Steelville R-III School District

2023-2024 Student/Parent Handbook

817 West Main
Steelville, MO 65565
573-775-2175

STEELVILLE R-III SCHOOL DISTRICT

www.steelville.k12.mo.us

District Staff

Superintendent	J.W. Brandt	573-775-2175
Bookkeeper	April Mathews	573-775-2175
Superintendent's Secretary	Mary Beth Adams	573-775-2175
Administrative Assistant	Kari Vetter	573-775-2175
Elementary Principal	Candice Richter	573-775-2099
Counselor	Shannon Carnal	573-775-2099
Administrative Assistant	Paula Ransom	573-775-2099
Secretary	Kayla Glore	573-775-2099
Middle School Principal	Stephanie Billingsley	573-775-2176
Counselor	Amanda Sherrill	573-775-2176
Administrative Assistant	Taylor Conaway	573-775-2176
Secretary	Mariah Gerren	573-775-2176
High School Principal	Steven Vetter	573-775-2144
Counselor	Alison Brandt	573-775-2144
Administrative Assistant	Susan Bunch	573-775-2144
Secretary	Shannon Harmon	573-775-2144
Special Services Director	Christina Cornick	573-775-4914
Special Services Secretary	Melanie Johnson	573-775-4914
Special Services Process Coordinator	Brittany West	573-775-2176
Director of Learning	Matt Hammonds	573-775-2175
Athletic/Activities Director	Ryan Weber	573-775-2144
Alternative School Director	John Simily	573-775-7265
Transportation Director	Jodie Cottrell	573-775-3155
Maintenance Director	Sam Mueller	573-775-3896
Custodial Supervisor	Ted Brazel	573-775-4427
Technology Director	Seth Turner	573-775-4427
Food Services Director	Rebecca Adams	573-775-3881

Steelville R-III Board of Education

Scott Perkins	President
Rebecca Sackman	Vice President
Jason Evans	Treasurer
Kevin Green	Member
Rachel Martin	Member
Brad Brooks	Member
Tim Mullen	Member
J.W. Brandt	Superintendent
April Mathews	Secretary

The Steelville Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law in its programs, activities, or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Steelville R-III School District is an equal opportunity employer.

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

Mr. J.W. Brandt, Superintendent
573-775-2175

In the event of inconsistencies between this handbook and the Official School Board Policy, the Official School Board Policy (maintained at the Superintendent's Office) will preside.

Steelville R-III School District Board Policies
A complete copy of all board policies referred to in this handbook can be found at the following link: https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=126

Board Approved: 2/15/2023

Steelville R-3

2023-2024 CALENDAR

Aug. 15 - New Teacher Work Day
Aug. 15 - Kindergarten, 5th, and 9th Meet Your Teacher
Aug. 16-18 - Teacher Work Days
Aug. 17 - Meet Your Teacher
Aug. 22 - First Day of School

AUGUST 2023

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

FEBRUARY 2024

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

February 5 - Teacher Workday
February 6 - 3rd - Mid-Quarter
February 19 - President's Day (No School)

September 4 - Labor Day
September 11 - Teacher Workday
September 15 - 1st Mid-Quarter

SEPTEMBER 2023

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

MARCH 2024

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

March 4 - Teacher Workday
March 13 - 3rd Quarter Ends
March 29 - No School

October 2 - Teacher Workday
October 13 - 1st Quarter Ends
PTC: October 23, 9:00 a.m. - 6:00 p.m.
(Staff 8 a.m. - 6:00 p.m.)

OCTOBER 2023

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

APRIL 2024

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

April 8 - Teacher Workday
April 18 - 4th Mid-Quarter

November 6 - Teacher Workday
November 22-24 - Thanksgiving Break
November 15 - 2nd Mid-Quarter

NOVEMBER 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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MAY 2024

S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 6 - Teacher Workday
May 23 - Last Day, End of 2nd Semester
May 28 - June 21 - Summer School (4 Day)
*May 19 - Graduation (Tentative)

December 4 - Teacher Workday
December 19 - 1st Semester Ends
December 20 - 29: Christmas Break

DECEMBER 2023

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

JUNE 2024

S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 2 - Teacher Workday
January 3 - Students Return
January 15 - MLK Day

JANUARY 2024

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

JULY 2024

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

Color Code
Blue - Holiday
Red - No School
Turquoise - Teacher Work Day/No School
Yellow - New Teachers

Hours: Elementary/Middle School: 7:45 a.m. - 3:40 p.m. High School: 7:50 a.m. - 3:35 p.m.
Weather Days: AMI Days will be used when necessary, make-up days 1-8 have been built into the calendar, make-up days 9 & 10, if needed, are May 6 and 13.

