

Iberia R-V Elementary School Handbook

Achieve*Inspire*Motivate

2023-24

Every Child Every Day

Today, I will be a Ranger. I pledge to be safe, be respectful, and be responsible.

I will act in such a way that I will be proud of myself and others will be proud of me. I came to school to learn, I will have a good day.

IBERIA R-V SCHOOL DISTRICT

Elementary School Office 573-793-6267
Elementary Fax 573-793-6304
Superintendent's Office 573-793-6818
H.S. School Office 573-793-2228 or 2229
Nurse's Office 573-793-2896
Website www.iberia.k12.mo.us

PRINCIPAL'S GREETING

Dear Parents:

Welcome to Iberia R-V Elementary School, home of the RANGERS. Here at Iberia, our students, staff members, and community are working together, believing that we can learn and achieve our best when we give our best. We believe that if we are positive, patient and persistent, that our goals are achievable. We want to stand out as a place of excellence because we serve the greatest, our kids.

I challenge all the students to always do their very best, whether it be at school or at home. Make excellence our standard here at Iberia! Be proud to be a Ranger and represent yourself and our school through your great learning and good works. You are the very best!

Parents and the community members are vital to the learning team. We can help prepare our kids and create the greatest learning opportunities for them by working together. We are all committed to providing our kids the best. Please, never hesitate to call or come by if you have a concern, comment, or a great idea to help our kids. We will work together so our kids feel safe and valued and are on the road to success.

Please read the handbook with your child so you have a better understanding of the policies of our school. The rules and policies are established with the intent to maintain the greatest learning environment for our children to grow and succeed.

I truly appreciate your support and feel very honored and blessed to serve our Iberia Rangers!

Sincerely,

Shannon Shelton
Principal

THE PRINCIPAL RESERVES THE RIGHT TO AMEND ANY PROVISION IN THIS HANDBOOK, WHICH ARE DEEMED TO BE IN THE BEST INTEREST OF THE EDUCATIONAL PROCESS.

BOARD OF EDUCATION

Brian Spencer - President
Dusty Russell - Vice President
Ruthie Nelson - Treasurer
Rachel Imperato - Member
Brandon Kissinger - Member
Renaë Fancher - Member
Gary Pemberton - Member

ADMINISTRATION

Lyndel Whittle - Superintendent
Ian Murray – High School Principal
Shannon Shelton – Elementary Principal
Amanda Mace - Director of Special Services

IBERIA R-V SCHOOL DISTRICT

MISSION STATEMENT

A.I.M. for Success
Achieve – Inspire – Motivate
Every Child, Every Day

IBERIA ELEMENTARY SCHOOL

is a cooperative union of students, parents, staff, and community with a vision of...

a school in which all students are challenged and empowered to achieves success at the highest academic levels where all students become life-long learners.

a school in which there is a spirit of full communication and cooperation among students, parents, staff, and the community.

a school that has a positive learning environment which builds upon the strengths of its members and where all learn and reinforce positive character traits.

2023-2024 IBERIA R-V SCHOOL CALENDAR

August 21, 2023	First day of School
September 4	Labor Day - No School
October 9	Teacher Workday - No School
October 13	End 1st Quarter
October 26	Parent-Teacher Conferences - School dismissed at 1:00 p.m.
October 27	No School
November 22-24	Thanksgiving Vacation - No School
December 15	End 2nd Quarter/1st Semester - School dismissed at 1:00 p.m.
Dec 18-Jan 3, 2024	Christmas Vacation - No School
January 2	Teacher Workday - No School
January 3	Students return to school
January 15	Martin Luther King Birthday - No School
February 19	President's Day - No School
March 8	End 3rd Quarter
March 20	Teacher Workday - No School
March 21-22	Spring Break - No School
March 29	Easter Break - No School
April 1	Easter Break - No School
May 17	Last day of School/End 4th Quarter/2nd Semester School dismissed at 1:00 p.m.
Make-up Dates:	60 hours built into calendar
Early Dismissal Days:	10/26, 12/15, 5/17 <i>Dismiss at 1:00</i>

FACULTY AND STAFF

Principal	Mrs. Shannon Shelton	Special Services Director	Ms. Amanda Mace
Early-Childhood	Mrs. Kelli Hagenhoff	SRO	Mr. Andy Long
Kindergarten	Mrs. Shelly Buechter	Secretary	Mrs. Laura Hensley
Kindergarten	Mrs. Kayla Piggott	Secretary	Mrs. Ruth Ann Cardwell
Kindergarten	Mrs. Paige Vail	Technology Director	Mrs. Stacy Spurgeon
First Grade	Mrs. Whitney Holtmeyer	Art	Mrs. Makayla Howard
First Grade	Mrs. Kaitlyn Piggott	Music	Mrs. Madeline Cochran
First Grade	Mrs. Ashley Piggott	PE	Mr. Tim Vinson
Second Grade	Mrs. Kelly Colvin	Computer Lab	Mrs. Tracy Brown
Second Grade	Mrs. Olivia Nichols	Librarian	Mrs. Shyla Perkins
Second Grade	Mrs. Allison Oliver	Counselor	Mrs. Pamela Robertson
Third Grade	Mrs. Jillian Stillwell	Nurse	Mrs. Sara Evans
Third Grade	Mrs. Kayla Stafford	Title One	Mrs. DeDe Shadow
Third Grade	Ms. Courtney Helvey	Title One	Mrs. Ashley Spencer
Fourth Grade	Mrs. Francia Seymour	Title I Paraprofessional	Mrs. Regina Duncan
Fourth Grade	Mrs. Heidi Roark	Paraprofessional	Mrs. Lisa Baker
Fourth Grade	Mrs. Megan Mayhew	Paraprofessional	Mrs. Sue Johnson
Fifth Grade	Mrs. Betsy Johnson	Paraprofessional	Mrs. Meranda Wilkes
Fifth Grade	Mrs. Catherine Daniels	Paraprofessional	Mrs. Kyla Perry
Fifth Grade	Ms. Celina Earlywine	Paraprofessional	Mrs. Tiffany Byrd
Sixth Grade	Mrs. Debra Warnol	Lunch Clerk	Mrs. DeAnn Thompson
Sixth Grade	Ms. Melody Cochran	Food Director	Ms. Holly Henderson
Sixth Grade	Mrs. Nikki Rowden	Transportation Director	Mr. Justin Rowden
Special Education	Mrs. Angela Rowden	Custodian	Mr. Drew Luttrell
Special Education	Mrs. Tina Fritchey	Custodian	Mr. Tanner Cochran
Special Education	Mrs. Lucie Rogers	Custodian	Mr. Randy Luttrell
Special Education	Mrs. Haley Wyrick	Custodian	Mr. Jim Pankey
Speech/Language	Julia Cooke	Custodian	Mrs. Anna Rowden
Speech/Language	Heather Deskin	Custodian	Mr. Don Nelson

ELEMENTARY SCHOOL GOALS

The Iberia R-V Elementary School recognizes that the primary reason for the school is the development of the individual student and embraces the following goals for our students:

- 1) **Emphasize a safe, warm, and caring school climate that is coupled with parental and community relationships.**
 - All parents are welcomed to Back-to-School Night, Book Fair Family Nights, and Parent/Teacher Conferences with greater than 90% of parents providing input for their child's success.
 - PBS Implementation
 - Discipline referrals will decrease more than 10% from previous year.
 - 95% of students will have more than 95% attendance.
 - Each class will participate in one community service project of their choice.
- 2) **Make the educational program of Iberia Elementary more effective by:**
 - The continual review and development of curriculum in all subject areas.
 - Provide students with effective learning opportunities to perform at or above state averages.
 - Utilizing the Professional Growth Plans through the Network for Educator Effectiveness as a means of improving the teaching process.
 - Provide students with 100% highly qualified teachers who receive professional development within and outside the district every year.
- 3) **Seek maximal operational efficiency through more effective use of facilities, improved methods and better time management.**
 - Effective use of testing results as means of improving the teaching process by using 75% of PLC time to analyze current data, investigate strategies, collaborating horizontally and vertically with grade levels with one PLC day per month being devoted to grade level analysis.
 - Continuous, active review of curriculum content and resource needs, including but not limited to textbook and subscription resources.

SCHOOL HOURS

Students are released to the classroom at 7:50 am. Breakfast will be served from 7:50-8:10, with classes starting promptly at 8:10 am.

