct themselves in a manner that will keep them safe and others safe at all times. **They should:**

- Be able to hear and see the teacher at all times
- Stay on the playground during recess
- Ask permission if they must leave the playground area
- Line up quickly and quietly when teacher signals
- Enter building quietly
- Clean shoes outside and inside when entering building

## **PLAYGROUND GUIDELINES**

1. Slides
  - One person at a time on the slide.
  - Slide on bottom, feet first.
  - Do not jump onto the slide from the landing.
  - Do not climb up the slide.
2. Horizontal ladder
  - No climbing on top of the ladder.
  - Traffic should be in one direction only.
  - Do not jump from the ladder. Climbing only.
  - Do not play under the ladder.
3. Rock Wall- is for climbing only
  - No sitting on top of the wall.
  - No kicking wall or other students.
  - Jumping off is not allowed.



4. Stay off the fences at all times
5. Equipment has been provided for you. Do not bring toys, balls or other items from home.
6. Teachers may impose other guidelines as necessary for their classroom safety.

If there is inclement weather and recess must be held inside, the students will have recess in the classroom or in the gym at the teachers' discretion.

## **DISCIPLINE POLICY**

The discipline policy at Koshkonong Elementary School is designed to foster student responsibility, respect for the rights of others, student safety, and to ensure the orderly operation of the school. To that end, the principal and teachers have been given the responsibility and the authority to establish rules and regulations. No discipline code can be expected to list each and every offense which may result in the use of disciplinary action.

## **CORPORAL PUNISHMENT**

Oregon-Howell R-III School District does allow for corporal punishment. We also allow parents /guardians to opt out of corporal punishment for their child. Upon request the parent/guardian will be provided a form to be filled out and returned to school. This form will be stored in the principal's office. Corporal punishment will be used at the discretion of the administration and will only be used as a discipline to enforced rules. Corporal punishment will not be used as discipline dealing with misbehavior of a violent nature or other serious misbehavior. If a student receives a paddling, the parent/guardian will be notified by phone and/or a discipline notice sent home describing the incident and the punishment given.

## **OREGON-HOWELL R-III SCHOOL DISCIPLINE PROCEDURES FOR OFFENSE**

### **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.

- 1<sup>st</sup> Offense-** No credit for the work, grade reduction or replacement assignment
- 2<sup>nd</sup> Offense-** No credit for the work, grade reduction or replacement assignment
- 3<sup>rd</sup> Offense -** No credit for the work, fail class

### **Arson**

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

- 1<sup>st</sup> Offense -** 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
- 2<sup>nd</sup> Offense -** 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
- 3<sup>rd</sup> 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 degree.

- 1<sup>st</sup> Offense-** Principal/Student conference, detention, in-school suspension.
- 2<sup>nd</sup> Offense-** Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
- 3<sup>rd</sup> Offense -** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

## **Assault 2**

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

- 1<sup>st</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 2<sup>nd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 3<sup>rd</sup> Offense -** 1-180 days out-of-school suspension or expulsion.

## **Bullying and Cyberbullying (see Board policy JFCF)**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

- 1<sup>st</sup> Offense -** Detention, in-school suspension, or 1-180 days out-of-school suspension.
- 2<sup>nd</sup> Offense -** In-school suspension, 1-180 days out-of-school suspension or expulsion.

**3<sup>rd</sup> Offense** - 1-180 days out-of-school suspension or expulsion.

### **Bus Misconduct (see Board policy JFCC)**

Any offense committed by a student on a 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. Bus misconduct should be reported to driver first and then administration

### **Cafeteria Misconduct**

Verbal outburst, inappropriate interaction with others, throwing food, or purposely making a mess and leaving it. Any disrespect or failure to comply with staff requests.

**1<sup>st</sup> Offense-** Warning/Conference/Cleaning/  
Detention/1-3 Day ISS.

**2<sup>nd</sup> Offense-** Detention/ 1-3 Day ISS.

**3<sup>rd</sup> Offense** - 1-3 Days ISS/1-10 Days OSS.

### **Cell Phones/ Electronic Devices/ Disruptive Devices**

Cell phone or electronic device use is not allowed to be used at school during the school day. Neither turned on or in use. This continues from the time students arrive at school until school dismisses. This also includes riding the bus, restrooms, and locker rooms at all times. During school sponsored trips and events, students may only use them for urgent situations with specific permission by the coach or sponsor. Specific Electronic Devices may be used during school if the teacher gets authorization from the administration.