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Mission Statement

The Mission of the Steelville R-III School district is to prepare and empower our Cardinal Family to achieve its highest potential.

Vision

The vision of the Steelville R-III School District is to become an educational family that empowers excellence.

We Believe:

- We believe that every student deserves an inclusive and supportive environment for learning; we believe we are better together!
- We believe relationships are key to educating students, empowering staff, and cultivating community success.
- We believe students should be provided multiple opportunities to explore their interests and demonstrate learning in order to grow and succeed.
- We believe students deserve highly qualified teachers, staff, and administrators who continuously challenge themselves to improve.
- We believe parents and caregivers should be provided opportunities and resources to be active participants in their students' learning.
- We believe systems should be in place for our Steelville R-III family to be safely supported professionally, socially, physically, and emotionally.

Admission

Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline, and other eligibility prerequisites as established by Board policy and law. Students enrolling in kindergarten or first grade must provide proof of a comprehensive vision examination by January 1st of the first year in the district, in accordance with the law. Students who are homeless will be admitted in accordance with Board policy and law. Students who transfer to the district from another district will be placed in accordance with Board policy. See Board policy JEC.

Building Hours/Dismissal of Students

Building	Building Hours	Breakfast	Class Begins	Lunch	Dismissal
Elementary School	7:25 a.m. to 4:00 p.m.	7:25 a.m. to 7:45 a.m.	7:45 a.m.	10:30 a.m. to 12:30 p.m.	3:40 p.m.
Middle School	7:25 a.m. to 4:15 p.m.	7:25 a.m. to 7:45 a.m.	7:45 a.m.	10:30 a.m. to 12:30 p.m.	3:40 p.m.
High School	7:30 a.m. to 4:00 p.m.	7:30 a.m. to 7:50 a.m.	7:50 a.m.	10:59 a.m. to 12:25 p.m.	3:35 p.m.

Students must not arrive before 7:25 a.m. at the elementary or middle schools, or before 7:30 a.m. at the high school, as there is no supervision. The district will not be responsible for supervising students outside the stated building hours. Any student picked up early will need to be signed out in the office. Enrollment forms will indicate who is allowed to pick up students. Students signed out by anyone other than the parent or guardian must have a note from their parent or guardian. If the authenticity of the note is in question, the student will not be allowed to leave until contact has been made with the parent or guardian. In the event that the parent or guardian cannot be reached, office personnel will refer to the enrollment form.

In the afternoon, at the elementary and middle schools, car riders are released first, and then bus riders are released at approximately 3:40 p.m. for the elementary and middle schools. At the high school, bus riders will be released first at 3:25 p.m. and then car riders are released at 3:35 p.m. Parents who are picking students up should wait outside so we are able to safely coordinate dismissal. Students may not be picked up from any locations other than the front door. Every student should have a regular method of travel after school, which is noted on the enrollment form. Students will be allowed one (1) incoming bus choice and one (1) outgoing bus choice. Your child will be expected to follow the regular routine. In an emergency situation you may call the office prior to 2:30 p.m. to change transportation arrangements. Calling after 2:30 p.m. creates confusion and may result in a child going to the wrong location.

School Calendar

Please refer to the school calendar posted on the district website. www.steelville.k12.mo.us

Use of the Building

Any use of the school building for activities other than normal classroom activities must be approved by the principal. Persons requesting the use of the building must fill out a request form available at Central Office. All Steelville R-III buildings are tobacco-free.