Official school hours will be 8:10 to 3:17 pm on Monday, Tuesday, Thursday and Friday. Students will be dismissed every Wednesday at 2:04 pm. Students should not arrive at school before 7:50 am. Students will not be allowed in the classrooms prior to 7:50 am. School personnel will not be responsible for students who arrive prior to 7:50 am. Students leaving prior to dismissal time will be signed out by a parent or guardian in the office and the time will be counted against the student's attendance.

Students will be required to ride the bus home unless a parent/guardian or someone on their release form is picking them up. If a student stays for an after school activity he/she may walk home if written permission is received from the parent/guardian and the student does not have to cross highway 42 or 17.

DISMISSAL OF SCHOOL

The following radio or television stations will carry news of the closing of the Iberia R-V School in the event of bad weather conditions. If school must be closed during the school day because of deteriorating weather conditions, the information will be provided to these stations as soon as possible after the decision has been made.

You may also go on line to the Iberia website at www.Iberia.k12.mo.us and click on the "Community" tab to sign up for Ranger Alerts. Ranger Alert is a text messaging service that will send a text message to your phone regarding Iberia school closings and other Iberia school related information.

TV Stations

KOMU Channel 8 Columbia
KRCG Channel 13 Jefferson
City
KMIZ Channel 17 Columbia

Radio Stations

KJPW 102.3 FM st.
Robert/Waynesville

KYXY 107 FM
KCLR 99.3 FM
KCLQ 107.9 FM
KLWT 1230 AM

KRMS 93.5 FM Osage Beach
KZNN 105.3 FM Rolla
KJEL 103.7 FM Lebanon
KBNN 750 AM Lebanon
KQUL 102.7 FM
KTTR 99.7 AM
KZWV 101.9 FM
KFLW 98.9 FM
KUMR 104.5 FM

All Springfield TV and Radio Stations

The school will NOT call parents to find out where a child should go. Make certain your child knows where to go in case we receive word that an after-school meeting, practice, etc. is canceled.

VISITORS AND PICKING UP STUDENTS

Visitors must report to the elementary office upon arrival at school. All visitors will be subject to a background screening provided by Hall Pass Visitor Management System. The office will issue a pass to wear while inside the building. Visitors will be required to check out upon departure from school. We love to have visitors but must be protective of our learning times. Visitors should be school age or older. Preschool children will be allowed to visit in the classroom on party days when accompanied by an adult.

If you are coming to pick up your child, report to the office (not the classroom). Students will not be released unless the parent/guardian has signed the student out in the office. The student will be called to the office.

CHANGING TRANSPORTATION MODES

Understandably, events come up and students will need to go from being a bus rider to being picked up by a parent or vice versa. We want to always ensure students are released to the appropriate guardian or place. If you have a change, send a note the morning of the change or call the office prior to 2 p.m. Monday, Tuesday, Thursday, and Fridays. Call the office prior to noon on Wednesdays. On 12:30 release days, call before 10:30 a.m. We make every effort to ensure students are taken to the appropriate drop off point.

CUSTODY OF CHILDREN

Custody of children is a very difficult decision and many times it is a problem determining whether or not a child can go with a particular parent or relative. If there is a situation in your family in which a child is not allowed to go home with a particular parent, or individual, please notify the school office immediately and present appropriate legal documentation. PLEASE NOTE THAT A PARENT MUST HAVE LEGAL CUSTODY OF A CHILD BEFORE HE/SHE CAN DENY THE OTHER PARENT EQUAL ACCESS TO THE CHILD. COMPLETED (SIGNED AND STAMPED) CUSTODY PAPERS MUST BE ON FILE IN THE SCHOOL OFFICE.

ATTENDANCE PROCEDURE

At the end of the school year, two kinds of attendance awards will be awarded and recognized. Both are explained below:

“Perfect Attendance” - Not missing a minute of school, for any reason. A student will not receive perfect attendance if he/she is ever tardy or receives a pass slip.

“Outstanding Attendance” - In order to receive outstanding attendance, both of the following criteria must be met:

1. Not having a combined total of more than four (4) tardy and/or pass slips
2. Not missing, for any reason, a combined total of more than 1 day

“Tardy” - Arriving at school after 8:10 AM

“Pass Slip” - Documentation of a student leaving school before the official dismissal time.

The Iberia R-V Board of Education and Staff believe that a system of rewards can possibly encourage and increase attendance in our school. The rewards are as follows:

- PERFECT ATTENDANCE is defined as zero absences and tardies. Each student having perfect attendance for the year will receive an award.
- OUTSTANDING ATTENDANCE is defined as follows. Students may miss up to one day for an unavoidable cause and still be counted as having outstanding attendance for the current year. If a student has more than four (4) tardies/pass slips in a year, he/she will be considered as having missed enough class time to be ineligible for outstanding attendance status. Each student having outstanding attendance for the year will receive an award.

Note - For a student to qualify for the perfect or outstanding attendance award at the end of the year, he/she must be in attendance on the last day and have attended at least one semester. Students moving into the district are eligible for the attendance awards. We will request their attendance records from their previous school or schools to determine their eligibility.

Quarterly

Perfect Attendance (No days absent - no pass or tardy slips)

In order to receive a reward, students cannot miss any school during the quarter.

ATTENDANCE POLICY

Refer to Iberia R-V School Board Policy JED - Student Absences and Excuses

Since regular and punctual attendance is essential if the student is to receive optimal benefits from the public school educational experiences, the Iberia R-V Board of Education and staff strongly urges each student to be in attendance every day and to be at school on time. Although students who have been absent can make up written exercises and tests, no effective method exists to compensate for missed classroom discussions, teacher assistance, or teacher explanation.

Parents of early childhood and elementary students are requested to notify the office by 9:00 am by phone and/or by note explaining the child's absence and to request homework. The attendance secretary will attempt to contact parents if a phone call or note is not received.

Students will be allowed two days, weekend included, to complete make-up work regardless of days missed. After two days, any work not completed will result in a zero. Credit will be given for the work completed.

A preschool student missing five (5) consecutive school days may be dismissed from the preschool program.

An elementary student may miss seven (7) days per semester and be allowed to make up and receive credit for work missed. In the event that it is necessary for a student to be absent from school, the student or parent/guardian will

need to contact the office prior to or the day of the absence. Notification can be made either by phone prior to the day of absence and/or by sending a note with the student when he or she returns to school. Notes must be brought with the student the day he/she returns to school and should state why the student was absent. The seven (7) absences per semester include any and all reasons for being absent, including OSS. Any student who has been suspended will be allowed to make up work from classes missed (only one-half credit will be given during suspension), IF HE/SHE IS NOT IN VIOLATION OF THE ATTENDANCE POLICY. NO CREDIT WILL BE GIVEN FOR ANY WORK MISSED STARTING WITH THE EIGHTH (8TH) DAY OF ABSENCE.

If a student has missed over 7 days of school and has an F in any subject, due to the excessive absences, he or she will not be allowed to:

- a. attend any assemblies
- b. attend school parties
- c. go on any field trips
- d. extra-curricular activities

Missouri law requires regular school attendance. Excessive absences and tardiness may be reported as educational neglect and are factors to be considered when determining promotion or retention of students. Students with excessive absences may be placed on an attendance contract.

Attendance Communication:

1. The attendance clerk will telephone parents of all students the day they are absent when possible if a phone call or note is not received.
2. A letter will notify the parent after their child's fifth (5th) absence.

If a student should miss more than seven times each semester he/she may apply to the attendance committee for an extension of days. This must be made within five (5) school days of the eighth absence. A decision will be made whether or not a student may miss more than the allowable seven days and still receive credit for any work missed. If the student and/or the parents do not agree with the decision, appeals may be made in the following order: Principal – Superintendent – Board of Education.

Attendance Review Committee

A parent/guardian may appeal to the Attendance Review Committee for extenuating circumstances after the student misses his/her seventh (7th) day. The committee will only consider the following extenuating circumstances for exemption:

- a. Long-term illness (consecutive days of absenteeism verified by a physician)
- b. Hospitalization
- c. Death in the immediate family (parent/grandparent/siblings)
- d. Situations over which the student/parent/guardian has no control
- e. Ongoing rehabilitation of an injury, condition, or illness
- f. The appeal to the Attendance Review Committee must be made within 5 days following the seventh absence.

The parents may appeal to the Attendance Review Committee. Verification of the extenuating circumstances must be provided to the committee. A student who misses (10) consecutive days of school without notification will be dropped from school.

All students must see the school nurse before being allowed to leave school when ill. Sick students sent home by the nurse are entitled to be absent from school that day only. The school nurse will call the parent/guardian when illness or emergency occurs.

More than 10 tardies is considered excessive and disruptive to the classroom. If a student has more than 10 tardies a semester, we will follow the above policy as missing more than seven days.