**1<sup>st</sup> Offense** - 1 day of detention, pick phone or device up after school.

**2<sup>nd</sup> Offense** - 3 days of detention, the parent must pick up the phone or device.

**3<sup>rd</sup> Offense** - 5 days of detention; parents must pick up the phone or device.

## **Classroom Disruption /Misconduct**

Causing any type of disruption to the learning environment and referred to the office for the disruption. Classroom teachers may handle the disruption without an office referral and may initiate a parent conference or assign classroom/lunch detention.

**1<sup>st</sup> Offense** - Administrative Warning/Detention/  
1-3 Day ISS

**2<sup>nd</sup> Offense** - Detention/ 1-3 Days ISS/1-3 Days  
OSS

**3<sup>rd</sup> Offense** - 3-5 Days ISS/1-10 Days OSS

## **Defiance /Disrespect/Non Cooperative**

Refusal to obey directions or defiance of staff or person of authority. Verbal, written, pictorial, or symbolic language or gesture that is directed at a staff member or person of authority 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.

**1<sup>st</sup> Offense** - Warning/1-3 Days ISS or 1-10 days OSS.

**2<sup>nd</sup> Offense**- 1-5 days ISS or 1-180 days OSS.

**3<sup>rd</sup> Offense** - 1-180 days OSS or expulsion.

## **Dress Code Violation**

See Dress Code

**1<sup>st</sup> Offense**- Administrative warning/ correct the  
problem/ detention.

**2<sup>nd</sup> Offense**- Correct the problem/1-3 days ISS.

**3<sup>rd</sup> Offense** - Correct the problem/1-3 days ISS/1-10 days  
OSS.

## **Dishonesty**

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

**1<sup>st</sup> Offense** - Nullification of forged documents.  
Principal/Student conference, ISS.

**2<sup>nd</sup> Offense** - Nullification of forged document, ISS, or 1-180 days OSS.

**3<sup>rd</sup> Offense** - Nullification of forged documents. 1-180 days OSS.

### **Disrespectful or Disruptive Conduct or Speech**

**(See Board policy AC 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

**1<sup>st</sup> Offense** - Principal/Student conference, ISS or 1-10 days OSS.

**2<sup>nd</sup> Offense** - ISS, 1-180 days OSS, or expulsion.

**3<sup>rd</sup> Offense** - ISS, 1-180 days OSS, or expulsion.

### **Drugs/Alcohol**

**(See Board policies JFCH and JHCD) (1)**

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

**1<sup>st</sup> Offense** - ISS or 1-180 days OSS.

**2<sup>nd</sup> Offense**- 1-180 days OSS, or expulsion.

**3<sup>rd</sup> Offense** - 1-180 days OSS, or expulsion.

### **Drugs/Alcohol (2)**

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

- 1<sup>st</sup> Offense** - ISS or 1-180 days OSS.
- 2<sup>nd</sup> Offense** - 1-180 days OSS, or expulsion.
- 3<sup>rd</sup> Offense** - 1-180 days OSS, or expulsion.

### **Drugs/Alcohol (3)**

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.

- 1<sup>st</sup> Offense-** 1-180 days OSS, or expulsion.
- 2<sup>nd</sup> Offense-** 1-180 days OSS, or expulsion.
- 3<sup>rd</sup> Offense** - 1-180 days OSS, or expulsion.

### **Extra-Curricular Event/ School Trip Misconduct**

Behavioral expectations are the same as during school hours, and will be treated as if the behavior happened at school. Consequence for violation will be imposed after returning to school. In addition, the student will be given a warning, or removed from the event, as necessary.

- 1<sup>st</sup> Offense** - Administrative Warning.
- 2<sup>nd</sup> Offense** - Removal from Event.
- 3<sup>rd</sup> Offense** - Removal for the remainder of the season/year.