Bus Procedures

Students are assigned to a bus based on the information provided at the beginning of the school year, or upon enrollment. Students will be allowed one (1) incoming bus choice and one (1) outgoing bus choice. Only students assigned to a particular bus will be allowed to ride. In the event of an emergency, please call or send a note to the office indicating the name of the person who lives at the location to which he or she is riding AND THE PHYSICAL ADDRESS, so we can ensure your child arrives at the destination safely. Bus drivers will provide bus rules to each student. Please review these rules with your child. Misconduct on the bus is taken seriously, and handled as a discipline referral. Severe or repetitive misconduct may result in a student losing the privilege of riding the bus. Only authorized students and staff are permitted to enter the bus. A person commits the crime of trespass of a school bus if he or she knowingly and unlawfully enters any part of or unlawfully operates a school bus. Please refer to 569.155, RSMo —Trespass of a School Bus—for more information. Questions about bus procedures, routes etc. should be addressed to Jodie Cottrell, Director of Transportation, 573-775-3155 or 573-775-2144, jcottrell@steelville.k12.mo.us.

Attendance Policy

The Steelville R-III School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience. State law requires the Commissioner of Education, superintendent of schools, school boards, and every school attendance and probation officer to enforce the compulsory attendance laws. The district will make every effort to ensure students are attending school as required. These efforts include, communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division of the Department of Social Services.

There appears to be a direct relationship between poor attendance and failing grades. Habits of punctuality, dependability, self-discipline, and responsibility are positively developed through good attendance. Students who have good attendance generally achieve higher grades, enjoy school more and are more likely to pass on these qualities to their own children in later years.

The mission of the Steelville R-III School District, "to graduate and provide all students a quality educational opportunity that prepares them to be responsible individuals, lifelong learners, competent workers and contributing citizens" can be fully realized for those students who make every effort to be in school every day it is in session. See Board policy JED.

Attendance Requirements

Students must attend 90% of the required school days. Per the State of Missouri, no absence is automatically considered excused, even with a doctor's note. Exceptions due to long-term illness, family emergencies, or a funeral for an immediate family member may be excused by the building principal and/or attendance board. Official documentation (funeral card, doctor's notes, etc.) should be kept by the guardian to present to the attendance board if the need arises. Doctor's notes do NOT need to be presented to the office after each individual absence.

Students are officially enrolled when they have attended seven out of ten school days from their completed registration. Failure to attend seven days during this period may cause transcripts to be sent back to the sending school and appropriate authorities to be contacted.

Students in grades K–8 must attend 90% of the scheduled days during the school year. Parents will be notified after the fourth, sixth, ninth, and tenth absence. Students missing more than the allowed nine days will be required to make up the days by attending after-school detention, Saturday school, and/or summer school. Students who fail to make up the attendance may be retained in their current grade level. An attendance Board consisting of the building administrator, building counselor, classroom/homeroom teacher, and student's parents will meet to determine the appropriate course of action.

Students in grades 9–12 must not miss more than 4.5 days per semester. Parents will be notified after the third, fifth, and sixth absence. Students missing more than the allowed 4.5 days will be required to make up the days *(up to nine)* by attending after school tutoring and/or Saturday School. Students who fail to make up the attendance days will lose course credit for the semester. Students with more than nine absences in a semester will lose credit for the semester. An Attendance Board consisting of the building administrator, building counselor, classroom teacher, and student's parents will meet to determine the appropriate course of action. When a student loses course credit because of the application of this policy, the student will be given the opportunity to appeal to the attendance committee. If the student is not satisfied with their decision, the student may appeal to the superintendent within ten days and then to the Board of Education within 30 days.

When an absence occurs, parents should contact the building secretary by 9:00 a.m. on the day of the absence. Students are expected to make up their work within two consecutive days after returning to school unless special arrangements are made between the student and the teacher. A student who is suspended from school for disciplinary problems for any number of days will not have that number of days charged against the total days permitted.

Any student not attending school on the day of an extracurricular activity will not be permitted to attend or participate in the activity unless special arrangements have been made between the parent and the administration. Any senior who has not met the attendance requirement will not be allowed to participate in the graduation ceremony unless special arrangements have been made between the parent and the administration.

Attendance Board

The attendance board will meet when a student has reached the maximum number of allowed absences. The board will review the student's attendance history, and review collected documentation for student absences. The attendance board may decide to extend the number of days that a student is allowed absent in the case of hospitalization, serious childhood diseases, a serious accident and/or attending a funeral, or they may decide that the absences will need to be made up. If the child's parent is unable to attend the board meeting, a letter stating the board's decision will be mailed to the parent. When a student has missed an excessive number of days the attendance board may decide to contact the proper legal authorities.