School-sponsored or sanctioned activities are exempted from and do not count towards seven (7) absences which result in no credit for work missed.

Homebound instruction shall be determined in relation to a student's educational needs and health. A student with a

medical condition who district personnel, with consultation with the student's medical provider, may determine the benefit from homebound instruction. Parent/guardian may contact the principal or special education director in the case homebound instruction is thought to be necessary.

TRANSFERRING SCHOOLS OR WITHDRAWING

When a student transfers to another school, he/she must check out with the following:

- Teacher(s)
- Librarian - to turn in library books
- Office - return all school property, pay all fees or lunch charges incurred to date.

KINDERGARTEN

A child must be five years of age before August 1st to legally enter kindergarten in Missouri public schools. Parents may no longer request early entry into kindergarten at Iberia R-V Elementary. The following are required for students enrolling in kindergarten: birth certificate, up to date immunization record, and proof of residence within the district boundaries. Students must be able to demonstrate social and emotional readiness for kindergarten, to include being able to independently utilize bathroom facilities.

VIRTUAL COURSES

Eligible students may be able to enroll in virtual coursework offered in the Missouri Course Access Program (MOCAP) at district expense in accordance with Iberia RV School Board Policy IGCD.A.

ROOM ASSIGNMENT

Criteria for Placement

- District or Other Assessment - Students with varying ability levels will be evenly distributed between the classrooms.
- Gender
- Student's discipline referrals

Professional judgment will be used when assigning students to a class. If a parent/guardian has special and unusual circumstances to exclude a teacher, you must meet with the principal prior to April 1st. Classroom placements are based on identified student strengths and needs. Teachers use their best judgment to place students in balanced classes. We take into consideration each child's strengths, his/her level of performance and maturity, English language development needs, and any social concerns with placements. Because our focus is on improving student achievement by meeting their needs and forming well-balanced classes across the grade level, we cannot honor requests for specific teachers. Our school is committed to providing a quality education in every classroom to every student. Your child's placement for the following year will be posted at school prior to August 1st.

ASSESSMENT

Kindergarten students earn a grade of commendable, satisfactory, needs improvement or unsatisfactory through weekly oral interviews and daily work.

First - Sixth Grade

Students are assessed using the following techniques and tools:

- Teacher Observation
- Peer Evaluation
- Oral Presentation

- Long Range Projects
- Multiple Choice Tests
- True/False Test
- Constructed Responses
- Performance Test
- District Assessments

All classroom teachers are responsible for notifying and explaining their assessment procedure and requirements for their class. This will be sent during the first week of school.

The following assessments are planned:

Grades K-6 – DRA2, Classroom Assessments, Catapult

Grades 3-6 – MAP Assessment

Assessments may be adjusted due to students’ needs and best educational practices.

REPORT CARDS

Report cards are sent home with students at the end of each quarter. Report cards will show the progress and attendance record of students. They will also provide a space for comments of the teacher as well as parents. Report cards should be examined by parents, signed (signifying only that they have examined the report), and returned by the child. Parents are urged to visit school to consult the teacher in regard to questions they may have. MID QUARTER PROGRESS REPORTS WILL BE SENT HALF WAY THROUGH A QUARTER.

PARENT-TEACHER CONFERENCES

An all school parent-teacher conference will be held soon after the end of the first quarter. This conference allows the teacher and parents to review the progress of the child and discuss any problems that may exist. Parents are urged to attend the conferences.

GRADING PLAN

The A, B, C, D, and F system is used in elementary school. The following breakdown is suggested:

95-100	A	74-76	C
90-94	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	0-59	F

CR = Credit

Reading for grades K-3 and all specials classes will be recorded on a concept grade card.

Late/Incomplete Work Policy:

Assignments are defined as any work given by the teacher. All work is expected to be completed and due at the designated time. Incomplete assignments are counted as late work. Assignments not completed at school will be considered “homework.” It is the student’s responsibility to complete the assignments and be prepared. Some assignments will be specifically designated to be done at home as “homework” such as reading logs.

LATE/INCOMPLETE WORK POLICY – 2nd grade

1ST –3rd Late/incomplete assignment – Parent notified by teacher and loss of recess
The student will receive a 10% penalty for the late/incomplete assignment.

4th Late/incomplete assignment – Office referral/warning – parent notified by principal.
The student will receive a 10% penalty for the late/incomplete assignment.

5th Late/incomplete assignment – After school detention or ISS, parent notified by teacher or principal.
The student will receive a 10% penalty for the late/incomplete assignment.

The number of late assignments will begin at zero each quarter.

LATE/INCOMPLETE WORK POLICY – 3rd grade

1ST –3rd Late/incomplete assignment – Parent notified by teacher and loss of recess
The student will receive a 10% penalty for the late/incomplete assignment.

4th Late/incomplete assignment – Office referral/warning – parent notified by principal.
The student will receive a 10% penalty for the late/incomplete assignment.

5th Late/incomplete assignment – After school detention or ISS, parent notified by teacher or principal.
The student will receive a 10% penalty for the late/incomplete assignment.

6th Late/incomplete assignment – Placed on Excessive Late Work Policy.

The number of late assignments will begin at zero each quarter.

LATE/INCOMPLETE WORK POLICY – 4th through 6th grade

An assignment that is late will have 10% taken from the grade the first day. The second day late will result in 50% credit given for correct answers. After that, it is 0% for no work. If zeros become excessive, the principal will intervene and take action accordingly. There will be no second or extra recess for any student with missing or late work. Grade reports will be sent home every two weeks. It must be signed and returned to school.

The number of late assignments will begin at zero each quarter.

If a student has an F due to missing or late work, we will follow the Excessive Homework Policy.

EXCESSIVE LATE/INCOMPLETE WORK POLICY - 3rd through 6th grades

The fifth day of missing assignments will result in an "Excessive Late/Incomplete Notification" form. The student will be subject to the following terms of the policy:

Policy

1. All assignments are due at the time designated by the teacher.
2. If an assignment is not completed the student will receive a zero. The student will not be allowed to turn the assignment in late.
3. If a student has an F in any subject due to missing assignments, he/she will not be allowed to:
 - a. Attend any assemblies
 - b. Attend school parties
 - c. Go on any field trips
 - d. Extra-curricular activities
 - e. No second or extra recess

EXTRA CURRICULAR PARTICIPATION CRITERIA

The second semester of school includes activities that take place towards the end of the school year, such as field trips and other extracurricular events. Many of these events require purchasing tickets in advance with no refunds. Students will not be allowed to attend field trips and other extracurricular events, excluding the PBIS reward, in the 2nd semester if any of the following apply:

For K through 3rd grades:

- If a student has more than 2 office referrals per semester starting at the beginning of the 2nd semester.
- If a student has been on the excessive homework policy at any time during the 2nd semester and has had an F in any subject due to missing assignments. The policy found in the handbook will be followed.

For 4th through 6th grades:

- If a student has more than 1 office referral per semester starting at the beginning of the 2nd semester.
- If a student has been on the excessive homework policy at any time during the 2nd semester and has had an F in any subject due to missing assignments. The policy found in the handbook will be followed.

HONOR ROLL - 4th thru 6th grade

1. Students will receive a certificate and recognition in the local paper

Principal's Honor Roll: A student must have an A- average and not have any grade below an A-.

B Honor Roll: A student must have a B- average and not have any grade below a B-.

On A Roll: This will be implemented in the second, third, and fourth quarters. This is for students who improve their grades seven steps and do not have any F's on their report card. Students will receive the same recognition as Honor Roll Students.

SPECIAL CLASS GRADING

Specials classes will have a more specific grading plan for their classes as each is unique and want to offer students lessons specific to each area.

RETENTION POLICY

Elementary students, kindergarten through sixth grade, will be given district assessments at the beginning of the school year and the end of each quarter. This will be reported on the grade card. The second quarter test results will be used to identify students at-risk for retention.

As required by senate bill 319, students must score at least one year within grade level in order to be promoted beyond the fourth grade. The DIBELs Next Test and Classroom Assessment determines if the student is more than a year below grade level the student shall follow a "reading improvement plan" as developed by classroom teacher, parent, Title I teachers, and other appropriate staff members. The reading improvement plan as mandated by senate bill 319 must include the following:

1. The student will receive 30 hours of reading instruction beyond the regular school day during their fourth grade year if available.
2. The student will again take the STAR test and Dibels Next Test. If the student fails to meet the reading assessment level, the student will be required to attend summer school or after school tutoring if available.
3. At the conclusion of summer school or tutoring, if the student still does not meet the reading assessment level the student will be retained.