### **Extortion**

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

- 1<sup>st</sup> Offense** - Detention, in-school suspension, or 1-10 days out-of-school suspension.
- 2<sup>nd</sup> Offense** - In-school suspension, 1 - 180 Days OSS; Notification of law enforcement
- 3<sup>rd</sup> Offense** - 1 - 180 Days OSS/ Expulsion Notification of law enforcement

### **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.

- 1<sup>st</sup> Offense-** Restitution. Principal/Student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Restitution. Detention, in-school suspension or out of school suspension.
- 3<sup>rd</sup> Offense -** Restitution. In-school suspension or out of 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.

- 1<sup>st</sup> Offense-** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
- 2<sup>nd</sup> Offense-** In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.



**3<sup>rd</sup> Offense** - 1-180 days out-of-school suspension or expulsion. Report to law enforcement for trespassing if expelled.

## **False Alarms**

**(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.

**1<sup>st</sup> Offense-** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**2<sup>nd</sup> Offense-** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**3<sup>rd</sup> Offense -** Restitution. 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.

**1<sup>st</sup> Offense-** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**2<sup>nd</sup> Offense-** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Harassment, Sexual Harassment**

**(see Board policy AC) (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. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or

threatening, intimidating or hostile acts based on a protected characteristic.

- 1<sup>st</sup> Offense-** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 2<sup>nd</sup> Offense-** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 3<sup>rd</sup> Offense -** 1-180 days out-of-school suspension or expulsion.

## **Harassment, Sexual Harassment (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. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

- 1<sup>st</sup> Offense-** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 2<sup>nd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 3<sup>rd</sup> Offense -** 1-180 days out-of-school suspension or expulsion.

## **Hazing (see Board policy JFCF)**

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 may occur even when all students involved are willing participants.

- 1<sup>st</sup> Offense-** In-school suspension or 1-180 days out-of-school suspension.

- 2<sup>nd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 3<sup>rd</sup> Offense -** 1-180 days out-of-school suspension or expulsion.

### **Horseplay**

General misconduct that affects the educational process and is not covered under any other procedures in this handbook.

- 1<sup>st</sup> Offense-** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 2<sup>nd</sup> Offense-** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 3<sup>rd</sup> Offense -** In-school suspension, 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.

- 1<sup>st</sup> Offense-** Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Confiscation. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- 3<sup>rd</sup> Offense -** Confiscation. In-school suspension or 1-10 days out-of-school suspension.

### **Nuisance Items**

Possession or use of toys, games, headphones and portable media players that are not authorized.

- 1<sup>st</sup> Offense-** Confiscation. Warning, principal/student conference, detention, or in-school suspension.

- 2<sup>nd</sup> Offense-** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- 3<sup>rd</sup> Offense -** Confiscation. Detention, in-school suspension, or 1-10 days out-of-school suspension.

### **Public Display of Affection**

Physical contact that is inappropriate for the school setting. This includes hugging, holding hands or putting arms around each other.

- 1<sup>st</sup> Offense-** Principal/Student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Detention, in-school suspension, or 1-10 days out-of-school suspension.
- 3<sup>rd</sup> Offense -** In-school suspension, or 1-10 days out-of-school suspension

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

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- 1<sup>st</sup> Offense-** Confiscation. Principal/ Student/ Parent conference, detention, in-school suspension or out of school suspension and possible report to law enforcement
- 2<sup>nd</sup> Offense-** Confiscation. Principal/ Student/ Parent conference, in-school suspension or out of school suspension and possible report to law enforcement
- 3<sup>rd</sup> Offense -** Confiscation. Principal/ Student/ Parent conference, out of school suspension and possible report to law enforcement

## **Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) (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.

- 1<sup>st</sup> Offense-** Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Restitution. Loss of user privileges in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 3<sup>rd</sup> Offense -** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

## **Technology Misconduct (2)**

Using, displaying or turning on any personal electronic devices and resources used to access, process, store or communicate information, including, but not limited to, pagers, phones, personal digital assistants, or personal laptops while on campus, including during the regular school day or any district activity. The district is not responsible for any personal property a student brings to school if it is lost or stolen.