Attendance Awards

Students will receive the following attendance awards when applicable. Attendance calculations will be based on state statutes.

- Perfect Attendance – Being neither absent nor tardy to school while school is in session
- Superior Attendance – Present 98% of the scheduled attendance days

Homebound

Students who miss school due to an extended illness, injury, or pregnancy may receive homebound instruction. Homebound instruction will allow the student to keep up with classroom assignments, tests, etc. and will not count against the student's attendance. If a student is expected to miss more than a week of school due to illness, injury or pregnancy the student and/or parent should contact the superintendent's office to arrange for home instruction. Students are not eligible for participation or attendance at extracurricular activities while on homebound instruction unless special arrangements have been made with the principal.

Withdrawal from School

In the event a student must withdraw from school during the year, he or she should contact the office to return all materials. All money owed to the school must be paid before the withdrawal is complete.

School Attendance and School Sponsored Activities

Attendance at home and away extracurricular activity and field trips are a privilege, and as such, this privilege may be revoked by proper school officials. Students attending extracurricular activities will be expected to remain at the activity until completed. However, should a student decide to leave the activity before its completion, he or she shall not be allowed to return. Students violating school policy can expect to be disciplined for the infraction as well as possibly being required to remain away from school sponsored activities and field trips for a specified length of time. To participate in an activity, students must use school-sponsored transportation to and from the event, unless pre-approved by the principal. Parents attending the event may personally request permission, from the sponsor, to take their child home. **If a student is absent any part of the school day the day of an activity, he or she will not be allowed to participate or attend unless approved by the principal.**

Fire, Storm, Earthquake, and Intruder Drill

Each student should familiarize himself or herself with the procedures for fire, earthquake, storm, and intruder drills and with proper routes of exit from each classroom. See routes posted in each individual classroom. Each drill will be announced over the intercom. Please refer to the following link for more information: http://www.ready.gov/kids/know-the-facts/

Accidents

Any accident, which occurs on school property or during a school-sponsored event, should be reported immediately to the individual in charge of the group.

Insurance

Insurance is required of all students in order to participate in interscholastic athletics. This includes pom pons and cheerleading. School insurance shall be made available to all students at the beginning of each school year. Such insurance is optional and at student expense. Although not required, insurance is recommended if you are enrolled in any of the following classes: Physical Education, Vo-Tech, and Agriculture.

Inclement Weather

There are several ways for parents to determine if school is in session, or being dismissed early. Announcements are made on the following radio stations: KZNN 105.3 FM, KTUI 101 FM, and KXMO 95.3 FM. The can also be found on the following television stations: News Channel 5, News Channel 4, and News Channel 2. You may also sign up for School Reach, which automatically sends announcements regarding emergency information, school closing, early dismissal and school event reminders via email and text message directly to your mobile phone or home phone. See our website for additional information.

Commented [Kv1]: Social Media and find out if Infinite Campus will do this for us.

Visitors

Students are not normally allowed to bring visitors to school. Exceptions may be made if the visitor can contribute to class activity and advance arrangements with the principal and teachers have been made. Students are not permitted to have drop-in visitors during the school day except for parents or guardians.

Nutrition Standards for Foods and Beverages Provided to Students during the School Day

Celebrations and Rewards During the School Day:

1. Our district will promote nutrient-rich foods and beverages at classroom celebrations and/or promote non-food activities. More information is available at https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/celebrations.
2. Celebrations and Parties – All foods (or a majority) offered or provided to students during classroom celebrations and parties will meet the USDA SmartSnacks in School nutrition standards. Any foods not meeting the SmartSnacks in School nutrition standards that are consumed during classroom celebrations or parties will not exceed the following:
    a. Calories – 400 calories or less
    b. Sodium – 400 mg or less
    c. Total Fat – 35 percent of calories or less
3. Celebrations and parties will be scheduled after regularly scheduled lunch times. The district will provide a list of healthy party ideas to parents and teachers to be utilized for classroom celebrations and parties. The goal of our district is to promote healthy and nutritious food options during these designated times to continue encouraging healthy eating options for our students.
4. Classroom Snacks Provided by Parents – The district will provide parents with a list of foods and beverages that meet SmartSnacks nutrition standards.
5. Rewards and Incentives – Classroom teachers and other relevant school staff will be provided with a list of alternative ways to reward students during the school day. Foods and beverages will not be used as a reward or withheld for punishment for any reason, such as for performance or behavior.