Special education students are exempt from this policy concerning their reading grade level. Special Education students may be retained because of other factors.

At the beginning of the year, parents will be provided with a reading agreement that includes results from the district assessments, criteria to be promoted and Iberia's retention policy.

Any student moving into the district will be required to take the district assigned assessments to determine their reading ability and parents will be given a reading contract and copy of our retention policy.

Elementary students, first through sixth, will be given quarterly benchmark tests to determine their mastery of grade level math expectations. Students will be required to be within one grade level of their current grade in order to be promoted to the next grade.

Kindergarten students will be evaluated with a grade level assessment to determine their mastery of skills required to be successful in first grade. Students will be required to obtain 80% mastery of kindergarten skills or they will be considered for retention.

The district reserves the right to retain a student based on many other factors. Age, achievement, attendance, social, physical and mental development will be taken into consideration. This will be a team decision consisting of the classroom teacher, Title I teacher, counselor, principal and parent. The team will determine the strengths and weaknesses of the student. The school reserves the right to make the final decision that is in the best interest of the student.

BUS TRANSPORTATION

Our goal is to provide safe bus transportation for all students. The bus drivers have a challenging job with maintaining discipline on the bus and driving the bus. They have to be able to perform many tasks to safely transport your child from home to school. When the bus driver knows his/her students and the same routine is used daily, a safer and more secure environment is provided for the child. We ask that your child try to ride the same bus daily and pick up/drop off the same location daily.

Students will ride only their assigned buses, getting on and getting off at their regularly assigned stops, unless a note from their parent or guardian authorizes students to depart at other than their regular stop. Notes will be subject to approval by the superintendent, building principal or designee. In unusual or emergency situations, parents/guardians may request to have their child picked up or dropped off at a different spot on their normal route by directly communicating to the superintendent or designee 24 hours in advance of the requested change. In the case of shared custody arrangements, daily bus routes will be determined by a written plan signed by both parents and submitted to the superintendent and transportation director at the beginning of the school year. Frequent changes will not be allowed.

Bus transportation is provided for all Iberia students in grades K-6. The only students allowed to walk to or from school are students who live on the school side of the intersection of Highway 42 and 17 and have a signed parent permission form on file in the elementary office.

BUS RULES

1. Once a pupil enters a bus, his safety becomes the responsibility of the school; and he must not leave the bus while enroute to or from school unless parents give written permission and assume responsibility for his safety.
2. Parents are responsible for the conduct of their children while enroute to and from school. Parents will be required to pay for any damage created by their children while passengers on the bus, such as damage to the bus and public or personal property.
3. Since it is not always possible or realistic for the bus to pick up all students at their door, it may be necessary for them to walk to the bus stop. Students should be there on time, since buses must follow a close schedule.

4. The bus cannot and will not wait past the regularly scheduled time or leave ahead of schedule without pupils. If in the future, it becomes necessary to make changes in schedules, parents will be notified.
5. Upon entering the bus, pupils will go immediately to their seats and remain seated facing the front while the bus is in motion. The driver cannot proceed until pupils are seated.
6. Pupils must not extend arms or head, or throw objects out the window. Pupils must keep their feet off the seats.
7. Normal classroom conduct is expected of the bus passengers. Loud or unusual noise, which may distract the driver's attention, is prohibited. Foul language or actions will not be tolerated.
8. Weapons, firearms, pets, reptiles, or objects, which may create confusion on the bus, are prohibited except with special permission.
9. Pupils who, upon leaving the bus, must cross the roads, shall do so only in front of the bus.
10. The school or driver will not be responsible for items lost or destroyed on the bus, but will make a reasonable effort to see that items are found.
11. The driver is in charge of the pupils and has authority to assign seats.
12. Students who break these rules and regulations may be suspended from bus transportation from one day for minor violations to permanent suspension for repeated violations. Students suspended from a bus may not ride another one during the suspension.
13. When a pupil is refused permission to ride his/her regular school bus for infraction of rules and regulations listed above, he or she may not ride another bus. Said student is not suspended or excused from attending school.
14. Elementary children should sit toward the front of the bus. Students are expected to remain seated on the bus at all times, with exception of boarding, exiting, or at the driver's discretion.
15. The bus driver is completely in charge of their bus and will report any disciplinary problems which occur to the principal. Bus route inquiries and bus problems should be directed to the principal.
16. We ask for your cooperation in making bus transportation a safer operation. Please take time to read and discuss bus rules with your child.

569.155, RSMo Trespass of a school bus.-

1. A person commits the crime of trespass of a school bus if he knowingly and unlawfully enters any part of or unlawfully operates any school bus.
2. Trespass of a school bus is a class A misdemeanor.
3. For the purposes of this section, the terms "unlawfully enters" and "unlawfully operates" refer to any entry or operation of a school bus which is not:
 - 1) Approved of and established in a school district's written policy on access to school buses; or
 - 2) Authorized by specific written approval of the school board.
4. In order to preserve the public order, any district which adopts the policies described in subsection 3 of this section shall establish and enforce a student behavior policy for students on school buses.

LUNCH/BREAKFAST

K-6 Breakfast served 7:50 – 8:10 am.

Lunch schedules will be in the multi-purpose room.

Free or reduced price lunch applications will be sent home at the beginning of the year and are available upon request throughout the year. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MO HealthNet for Kids Program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

Unless meals are provided at no charge, the district expects students to pay for meals prior to or at the time of receipt. As such, the following rules apply:

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed, or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold students' records in violation of law.

Refer to Administrative Procedure EF-AP(1).

CAFETERIA RULES

All lunches must be eaten in the lunchroom. No snacks or food of any kind may be eaten elsewhere in the building except with special permission.

Student cooperation is asked in keeping the cafeteria and school grounds clean. Students must put trays and trash in the proper places before they leave.

K-4 Students may not purchase ala cart items in the cafeteria. 5th and 6th grade students can purchase after eating their lunch meal.

BEVERAGE MACHINES

Elementary students may purchase juice or other flavored caffeine free drinks anytime during the day with teacher approval.

CARE OF SCHOOL PROPERTY

It is the responsibility of each student to see that school property is kept in good condition. Marking on desks, on walls, or in textbooks is not allowed. Pupils will be held responsible for all books, supplies and furniture furnished by the Board of Education. Parents of pupils who deface or damage school property shall be required to pay for repair and/or replacement.

DRESS CODE

Students will be required to dress in a manner in keeping with good taste and as established by School Board Regulations.

No hats or caps shall be worn inside the building during school hours unless the principal designates a special day.

This includes hoods on hooded sweatshirts or any other headwear.

Articles of clothing which display inappropriate advertising or messages will be considered improper attire. This also includes net shirts and half shirts. This will be at the teacher/principal's discretion.

Shoes may be left at school for this purpose. Students in grades K through 6 may wear shorts, if desired. However, the shorts should be of proper length and fit. They should NOT be short-shorts. Short-shorts are defined as shorts that are shorter than your fingertips with arms at your sides. No spandex shorts. Sagging pants below the waistline or showing underwear or buttocks are not acceptable. Any holes above the knee must be covered by a patch either inside or outside of the garment, and no flesh may be showing through the hole. Halters, middies, spaghetti straps showing undergarments, etc. are not appropriate. If the apparel is of questionable taste, parents will be called to bring the child a change of clothes. A winter coat must be worn during winter months; a hooded sweatshirt is not acceptable. Teachers will exercise professional judgment and age appropriateness. Students are required to wear tennis shoes during PE class.

ITEMS BROUGHT TO SCHOOL

Students should not bring to school such articles as valuable jewelry, electronic games, radios, toys, guns, knives (either real or toy), money (other than money intended for lunch, pencils, or as requested by teachers) unless the teacher has given permission, or portable media players that are not authorized for educational purposes. The school will not be responsible for these items if lost or stolen.

LOST AND FOUND

A lost and found area will be located near the multi-purpose room. Unclaimed items will be donated to a charitable cause on the first Monday of each month. Please LABEL everything your child brings to school. This includes jackets, sweaters, etc.

IMMUNIZATION - STATE LAW

The State Law of Missouri requires proof of immunization of all public school children. Basic requirements are: Diphtheria, Tetanus, Pertussis, Polio, MMR and Hep B. **PROOF OF IMMUNIZATION MUST BE PROVIDED BY THE PARENTS UPON THEIR CHILD'S ENTRY INTO THIS SCHOOL SYSTEM.**

It is the policy of the Iberia R-V School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed, original forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification

MEDICATIONS

STUDENTS

Regulation 2870

Student Services

Administering Medicines to Students

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

In lieu of the prescriber's written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription in an emergency).