- 1<sup>st</sup> Offense-** Confiscation, principal/student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Confiscation, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 3<sup>rd</sup> Offense -** Confiscation, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Technology Misconduct (3)**

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

- 1<sup>st</sup> Offense-** Restitution, principal/student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Restitution, Loss of user privileges, 1-180 out of school suspension.
- 3<sup>rd</sup> Offense -** Restitution, Loss of user privileges, 1-180 out of school suspension.

### **Technology Misconduct (4)**

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

- 1<sup>st</sup> Offense-** Confiscation, principal/student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Confiscation, detention, in-school suspension, 1-10 days out-of-school suspension.
- 3<sup>rd</sup> Offense -** Confiscation, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Theft**

Theft, attempted theft or knowingly possessing stolen property

- 1<sup>st</sup> Offense-** Financial restitution; returning property; detention, or in-school suspension 1-180 days out-of-school suspension. Notify law enforcement
- 2<sup>nd</sup> Offense-** Financial restitution; returning property; in-school suspension 1-180 days out-of-school suspension. Notify law enforcement
- 3<sup>rd</sup> Offense -** Financial restitution; returning property; 1-180 days out-of-school suspension. Notify law enforcement

## **Tobacco (1)**

Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

- 1<sup>st</sup> Offense-** Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
- 2<sup>nd</sup> Offense-** Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
- 3<sup>rd</sup> Offense -** Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

## **Tobacco (2)**

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

- 1<sup>st</sup> Offense-** Confiscation of tobacco products. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
- 2<sup>nd</sup> Offense-** Confiscation of tobacco products. In-school suspension or 1-10 days out-of-school suspension.
- 3<sup>rd</sup> Offense -** Confiscation of tobacco products. 1-10 days out-of-school suspension.

## **Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)**

Absence from school without the knowledge and/or 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.

- 1<sup>st</sup> Offense-** Principal/Student conference, detention, or 1-3 days in-school suspension.
- 2<sup>nd</sup> Offense-** Detention or in-school suspension, and removal from extracurricular activities.
- 3<sup>rd</sup> Offense -** In-school suspension and removal from extracurricular activities.

### **Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- 1<sup>st</sup> Offense-** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- 2<sup>nd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 3<sup>rd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.

### **Vandalism (see Board policy ECA)**

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

- 1<sup>st</sup> Offense-** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 2<sup>nd</sup> Offense-** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 3<sup>rd</sup> Offense-** Restitution. 1-180 days out-of-school suspension or expulsion.

### **Weapons (see Board policy JFCJ) (1)**



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.

- 1<sup>st</sup> Offense-** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 2<sup>nd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 3<sup>rd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.

### **Weapons (2)**

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).

- 1<sup>st</sup> Offense-** One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- 2<sup>nd</sup> Offense-** Expulsion.
- 3<sup>rd</sup> Offense-** Expulsion.

### **Weapons (3)**

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

- 1<sup>st</sup> Offense-** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 2<sup>nd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.
- 3<sup>rd</sup> Offense-** 1-180 days out-of-school suspension or expulsion.

\*\*\* ***Nuisance Items*** - (i.e.: pocket knives, radios, CD players, multi tools, pagers, cell phones, electronic games, etc.) Students should not bring items that create a nuisance in school. Items of this nature that are brought by students will be confiscated and returned at the end of the school day. The second time, the item

will be confiscated, given to the building principal and returned after 1 week. The third time an item is confiscated, it will not be returned until the end of the semester. Items that are dangerous, exceed legal requirements or could be used to harm others will not be returned. Items lost or stolen are not the responsibility of the school.