Phone Calls

The office telephone is for business purposes. Phone messages may be left with the school office for passing on to students. Parents who call to talk to students will be permitted to do so only during the student's lunch period unless it is an emergency and has been cleared through the office. Students will be allowed to use the office telephone at lunch or in case of an emergency. Students need to be sure they have their books, homework, supplies, etc. BEFORE they leave home in the morning. Students will not be allowed to call home for these reasons.

Cell Phones, Cameras, and Electronic Devices

To avoid classroom disruptions that distract from learning, cell phones, cameras, electronic devices, etc may not be used in school except under special circumstances cleared through the office, teacher, or coach. See Board policies EHB, KKB , and EHB-AP.

Hall Changes and Classroom Procedure

Students will have time between classes to go to their lockers, the restroom, or the water fountain. When the bell rings after the passing period, students are to be in their seats, ready to work, quiet, and have all books and materials necessary to participate in class. When there is an emergency situation and more time than allowed is needed, a hall pass may be obtained from a teacher.

Hall Passes

No student is to leave the classroom unless excused by the teacher. Students out of class must have a pass in their possession to visit the restroom, library, school nurse, counselor, school office, or their locker. Students out of class without a pass may be considered truant.

Deliveries

Parents are urged to keep deliveries such as balloons and flowers to a minimum. Glass vases and balloons will not be allowed on the school bus due to safety concerns.

Middle School and High School Lockers

Commented [Kv2]: MS and HS only

Lockers are school property and may be inspected at any time. They are assigned at the beginning of the school year and may not be changed without permission. Locker locks are provided by the district. Damage to the locker will be charged to the student. Difficulties with locker use should be reported to the school office. Students should not tell any other student their locker combination.

Guidance and Counseling

The counseling program is designed to provide the following services for students: Personal counseling; testing, both group and individual; financial aid information for post-secondary education; academic counseling; and career decision making.

A student who has personal problems can feel free to discuss this problem with the counselor. All matters of this nature will be held in the strictest of confidence. If the problem is of an extreme nature, the student will be put in contact with other professional services.

The testing program involves the students in both group and individual testing. These tests are designed to provide the student with an idea of his or her interests in the career areas. All test results will be related to the student on an individual basis.

The counselor will make every effort to provide every student with information regarding financial assistance for post-secondary education.

One of the most important activities a student is involved in is his or her academic schedule of classes. The counselor will make every effort to work with each student in obtaining the best possible schedule for that student.

Release of Directory Information

Unless there are parental obligations, the Family Educational Rights and Privacy Act allows for the release of directory information to military recruiters, institutions of higher education, and/or outside sources in regards to student data. Steelville R-III School District considers the following to be directory information:

- Student's Name
- Parent's Name
- Date and place of birth

- Grade level
- Bus Assignment
- Enrollment status (e.g., full-time or part-time)
- Participation in school-based activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received
- Artwork or coursework displayed by the district
- Most recent previous school attended
- Photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian, or an individual acting as a parent in the absence of a natural parent or guardian.

The district will extend the same rights to either parent, regardless of divorce, custody, or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of post-secondary education, in accordance with law. If a parent or eligible student believes that the education records related to the student contain information that is inaccurate, misleading, or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedure created by the superintendent or designee. The district will annually notify parents and eligible students of their rights in accordance with the law.

If you have any objection to any or all of the above date being disclosed, contact the building principal. Students 18 years of age or older may bring about an objection to their own records. See Board policy JO.

Textbooks and Supplies

All textbooks and reading workbooks which are required by the school are furnished free of charge. All textbooks and workbooks are the property of Steelville R-III School District. Students should take good care of the books and return them in good condition at the end of the school year or when they transfer from the school. See Board policy IIA.