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

In lieu of a written request by the student's authorized prescriber, the school district's consulting physician may authorize the administration of specific over-the-counter medications to students with consent of the parents and as further provided in the Consulting Physician Agreement of School Health.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication (including but not limited to Dexedrine, codeine, Ritalin (methylphenidate), Adderall, and all Class II drugs) to be administered at school to the school nurse or designee. However, students may transport over-the-counter medication and prescription antibiotics to and from school so long as they do not open containers and/or transfer the medication to other students (whether in open or closed containers at any time while transporting the medication, and so long as they deliver the medication directly to the school nurse or designee immediately upon arrival to school. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. The administration of medication (whether prescription or non-prescription) requires school personnel to ensure that the right medication is provided to the right student at the right dosage at the right time. It must be performed with care and accuracy. The school nurse shall have primary responsibility for the administration of medication to students. However, the nurse may delegate and supervise the administration of medication by non-nursing personnel who are qualified by education, knowledge and skill to do so. The nurse shall provide and document the requisite education, training, and competency verification. The nurse may also contact the prescriber or the pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Self-Administration of Medication

Students with asthma or potentially life-threatening respiratory illness may carry with them self-administration metered-dose inhalers containing “rescue” medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directive of the Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration is part of this regulation.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

573-793-2896 phone number for **school nurse**.

HEAD LICE

In keeping with the Iberia R-V School District's policy of avoiding the unnecessary exclusion of otherwise healthy students from school, the district will not exclude otherwise healthy students from school due to nit infestation after treatment. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. The school will perform a routine schoolwide head lice screening at the beginning of each school year. When multiple head lice cases are reported, the nurse will identify the population of students most likely to have been exposed and arrange to have a 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 cannot 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.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division of the Department of Social Services.
9. Students sent home for head lice need to be brought into the school by a parent/guardian to be re-checked by the school nurse. They are not to ride the school bus until they are given the “ok” by the school nurse to return to school and ride the bus.

STUDENT INJURY OR ILLNESS

Students who are ill or become injured during the day will be sent to the nurse's office. A bed will be provided for those who may need to lie down. Parents will be informed of serious injury or illness. Oral medication will not be administered unless with written permission from parents. Medication needs to be in a properly labeled container from the pharmacy with only those doses to be given at school. The school will not be responsible for tending to medical needs, which are the responsibility of the home. These include furnishing dressings, bandages, etc. except for emergencies arising during school hours.

Fever – According to the American Pediatrics Association, a person is not considered having a significant fever until the temperature is above 100.4 degrees Fahrenheit. Any child who has a temperature of 100.4 degrees Fahrenheit or greater will be sent home. If a child is seen by the nurse two consecutive days with a temperature of 100.4 degrees Fahrenheit or greater, they must remain home 24 hours fever-free before returning to school.

Scabies – An infectious eruption (rash) found most frequently on the front of the wrists, webs of the fingers, elbows, and folds of the skin. A student is contagious from day 1 until 24 hours after adequate treatment. A student identified with scabies will be excluded from school for 24 hours after adequate treatment is completed. A physician or nurse practitioner's release must be presented to the school before the student will be allowed to return to school.

INSURANCE

Student accident insurance (group) is made available to students on a voluntary basis. This insurance is for accidents only. There are several options of either school time or full year protection for accidents. Each student will be given the insurance envelope at the beginning of the school year. These should be completed and payment for the plan you wish to purchase sent directly to the Insurance Company at the address printed on the envelope. Payment should be sent as soon as possible.

PARTY DAYS

There will be four official parties each year. The party days are Halloween, Christmas, Valentine's Day, and Easter. Treats provided for these parties should be store bought NOT homemade items. The best choices are pre-packaged items for individual consumption.

BIRTHDAY PARTY

Birthday parties are memorable milestones in a child's life. We enjoy celebrating those also but must preserve the instructional time in the classroom. For classroom celebrations, contact the teacher prior to the day and send the birthday treats with your student or bring them to the office. Please remember all party treats must be prepackaged, commercial items for individual consumption. Birthday celebrations will take place at 3:00 at the discretion of the teacher.

FIELD TRIPS

Parents may supervise their own child. They may not supervise a group of students. They may assist a teacher. Students must ride the bus to the field trip designation. Parents will not be allowed to ride the school bus on a field trip without a current background check on file with the district. Students may ride home with the parent, but they will be counted absent, if it is before 3:12 pm.. Parents must sign their child out. If your child does not want to attend the field trip, he or she will need to stay home and will be counted absent for that day. Your child may not go on another classroom's field trip.

ACTIVITIES

Students must be in attendance a minimum of three hours (on the day of the event) to participate in a school sponsored extracurricular activity

Students must be in attendance a minimum of three hours during the school day or Friday, if the event is to be held on Saturday, to attend or participate in an activity, assembly, or pictures during the school day. They may not come in just for that event.

CELL PHONES/ELECTRONIC DEVICES

Students are required to leave their cell phones and other electronic devices that are not school issued at home or check them into the office before school starts. The following are consequences for bringing a cell phone/device to school and not checking it into the office...

- **First Offense**-Phone/device is confiscated and returned to student at the end of the school day
- **Second Offense**-Phone/device is confiscated and must be picked up by a parent at the end of the school day
- **Third and all other subsequent offenses**-Phone/device is confiscated and must be picked up by a parent at the end of the school day and student will be assigned one after school detention.

Refusal to comply to the request to turn the cell phone/device into the teacher will result in the following:

- **First Offense**-1 day OSS
- **Second Offense**- 2 days OSS
- **Third and all other subsequent offenses**-3-10 days OSS

RECESS

Kindergarten through sixth grade students will have recess during the school day (unless the teacher withdraws the privilege). Teachers will use their professional judgment to determine if the temperature is too cold for the students to go outside. Parents are encouraged to dress their child in warm clothing, coat, gloves, and hat.

If a parent sends a note for their child to stay inside for two days we will honor that request. If your child needs to stay inside for more than two consecutive days, you will need to send a doctor's note stating he/she is not allowed to go outside for recess. Teachers will exercise their professional judgment. If a student has a visible cold, ear infection or other injury he/she will be allowed to stay inside. This will be up to the teacher's professional judgment and consulting the nurse's office. This policy is to address the problem of students' parents requesting to stay inside during recess for no apparent medical reason.

Regulation baseball and softballs are not allowed to be used on the playground during the school day unless under the direct supervision of a teacher. Example – the entire class is playing a softball game under the teacher's supervision.

ART, BAND, COMPUTERS, MUSIC AND PE

Art, Computers, Music and Physical Education are an integral part of the Iberia R-V Elementary Curriculum.

Students K - 3 will receive credit. 4th - 6th will receive a letter grade.

Band is offered to 6th grade students. If a student chooses to enroll in band, he or she may only drop from Band at the end of 1st semester.

It is required that students wear tennis shoes on their PE day.

COUNSELOR

The services of a counselor are available to any elementary student who feels a need for such. Any student wishing to avail him or herself of counseling services may make the request directly to the counselor or through the classroom teacher. All communications between counselor and student will be held confidential. Parents can request individual counseling services for their child. Staff members can use their professional judgment to refer a specific child for two counseling visits.

POSITIVE BEHAVIORAL INTERVENTION SUPPORTS (PBIS)

What is PBIS?

PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. The focus of PBIS is on a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behaviors to create a positive school environment. Support or strategies to achieve positive behavior are taught in all areas of the school including individual classrooms and common areas throughout the school (cafeteria, library, rest-rooms, etc.)

Why PBIS?

The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

What does PBIS mean for the student?

- Students will have the opportunity to practice positive behavior all year long.
- Students will be recognized for their positive behavior on a regular basis.

Positive discipline is utilized to teach students the behavioral expectations for the building and the district. At Iberia Elementary, all students follow the same behavioral expectations as noted on our school behavior matrix displayed in each classroom, throughout the building and in the handbook.

These behavior expectations are:

1. Be Safe
2. Be Respectful
3. Be Responsible

The behavior expectations are deliberately taught in all school settings. Students displaying the expectations are recognized in various ways.

PBIS celebration and reward

A PBIS behavioral celebration for the first semester will occur mid-year for students. The second semester of school includes a PBIS reward that will take place towards the end of the school year. Students will not be allowed to attend the celebration or reward if any of the following apply:

For K through 3rd grades:

- If a student has more than two office referrals for that semester.
- If a student starts a fight, assaults another student, or has bullied a peer, then the number of referrals does not apply and the student will not participate in the celebration or reward for that semester.