## **IMMUNIZATION LAW**

***It is unlawful for any child to attend school unless he/she has been immunized. If a student does not have the proper immunizations according to Missouri laws, that student will be sent home until proof of the proper immunizations are on file with the school nurse's office.***

## **ILLNESS POLICY**

Healthy children are better learners; therefore, please do not send children to school if they have fever or have vomited. Our school guidelines for illness are to send a child home if HE/SHE HAS A FEVER OVER 99.6 DEGREES F. Our goal is to provide immediate care, not prolonged care. Parents are notified when their child has been injured and in the judgment of school personnel may require further medical attention. It is essential for parents to have at least three current phone numbers for contacts if an emergency arises. If a child requires immediate medical attention, the parent or guardian will be notified immediately. The parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and if a parent or guardian cannot be reached, a physician will be called to render treatment. If, in the judgment of the nurse and principal, an injury or illness is serious enough to require hospitalization the child will be transported immediately by private vehicle or ambulance. No sick or injured child will be sent home alone or with another student. In all cases a responsible adult will

need to accompany the child. Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. If parents are unavailable, they must secure transportation and supervision by a responsible adult. Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions.

## **HEAD LICE POLICY**

1. The school nurse will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed

concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.

6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination 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.

## **PRESCRIPTION MEDICATIONS**

When a student is to receive any medication during school hours, the parent or guardian must provide the medication in the original prescription bottle to the nurse plainly marked with:

- Student's name
- Physician's name
- Date
- Name of medication
- Dosage
- Time of administration

The school district must have written permission from the parent or guardian to give any prescription medication. The note should include the times of administration and parent or guardian's signature. Send no more than one week's supply at a time, unless the school nurse has approved other arrangements. Only the parent or guardian may bring the medication to school. Please do not send medication with the student. Students will not be allowed to leave campus to go home to take medication. If a student forgets his/her medication, a parent/guardian must come to campus and administer the medication.

## **DISASTER PLANS**

Fire, tornado, and earthquake drills will be held on a periodic basis so that students may learn proper procedures. Instructions are posted in each room. Students should follow teachers' instructions in every instance.

## **BAD WEATHER AND SCHOOL DISMISSAL**

In the event of school cancellation due to bad weather, all Springfield television and radio stations will carry school closings as well as those of the Ozarks Regional Radio Network.

### **FM Stations**

KKDY 102.5

KAMS 95.1

### **TV Stations**

KYTV Channel 3

Facebook Page: Koshkonong R-3 School

You may also find updated school cancellations on several web sites:

KOLR – [www.kolr10.com](http://www.kolr10.com) , KY3 – [www.ky3.com](http://www.ky3.com) and [www.ozarkareanetwork.com](http://www.ozarkareanetwork.com).

## **STUDENT ALERT SYSTEM**

Our student automated alert system may be used to contact parents with information concerning weather cancellations and school events. It is important for us to have current phone contact numbers.

## **SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**

In support of strengthening student academic achievement, Oregon-Howell R-III School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents,

that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

**Oregon-Howell R-III School** understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

**Oregon-Howell R-III School** agrees to implement the following requirements as outlined by ESSA Section 1116:

## **A. ANNUAL TITLE I MEETING**

**Oregon-Howell R-III School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental

involvement policy, the schoolwide plan, and the school-parent compact.

## **B. FLEXIBLE NUMBER OF MEETINGS**

**Oregon-Howell R-III School** will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services related to parental involvement).

## **C. JOINTLY DEVELOPED**

**Oregon-Howell R-III** will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

At the beginning of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.

## **D. COMMUNICATION**

**Oregon-Howell R-III School** will provide parents of participating children timely information about program under Title I, including:

- a) A description and explanation of the curriculum in use,
- b) Forms of academic assessment used to measure student progress,

- c) Achievement levels of the challenging State academic standards, and
  - d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.
- Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The **Oregon-Howell R-III** Parent and Family Engagement Policy will be sent home at the beginning of the school year and made available on the school website. It will also be discussed with parents during parent-teacher conferences at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and /or surveys. Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity to participate in this review.

## **E. DISSENSION PROCESS**

**Oregon-Howell R-III School** will submit any comments/concerns to the Superintendent's office if the schoolwide plan and/or parent and family engagement policy is not satisfactory to parents.