Missouri Course Access and Virtual School Program (MOCAP)

Courses are offered through MOCAP as required by law. Contact the building principal for more information.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education. The Missouri Assessment Program assesses students' progress toward mastery of the standards, which are the educational standards in Missouri. The Missouri Assessment Program includes required tests in English Language Arts and Math in grades 3 and 4; English Language Arts, Math, and Science in grade 5; English Language Arts and Math in grades 6 and 7; English Language Arts, Math, and Science in grade 8; and End-of-Course assessments in the subject areas of Algebra I, Algebra II, Biology, English II, and Government. Additional End-of-Course assessments are available and may be administered in English I, Geometry, and Modern American History. End-of-Course assessments are taken when a student has received instruction on the course-

level expectations for an assessment, regardless of grade level. All juniors will be required to take the ACT on the date established by the District. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination. See Board policy IL.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and parent, guardian, or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

Google Email and Account Creation

Steelville R-3 School District provides all students with the ability to access network resources, such as Chromebook devices, tablets, and other electronic devices, determined by grade level. These resources promote achievement and provide diverse opportunities during the educational experience. This includes the creation of username accounts through Google.

Email and Google User Accounts:

- Every student will have a school email address with the @steelville.k12.mo.us domain. Emails may be sent and received to this domain and other domains that are school appropriate. School email should not be used for personal reasons.
- Email accounts are rarely utilized at the younger grade levels, however, the creation of a Google account is necessary for logging into educational programs.
- Students should always use appropriate language in their email messages.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be sent in an email.
- No inappropriate emails are allowed, including derogatory, obscene, or harassing messages.
- All emails are subject to District security checks. Certain words or phrases may trigger an alert, which will then be investigated. Violations of the Technology Acceptable Use Policy (AUP) will be dealt with according to District policy.

Payment for Damages or Lost Books, Equipment, Damages to School Property, Unpaid Obligations, and Withholding of Transcripts and Grade Reports

Students shall pay for school supplies including books, school equipment, or other property lost or damaged beyond ordinary wear and tear. Such payment shall be assessed by the principal of the school concerned in accord with the price of the book or other lost or damaged articles. Students who fail to pay a properly imposed charge will not receive grade cards at the end of the academic year. Students will be updated at the beginning of each quarter about the status of any fines, lunch debt, fundraiser monies not turned in, etc. Students who are not in good standing with the school will not be allowed to participate in extracurricular activities until those obligations are met. Students will be allowed to practice.

Nursing Services

A nurse is available every day and will treat minor illnesses and injuries that occur at school; she will not provide treatment on a continuing basis. Parents, guardians, or designated emergency contacts will be called in the case of serious illness or injury. Contact will be made when a child is vomiting, running a fever, or ill enough that he or she cannot return to class in a reasonable amount of time. Certain conditions have been designated by the state and county health departments as contagious or infectious, including, but not limited to: lice/nits, chicken pox, measles, hepatitis, mumps, impetigo, pinkeye, ringworm, scabies, and strep throat. Students will be sent home with a fever of 100.4 degrees Fahrenheit or above. A child should be fever-free without the use of fever reducing medications for 24 hours before

returning to school. When a student has lice/nits, he or she cannot return to school—or ride the bus—until a parent has accompanied the child to the nurse's office for a recheck.

It is very important that you keep emergency contact information updated on your child's enrollment card. In an emergency situation, if those listed on the enrollment card cannot be reached, the child may be transported by ambulance to a local hospital. The district stocks epinephrine that can be used on any student in an emergency. If a parent does not want this medication administered in an emergency, please notify the nurse in writing. See Board policy JHCD.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent or guardian. This medication must be prescribed by the student's physician. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medication

The parent or guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered equivalent of a prescriber's written direction, and a separate document is not needed. Medication must be delivered to the school principal or designee.

Self-Administered Medications

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district may allow these students to self-administer medication as allowed by law, provided the student's physician has certified that the student is capable of and has been instructed in the proper self-administration of medication and has been informed of the dangers of sharing the medication with others. The student must also demonstrate proper self-administration technique to the school nurse. The district must have written authorization from both the student's authorized prescriber and the parent or guardian.

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. Unless possession of medication on district property for the purposes of self-administration is included in the student's 504 plan or IEP, the parent or guardian must complete the district's permission form for the self-administration of medication and provide certification from the student's physician regarding the need to carry the medication on his or her person.

Medical Marijuana and Cannabidiol (CBD) Oil

The District does not permit possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of taking it to the health office, where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication. See Board policy JHCD.

NARCAN Administration

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonist at each school building in locked, secure locations to be administered to any student or staff member reasonably believed to be experiencing a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN or similar opioid antagonist to respond to a drug overdose.