For 4th through 6th grades:

- If a student has more than one office referral for that semester.
- If a student starts a fight, assaults another student, or has bullied a peer, then the number of referrals does not apply and the student will not participate in the celebration or reward for that semester.

DISCIPLINE

DISCIPLINE CODE PHILOSOPHY

The Iberia R-V School District has the responsibility conferred by the state to provide free and appropriate public education to school age children residing in the individual school district. In order to promote this philosophy effectively and equitably, school authorities and parents/guardians must provide an environment, which is conducive to the learning process.

The discipline code will help students learn and understand that they must accept responsibility for their individual

actions. Willful misbehavior will not be tolerated in Iberia R-V School. When the individual chooses not to comply with the established rules, he/she will be held responsible for his/her behavior and will accept the consequences assigned to that particular infraction. It is the duty of all school personnel to see that inappropriate behavior is dealt with in a fair and consistent manner as outlined in the Iberia R-V Handbook.

SUSPENSION & EXPULSION

The administration of Iberia R-V School has legal authority to suspend a student from school and school sponsored activities. The principal may suspend a student for up to ten days, whereas the superintendent may suspend a student one hundred eighty days. The board of education may expel a student from school for an indefinite period of time. The following procedures will be followed in the suspension/expulsion code:

1. The student shall be notified orally or in writing of the charges against him/her.
2. The student shall have an opportunity to respond to the charges.
3. A reasonable effort shall be made to notify the parents/guardians of the students.
4. Parents/ guardians must request readmittance for any student that has been expelled.
5. Suspensions for more than ten days may be appealed to the Board of Education.
6. The parent or guardians may be required to have a conference with the principal before a child will be admitted to class after an out of school suspension.

DUE PROCESS

No student shall be suspended unless:

1. Oral or written notice of charges against him or her are provided.
2. If the student denies the charges he/she shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident.

STUDENTS WITH DISABILITIES

Students with disabilities are not immune from school discipline policy except when the penalty for behavior is for more than ten days suspensions. Students with disabilities have additional procedural rights guaranteed under the Education of All Handicapped Children Act. 167.171.

ISS, DETENTION, EVENING SCHOOL, CORPORAL PUNISHMENT AND OSS

The principal may assign In-School Suspension (ISS). ISS will isolate the student from his/her peers. Students may eat lunch in the ISS room. ISS is designed to make the students want to earn the privilege to return to his/her class. The student will be allowed to complete all assignments.

Detentions may be assigned by the principal and will be served in a designated area from 3:20 - 4:20 PM. Detentions must be served within forty-eight hours of being assigned. The principal will contact the parent to arrange the day. If the detention is not served, the student will receive one day of ISS. If a problem occurs in detention, students will have to serve an additional detention.

The principal may assign Evening School from 3:20 - 5:20. Evening School will be used primarily for students who fail to complete assignments. If a student fails to serve an evening school, the student will receive one day of out of school suspension (OSS).

Corporal punishment is an appropriate means of achieving desirable student behavior. The principal will administer the swat(s). A teacher or staff member will witness the corporal punishment. A student may receive a maximum of three swats per referral. If a parent wishes for their child to receive corporal punishment, it is their responsibility to notify the school in writing. A swat will not be given unless written permission is received and on file in the office.

The principal or superintendent may assign OSS for major or repeat offenders. Students receiving OSS are not allowed on campus or at any off campus activities. The student may be allowed to make up work while in OSS. This will depend on the number of days the student has missed in accordance with the attendance policy. A student's parent/guardian may be requested to meet with the principal before returning to school. It is the parents' responsibility to arrange with the teacher to pick up the students' work. All work is due at 8:30 a.m. upon the students' return to school. All tests will be given the day the student returns from OSS (regardless of the number of tests).

MULTIPLE OFFENSES

Students who have been referred to the office four times in a semester will receive a minimum of one day of OSS. Students who have been referred to the office five times in a semester will receive a minimum of three days of OSS. Students who have been referred to the office six times in a semester will receive up to ten days of OSS.

DISCIPLINE STAGES OF CONSEQUENCES K-6

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of Iberia R-V School. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when he/she is involved in an offense. This will be determined on a wide range of variables; such as past record of behavior, attitude, and severity of the infraction. School administrators must exercise professional judgment in those decisions.

A copy of the behavior referral will be mailed to the parent/guardian.

NOTE: UPON THE 4TH INFRACTION ON ANY OFFENSE REFER TO MULTIPLE OFFENSES...NO OFFENSE SHOULD BE GIVEN MORE THAN 3 CHANCES.

Principals' Discretionary Clause: While the student code of conduct provides thorough coverage of the school's disciplinary policy, it is impossible to include every violation that includes during a typical school year, and this code of conduct can't cover mitigating circumstance that may arrive from a violation; therefore, the administrators of the Iberia School District reserve the right to alter the consequences of an event.

The Missouri School Board Association policies will be followed for any conduct not mentioned in this handbook.

ACADEMIC DISHONESTY	
<i>Cheating on tests, assignments, or homework.</i>	
<i>First Offense</i>	Zero on assignment and 1 day ISS and/or 1 swat
<i>Second Offense</i>	Zero on assignment and 2 days ISS and/or 2 swats
<i>Third Offense</i>	Zero on assignment and 3 days ISS and/or 3 swats
ALCOHOL/DRUGS	
<i>Law enforcement authorities will be notified of violations. All offenses will be documented in students discipline record.</i>	
Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or related paraphernalia.	
Recommendation of 90 day suspension or expulsion	

Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.

<i>First Offense</i>	11-180 day OSS
<i>Second & Subsequent Offenses</i>	Expulsion

ARSON

Starting or attempting to start a fire or causing an explosion with the intention to damage property or buildings. Law enforcement authorities will be notified of violations. All offenses will be documented in the student's discipline record.

<i>First Offense</i>	Suspended until next board meeting, 11-180 days OSS, or expulsion
<i>Subsequent Offense</i>	Expulsion

ASSAULTIVE BEHAVIOR

Fighting	Includes wrestling, pushing, biting, throwing objects or striking another child. The age of the student and the degree of the fight will determine the step in which the consequences will begin. The incident may be reported to the local law enforcement office in compliance with the Safe Schools Act.
<i>Minor Infractions</i>	Detention
<i>No punches</i>	1 day ISS or 1 swat
<i>All other</i>	2 days ISS or 2 swats
Threatening to Fight	Life threatening statements will not be tolerated.
<i>First Offense</i>	ISS or OSS
<i>Subsequent Offenses</i>	ISS or OSS
Assaultive Behavior Toward District Personnel or Student	Assault is defined as 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;

	<p>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.</p> <p>First and second degree assaults will be reported to local law enforcement. We have entered into a third degree assault agreement with local law enforcement. The principal <i>may</i> report third degree assaults to local law enforcement. The principal will consider the age of the students, the nature of the incident, injuries, and previous incidents when reporting third degree assaults.</p>
<i>First Offense</i>	1-10 days OSS
<i>Second Offense</i>	1-180 day OSS
<i>Subsequent Offenses</i>	Expulsion

BULLYING

BULLYING POLICY

Descriptor Code: JFCF

General

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

Definitions

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

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

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

Designated Officials

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

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

Reporting Bullying

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

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

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

Investigation

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

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

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

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

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

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

Additional School Programs and Resources

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

BULLYING

Bullying behavior by any student in the Iberia Elementary is strictly prohibited, and such conduct will result in disciplinary action up to and including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activities. This includes acts which are repeated against any student over time. Students should immediately report any bullying to any faculty and/or staff member. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying any faculty or staff member.

Discipline Action:

1. Detention – for name calling or derogatory remarks
2. ISS/OSS – for physical or repeated verbal offenses

BUS SAFETY VIOLATION

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

<i>First Offense</i>	Warning, parent notified, and possible suspension or removal of transportation privileges.
<i>Second Offense</i>	Removal from the bus for 1-10 days and/or assigned seating, and possible suspension or removal of transportation privileges.
<i>Third Offense</i>	Removal from the bus for 2-10 days and/or 1 swat, and possible suspension or permanent removal of transportation privileges.
<i>Fourth Offense</i>	Removal from the bus for 3-10 days and/or 2 swats, and possible suspension or permanent removal of transportation privileges.
<i>Subsequent Offenses</i>	Removal from bus for the remainder of the school year. Fourth offense may be repeated before permanent removal.