*Any comments/concerns can be emailed to the Director of Federal Programs, Valerie Pitts at [pitts@koshk12.org](mailto:pitts@koshk12.org) or phone at 417-867-5601.*

## **F. SCHOOL-PARENT COMPACT**



**Oregon-Howell R-III School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Oregon-Howell R-III School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

## **G. BUILD CAPACITY OF PARENTS**

**Oregon-Howell R-III** will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - o the State's academic content standards,
  - o the State's student academic achievement standards,
  - o the State and local academic assessments including alternate assessments,

- o the requirements of Title I, Part A,
- o how to monitor their child's progress, and
- o how to work with educators to improve the achievement of their children.

Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public preschool programs, Parents as Teachers, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.

## **H. ACCESSIBILITY**

**Oregon-Howell R-III School** in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

Parent Volunteers will be asked to work within the community to garner support for events such as Walking/Running Club, Field Day, Family Nights, PTA Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents.

## **PARENTS RIGHT TO KNOW**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

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

2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:
  1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
  1. Record. A written record of the investigation will be kept.
  2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
  5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for

the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

## **STUDENT RECORDS**

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes 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 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 eligible 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 the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); 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 records without consent to officials of another school district in which a student seeks or intends to enroll.

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.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore, will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within (10) days of receiving this handbook of the information they do not want released.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Oregon-Howell R-III School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Oregon-Howell R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Oregon-Howell R-III School District to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. the annual yearbook;
3. honor roll or other recognition lists;
4. graduation programs;
5. sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Oregon-Howell R-III School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 2 weeks of beginning of school year or students' enrollment. The Oregon-Howell R-III School District has designated the following information as directory information:

1. Student's name and address
2. Participation in officially recognized activities and sports
3. Telephone listing
4. Weight and height of members of athletic teams
5. Electronic mail address
6. Photograph
7. Degrees, honors, and awards received
8. Date and place of birth
9. Major field of study
10. Dates of attendance

## 11. Grade level

Prepared by U.S. Department of Education Family Compliance Office

### **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, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Oregon-Howell R-III 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, emotion disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Oregon-Howell R-III 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 Oregon-Howell R-III 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 Oregon-Howell R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Library, Monday thru Friday, 8:00 am to 3:00 pm.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year.

This information is treated as confidential and just includes: name of child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Superintendent or Special Services Coordinator.

This notice will be provided in native languages as appropriate.

### **STATEMENT OF NONDISCRIMINATION**

The Oregon-Howell R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Oregon-Howell R-III School District will provide an environment free of sexual harassment. All such policies include grievance procedures. Should a student, parent, staff member, or community person have reason to believe they have been discriminated against or sexually harassed, they should refer to the grievance procedure outlined in the Board of Education policy.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Seth Bryant  
Superintendent  
100 School St  
Koshkonong, MO 65692-0398  
417 867-5601

For further information on notice of non-discrimination, you may contact:

The Office For Civil Rights Region VII  
8930 Ward Parkway Suite 2037  
Kansas City, MO 64114-3302  
816-268-0592

### **THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires Oregon-Howell R-III School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relations;
6. Legally recognized privileged relations, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

### **ASBESTOS LETTER**

Dear Parents and Employees:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems



in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private Elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Oregon-Howell R-III School District conducted a complete inspection of its facilities in 1988, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months. An inspection of our facilities is required every three (3) years and was conducted in September, 2019.

Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

The person in the District trained to oversee asbestos activities and ensure compliance is Seth Bryant.

As required in the Rule, Seth Bryant is the contact for the public to obtain information about asbestos-related activities in the District. You may reach Seth Bryant at the Superintendent's office; phone 417-867-5601.

-----<CUT & RETURN>-----

## **2023-2024 Student Handbook Signature Page**

Parents/Guardians, please take time to review and discuss the information in the Oregon Howell R-III School Student Handbook with your son or daughter. Included in the handbook is important information regarding school district policies and procedures. Once you have read the handbook, please sign and return this form to the main office. This is due back to the office within 10 days.

Handbooks can be found on the district's website at [koshkonongschool.org](http://koshkonongschool.org) under the resources tab and under elementary school.

I acknowledge that I have read and understand the policies and procedures outlined in the Oregon Howell R-III School Student Handbook.

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Student Last Name  
(Printed)

Student First Name

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Student Signature

Date

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Parent/Guardian Signature

Date