The District will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the District in writing, however, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

Concussions

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is cause by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain, and need to be addressed correctly. To learn more about concussions and to order materials free of charge, go to www.cdc.gov/concussion or call 1-800-CDC-INFO.

Immunization of Students

It is the policy of the Steelville R-III 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 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 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 from one parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes non-compliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

Food Service Management (*including Meal Charges)*

The district expects students to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice: At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website.

Students:

6. A student may not accumulate more than ten unpaid meal charges.
7. Students may not charge à la carte items.
8. A student with money in hand will not be denied a meal, even if the student has past due charges.
9. 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 student records in violation of law.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers, or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report

to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians
To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt
Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt
When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records
The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Free and Reduced-Price Meals
Free and reduced-price meal forms will be sent home at the beginning of the school year and/or provided to parents/guardians at the time of enrollment.

2023-2024 Meal Prices

Grade Level	Breakfast	Lunch	Reduced Breakfast	Reduced Lunch	Extra Milk
Elementary Student	$1.70	$2.45	$0.30	$0.40	$0.40
Middle School Student	$1.70	$2.70	$0.30	$0.40	$0.40
High School Student	$1.80	$2.95	$0.30	$0.40	$0.40
Adult	$1.95	$3.00	N/A	N/A	$0.40

MO HealthNet for Kids

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years of age or be a primary caregiver of a child under 19 years of age, not covered by health insurance (including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident.

In order to qualify, you must have an annual household income (before taxes) that is below the following amounts:

Household Size	Maximum Income Level (Per Year)
1	$21,578
2	$29,186
3	$36,793
4	$44,400
5	$52,007
6	$59,614
7	$67,222
8	$74,829

You may apply for this benefit online at: https://mydss.mo.gov/ or call 1-888-275-5908 for more information.

Depending on your income level, you may have to pay a premium for coverage. Please see this state's program information for details.

District's Obligation to Provide Special Education and Related 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 are in need of special education even though they are advancing from grade to grade. The Steelville R-III School District assures that it will

provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include Autism, Deafness/Blindness, Emotional Disturbance, Hearing Impairment/Deafness, Intellectual Disability, Multiple Disabilities, Young Child with Developmental Delay, Orthopedic Impairment, Other Health Impaired, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Visual Impairments/Blindness. The Steelville R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Steelville R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents or guardians. Parents or guardians may request amendment to the educational record if the parent or 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 Steelville R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's office, Monday through Friday, between 8:00 a.m. and 4:00 p.m. This notice will be provided in native languages as appropriate.

Requests for evaluation of students should contact their child's teacher, or Christy Cornick, 504 and Special Services Coordinator, at 573-775-4914.

Distribution of Non-Curricular Student Publications

I. Guidelines

Students may distribute, at reasonable times and places, unofficial material, including, but not limited to, petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material that is delivered or accessed using district resources is also subject to this policy. However, students cannot distribute expressions which:

A. Are obscene to minors.
B. Are libelous.
C. Are pervasively indecent or vulgar and/or contain any indecent or vulgar language.
D. Advertise any product or service not permitted to minors by law.
E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

II. Procedures

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

A. Name and phone number of the person submitting the request.
B. Date(s) and time(s) of day of intended distribution.
C. Location where material will be distributed.
D. The grade(s) of students to whom the distribution is intended.

Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place, and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place, and manner provisions in the Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays, and holidays) of submitted the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place, and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by the relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

III. Time, Place, and Manner Distribution

The distribution of unofficial material shall be limited to a reasonable time, place, and manner as follows:

A. No official material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or when it disrupts the use of district technology resources.

IV. Definitions

The following definitions apply to the following terms as used in this policy:

A. *"Obscene to minors"* is defined as:
    1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
    2. The unofficial material, depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
    3. The unofficial material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
B. *"Minor"* means any person under the age of 18
C. *"Material and substantial disruption"* of a normal school activity is defined as:
    1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is

defined as any disruption that interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods). "Material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walkout, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

D. *"School Activities"* means any activity of students sponsored by the school and includes—by way of example and not by way of limitation—classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

E. *"Unofficial material"* includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and emails, whether created by students or others.