COMPUTER/ELECTRONIC DEVICE USE-See Technology Handbook

DEFIANCE OF OR DISRESPECT FOR AUTHORITY

Insubordination is defined as failure to comply with a reasonable request by school personnel. Disrespect is defined as verbal, written, pictorial, or symbolic language or gesture, which is inappropriately directed at a staff member or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Disrespect includes lying to school personnel.

<i>First Offense</i>	Detention
<i>Second Offense</i>	1 day ISS or 1 swat
<i>Third Offense</i>	2 days ISS or 2 swats
<i>Subsequent Offenses</i>	Refer to "Multiple Offenses"

DESTRUCTION OF PROPERTY/VANDALISM/TRESPASSING

Failure to care for, vandalize, or improper care of school property is defined as loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment. Willful damage or the attempt to cause damage to real or personal property

belonging to the school, staff or students.

The severity and nature of the act will dictate what stage of consequences with which to begin. Cost of repair or replacement will be the responsibility of the student. Parent conference will be held. Possible contact of civil authorities and/or social agencies.

<i>First Offense</i>	Restitution and detention and/or 1 swat
<i>Second Offense</i>	Restitution and 1 day ISS and/or 2 swats
<i>Third Offense</i>	Restitution and 1-10 days OSS
<i>Subsequent Offenses</i>	Restitution and 11-180 days OSS

DISHONESTY

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

<i>First Offense</i>	Warning, parent notified, and/or detention
<i>Second & Subsequent Offenses</i>	Detention and/or ISS

DISRUPTIVE BEHAVIOR

Riotous, rowdy, disruptive, or unruly conduct that breaks up the order or progress of the educational process.

Classroom:

<i>First Offense</i>	Detention and/or 1 day ISS and/or 1 swat
<i>Second Offense</i>	Two detentions and/or 2 days ISS and/or 2 swats
<i>Third Offense</i>	Three detentions and/or 3 days ISS and/or 3 swats

Cafeteria:

<i>First Offense</i>	Detention or 1 swat and/or loss of privileges of eating in the lunchroom and/or loss of recess.
<i>Second Offense</i>	Two detentions and/or 2 swats
<i>Third Offense</i>	Three detentions and/or 3 swats

Bathroom:

<i>First Offense</i>	Detention and/or 1 swat
<i>Second Offense</i>	Two detentions, ISS, and/or 2 swats

<i>Third Offense</i>	Three detentions, ISS, and/or 3 swats
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Playground:

<i>First Offense</i>	Detention, ISS, and/or 1 swat
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<i>Second Offense</i>	Two detentions, ISS, and/or 2 swats
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<i>Third Offense</i>	Three detentions, ISS, and/or 3 swats plus loss of playground privileges for one week
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Field Trip:

If a student misbehaves on a field trip, he/she may not be allowed to attend the next field trip.

DRESS CODE VIOLATION

Student attire will be appropriate. Shorts, jeans, etc. may be worn as long as appropriate for weather conditions and in good taste. Overly brief and/or revealing clothing is not considered in good taste.

<i>First Offense</i>	Inform student that their clothing is inappropriate and instructed not to be worn again if not overly offensive. Student may be asked to change into different clothes.
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<i>Second Offense</i>	Call parents and ask to either pick up the child or bring more appropriate clothing if offensive.
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<i>Third Offense</i>	After school detention or ISS if attire continues to be inappropriate after attempts to reach a solution has been exhausted.
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Hats and headwear are not to be worn in the building.

<i>First Offense</i>	Warning will be given to the student.
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<i>Second Offense</i>	Hat will be confiscated until the end of the day.
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<i>Third Offense</i>	Parent will have to come in to collect the hat.
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EXTRA CURRICULAR DISCIPLINE

<i>First Offense</i>	Warning and parents notified.
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<i>Second Offense</i>	Loss of privilege to attend extra curricular events unless they sit with their parent.
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<i>Third Offense</i>	Loss of privilege to attend some extracurricular events for a period of time.
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HARASSMENT

Harassment that is inappropriate verbal, written or nonverbal, physical or non physical, conduct of a sexual nature.

<i>First Offense</i>	1-10 days ISS and/or up to 180 days OSS
<i>Second Offense</i>	Up to 180 days OSS

INAPPROPRIATE LANGUAGE

Includes any words or group of words that are slang or offensive to others as determined by the principal.

<i>First Offense</i>	Detention and /or 1 day ISS and/or 1 swat
<i>Second Offense</i>	Detention and /or 2 days ISS and/or 2 swats
<i>Third Offense</i>	Detention and /or 3 days ISS and/or 3 swats

PUBLIC DISPLAY OF AFFECTION - PDA

The public display of affection, including but not limited to, kissing, groping, hand holding, hugging, and unnecessary physical contact that is not appropriate at school.

<i>First Offense</i>	Warning, parent notified, and/or detention
<i>Second & Subsequent Offenses</i>	Detention and/or ISS

THEFT

Attempted theft or willful possession of stolen property.

Value less than \$50.00

<i>First Offense</i>	Restitution and 1 detention
<i>Second Offense</i>	Restitution and 1 day ISS and/or 1 swat
<i>Third Offense</i>	Restitution and 1-10 days OSS

Value Exceeding \$50.00

<i>First Offense</i>	Restitution and 1-180 days OSS, possible notification to law enforcement officials.
<i>Second Offense</i>	Restitution and 11-180 days OSS or expulsion, notification to law enforcement officials.

TOBACCO

Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity.

<i>First Offense</i>	Confiscation of product and 2 detentions or 2 swats
<i>Second Offense</i>	Confiscation of product and 1 day OSS
<i>Third Offense</i>	Confiscation of product and 2 days OSS
<i>Subsequent Offenses</i>	Confiscation of product and 3-10 days OSS

TRUANCY

An absence from school without the knowledge and consent of parent/guardian and/or the school administration.

Principal/parent - student conference and notification of juvenile officer

WEAPONS (R2620)

Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 570.010.RSMO, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

Weapon provision requires a suspension for a period of not less than one year. Superintendent may modify suspension on a case-by-case basis.

Pocket Knife *Students are forbidden to bring pocket knives to school or any school related activity. Pocketknife will be confiscated and a conference with the parent will be held.*

Detention/ISS/swats or OSS

STUDENT BEHAVIOR

Although the teachers may develop rules for their individual rooms, the following rules are appropriate for all grade levels. Students should carefully read and understand that they will be strictly enforced.

1. Hallways
 - A. No running or loud noises
 - B. No “horseplay”
 - C. Do not damage or destroy school property
 - D. To the right, quiet and tight
2. Rest rooms
 - A. No unnecessary loud noises
 - B. No “horseplay”
 - C. Dispose of litter (paper towels, tissue, etc.) properly
3. No running on sidewalks
4. No running in bus parking lot
6. No hats/caps worn in the building.

AUTHORITY OF STAFF MEMBERS TO DISCIPLINE

Your child is expected to behave in a respectful, nonviolent manner with proper social grace and skill. All staff members have the authority and responsibility to correct behavior that is unacceptable.

At the beginning and throughout the year as necessary teachers, parents and students will review the classroom rules and consequences.

PLAYGROUND RULES AND REGULATIONS

Children and staff are expected to obey all safety rules and regulations as follows:

1. Children are not to stand up in, twist, or jump out of swings.
2. No rocks, gravel, sticks, snowballs, etc. shall be thrown on the playground.
3. No guns, knives, (real or toy) or water guns shall be brought to school. These items will be confiscated and not returned to the student.
4. Children are not to leave the playground without permission to retrieve balls or other playground equipment that have crossed the highway or street.
5. Football, soccer, kickball, and other games involving kicking a ball are to be played away from the building.
6. Kdg. and 1st grade are to use the playground and equipment on the west side of the school. Grades 2-6 will use the playground on the north side of the school.
7. Students must sit down (feet first) to slide down the slide.
8. Students are not allowed to wear roller shoes to school.
9. Students are not allowed to climb on the top of the monkey bars.
10. Students are to report accidents to the playground teacher immediately.
11. No hard balls of any type are allowed at recess.

FIRE DRILL INSTRUCTIONS

Individual directions will be posted in each room and explained by the teacher. There will be practice drills during the year.

During a practice fire drill, obey the instructors instantly and with no noise or talking. ALARM - continuous ringing of fire alarm.

TORNADO DRILL INSTRUCTIONS

Individual directions will be posted in each room and explained by the teacher. There will be practice drills during the year.

Keep in line, walk behind each other, and do not push. Go to the designated area; sit on the floor facing the wall with head between legs and hands over head. ALARM - Intercom announcement.

EARTHQUAKE DRILL INSTRUCTIONS

PROCEDURE TO FOLLOW WHEN QUAKE OR TREMOR IS FELT:

1. Remain calm - do not panic.
2. Remain where you are. If inside, stay there. If outside, stay there.
3. If inside, take cover under desks or other low furniture. Avoid taller furniture such as filing cabinets, etc. Sitting directly under steel beams with head between legs and arms overhead (tornado position) will also afford considerable protection.
4. Stay away from windows or other glassed areas and light fixtures or objects that might fall.
5. If outside, move away from the building. Avoid utility poles, overhead wires, trees, or structures which may fall.
6. Remain where you are until further instructed.

ALARM - None, since earthquakes usually occur without warning. The first indication will usually be a low rumble, rapidly intensifying to a loud rumble, varyingly described as a heavy truck moving in reverse gear to a horse drawn carriage rumbling over cobblestone streets.

TEACHER QUALIFICATIONS

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

- Whether your student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State 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 1.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 1.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.

ELEMENTARY STUDENT TECHNOLOGY USER AGREEMENT

For access to the district's technology resources and internet at school

The school's computers/technological resources are networked and in most instances Internet accessible. The Internet can be used as an excellent reference and news source. Students can use it to help them complete reports and school assignments, making it a valuable educational tool.

At the beginning of the school year, depending upon the grade level of the student, each student will be issued an account with a password, or a generic account and password, to utilize in the classroom or in the computer labs. The student will be given access to district acceptable technology resources and Internet access when this document is returned with the required signatures.

Students must also follow certain guidelines as listed in the student handbook and district technology usage policies or their access will be terminated. Brief versions of the technology usage guidelines are located below. Please review them with your child. After review, sign and return the below agreement to the elementary office. To review the entire policy, refer to the technology usage sections of the Iberia R-V District policies provided in associated with the Missouri School Boards' Association.

Internet access and student E-mail

Internet access and Electronic mail, (E-mail), will be allowed unless the student violates district guidelines.

Passwords

Students will use passwords to log on to the computer and to access the network and/or Internet. Individual passwords should NOT be given to other students. Anyone giving their password to other students or trying to use someone else's password without the permission of a staff member will result in suspension from computer/network and/or Internet access for **one semester**.

User Files

Students will be given a folder on the network to store their files, such as typed papers. Students should be cautious about downloading information from the internet and should check with a staff member before saving pictures or information to avoid copyright issues. Students are not allowed to download or load any programs onto any system within the school district without permission of a staff member. Each violation of these guidelines will be considered separately.

Chat Rooms

Chat rooms are NOT allowed, unless the student has the direct permission and supervision of a staff member. Violations will result in suspension from the network and/or Internet access for **one semester**.

Inappropriate Material

Students attempting to display, send, or print materials that are not appropriate for school (this includes both text and graphics, as discussed in the handbook) will be suspended from technological resources and the Internet for up to **one year**, at the discretion of the principal. Other disciplinary action may be taken in accordance with the District Handbook.

Elementary Technology User Agreement

Student's name _____

I, the parent or legal guardian of the above stated student, have read and (___do, ___do not) give permission for my child to use computers connected to the district network/Internet at school.

Signature of Parent or Guardian

I, the above stated student, agree to follow the district's rules and regulations of computer and/or Internet usage at school.

Signature of Student

IDEA PUBLIC NOTICE - SPECIAL SERVICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Iberia RV School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impaired and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Iberia RV School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Iberia RV School 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 Iberia RV School 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 Iberia RV School Central Office weekdays from 8:00-4:00 in the office of the Director of Special Education.

Refer to Iberia RV School District Board Policy IGBA-1.

ELECTRONIC COMMUNICATION BETWEEN STAFF AND STUDENTS

Staff members are expected to maintain courteous and professional relationships with students. Board Policy GBH outlines appropriate electronic communication between staff and students.

SEXUAL HARASSMENT POLICY

Sexual harassment is strictly prohibited in the Iberia R-V School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Students who witness or are the victims of sexual harassment shall immediately notify their teacher or principal who is not the subject of the complaint, as may be appropriate under the circumstances. The teacher or administrator receiving such a complaint shall immediately notify the superintendent and transmit a full written report to the superintendent as soon as possible. The principal shall provide for an investigation of the incident, and shall take disciplinary action where appropriate in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. Students who believe that their complaint has not been satisfactorily resolved may appeal to the superintendent.

TRAUMA-INFORMED SCHOOLS INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.”

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

<https://dese.mo.gov/traumainformed>

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways: It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and it seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis or evaluation that reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Refer to Iberia RV School District Board Policy JHDA and JHC.

SUICIDE AWARENESS AND PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Iberia R-V School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Refer to Iberia RV School District Board Policy JHDF.

EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) TITLE I COMPLAINT PROCEDURES

The Iberia R-V School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

PROGRAMS FOR HOMELESS, MIGRANT, AND LANGUAGE LEARNER STUDENTS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, homeless students, and the children of migratory students. For more information contact the Special Services Director at 573-793-2228.

Refer to Iberia RV School Board Policy IGBCA, JGBCB, and IGBH

504 PUBLIC NOTICE

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

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

Refer to Iberia RV Administrative Procedure IGB-AP(1) and IGBA-1.

ASBESTOS CONTROL

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99519). The law required the 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 School 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 Iberia R-V School conducted a complete inspection of its facilities on October 18, 1988, utilizing the services of Larron Laboratory, 529 Broadway, Cape Girardeau, MO 63701. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the schools 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 Iberia R-V School may charge a reasonable cost to make copies of management plans.

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of the Iberia R-V School for any reason. The Iberia R-V School takes very seriously the recommendations made in the management plan, which has been approved by the appropriate state agency.

The person in the Iberia R-V School trained to oversee asbestos activities and ensure compliance is the superintendent. As required in the Rule, the superintendent is the single contact for the public to obtain information concerning asbestos related activities in the Iberia R-V School. You may reach the superintendent at Iberia R-V School, 573-793-6818.

IBERIA R-V SAFE SCHOOLS ACT

REPORTING BY SCHOOL OFFICIALS AND JUVENILE OFFICERS

School administrators are required to report acts of school violence to teachers and other school district employees responsible for the student's education or who interact with the student on a professional basis. School administrators must also report to law enforcement agencies certain felonies or acts that would constitute felonies if committed by an adult on school property. School officials will also report any offense, which results in out-of-school suspension for more than ten school days. The following is a list of which constitutes serious offenses: (1) first or second degree murder; (2) sexual assault; (3) forcible sodomy; (4) first degree arson; (5) distribution of drugs; (6) felonious restraint; (7) property damage/vandalism first degree; (8) kidnapping when classified as a class A felony; (9) first, second, or third degree assault; (10) forcible rape; (11) first or second degree robbery; (12) voluntary or involuntary manslaughter; (13) possession or use of a weapon or firearm; (14) threats of violence; (15) possession or under the influence of alcohol or drugs.

The school district will initiate procedures to remove the student. Listed below are the following procedures:

1. Call law enforcement agency for removal of student
2. Contact juvenile officer of the situation
3. The administrators will make a recommendation as to the future educational placement of the student.

NOTICE OF NON-DISCRIMINATION

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

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

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816)268-0550.

COMPLIANCE COORDINATOR

Superintendent
Iberia R-V School District
201 Pemberton Drive
Iberia, MO 65486
(p)(573)-793-6818 (f) (573)-793-6821

Refer to Iberia RV School Board Policy AC and ACA.

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Iberia R-V School District does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

Employment: The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District services, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Superintendent
Iberia R-V School District
201 Pemberton Drive
Iberia, MO 65486
(p)(573)-793-6818 (f) 573-793-6821

ELEMENTARY ACTIVITIES

Open House
Scholastic Book Fair
Elementary Music Program
Track-n-Field
Frisco League Math Contest
600-Minute Reading Club
Attendance Awards
Honor Roll
On A Roll
Accelerated Reading
6th grade Band/Frisco League Art Competition

IBERIA ELEMENTARY PLEDGE

*Today, I will be a Ranger
I pledge to be safe, respectful, and responsible.
I will act in such a way that I will be proud of myself
And others proud of me
I will act in such a way
That I will be proud of myself
and others will be proud of me.
I came to school to learn,
I will have a good day!*

SCHOOL SONG

Cheer, Cheer, for Iberia
Wake up the echoes cheering for her,
Send a volley cheer on high
Shake down the thunder from the sky,
Although the odds be great or small,
Iberia will win over all,
While her loyal sons are marching,
Onward to Victory...

CUSTOMS AND TRADITIONS

School Colors: Kelly Green and White
School Mascot: Ranger
School Annual: The Ranger

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