F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

G. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale, and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school that are generally frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Legal Notices

The following information is from the Steelville R-III Board of Education policies. To obtain additional information regarding these policies, go to our website www.steelville.k12.mo.us or call the superintendent's office at 573-775-2175.

Sexual Harassment

The School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is prohibited. If you believe there has been a violation of this policy, you should report it to a teacher, the counselor, or the principal. All allegations of sexual harassment will be taken seriously and investigated. If substantiated, corrective or disciplinary action will be taken. Although the vast majority of students follow the rules, it is very likely that some students will violate these rules. When a violation occurs, the imposition of sanctions should be expected. See Board policy AC.

Programs for a Diverse Student Population

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Kim Zeiss or Christy Cornick.

Protection of Pupil Rights – PPRA

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

I. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
   A. Political affiliations or beliefs of the student or student's parent;
   B. Mental or psychological problems of the student or student's family;
   C. Sex behavior or attitudes;
   D. Illegal, anti-social, self-incriminating, or demeaning behavior;
   E. Critical appraisals of others with whom respondents have close family relationships;
   F. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
   G. Religious practices, affiliations, or beliefs of the student or student's parent; or
   H. Income, other than as required by law to determine program eligibility.

II. *Receive notice and an opportunity to opt a student out of:*
   A. Any other protected information survey, regardless of funding;
   B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
   C. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

III. *Inspect,* upon request and before administration or use:
   A. Protected information surveys of students and surveys created by a third party;
   B. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   C. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Steelville R-III has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Steelville R-III will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Steelville R-III also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below, and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Steelville R-III will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an

opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

Parents who believe their rights have been violated may file a complaint with:

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

Right to Know

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Teaching about Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Instruction in human sexuality must be appropriate to the age of the students receiving such instruction. Students may be separated by gender for human sexuality instruction.

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.

2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis, and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility, and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment, and sexual violence. Specifically, students will be taught that:
   Consent is a freely given agreement to the conduct at issue by a competent person, and that:
   - An expression of lack of consent through words or conduct does not constitute consent.
   - Lack of verbal or physical resistance does not constitute consent.
   - Submission resulting from the use of force, threat of force, or fear does not constitute consent.
   - A current or previous dating, social, or sexual relationship between two parties does not by itself constitute consent.
   - The manner of dress chosen by a person does not constitute consent.

   Sexual Harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
   Sexual Violence is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail, and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity, or abuse to a responsible adult and, depending on the intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI), or the National Center for Missing and Exploited Children's "Cyber Tipline".
11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The building will not permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

See Board policy IGAEB.

Audio and Visual Recording

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption in the education process. If a student possesses electronic pictures or tests, the district will consider it the same as hard-copy possession. See Board policies KKB and EHB-AP1.

Interrogations, Interviews, and Searches/Searches by School Personnel

School lockers, desks, and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

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

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents or guardians as soon as possible. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student, or screen a student for medical conditions.

The school district gives notice regarding searches, including:

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or area.
- The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, other personal possessions, and cars in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

See Board policy JFG.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents or guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents or guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or childcare facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Resolving Written Complaints

The Steelville R-III School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents or guardians, students, and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without

input from the appropriate district staff and may require a parent or guardian, patron, or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

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.

Complaints regarding district compliance with non-discrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input, and professionally address concerns and complaints of parents or guardians, students, and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Federal Programs

The Steelville R-III 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.

Notice

The district will notify all parents or guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents or guardians a copy of DESE's Every Student Succeeds Act Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's Every Student Succeeds Act Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents or guardians, students, or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures:

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a deferral program listed above, the complaint must specify the deferral law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal to issue to DESE.

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

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

1. **What is a complaint?**
   For these purposes, a complaint is written allegation that a local education agency (LEA) or

the Missouri Department of Elementary and Secondary Education (DESE) has violated a federal statute or regulation that applies to a program under ESSA.

2. **Who may file a complaint?**
   Any individual or organization may file a complaint.
3. **How can a complaint be filed?**
   Complaints can be filed with the LEA or with DESE.
4. **How will a complaint filed with the LEA be investigated?**
   Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. **What happens if a complaint is not resolved at the local level (LEA)?**
   A complaint not resolved at the local level may be appealed to DESE.
6. **How can a complaint be filed with DESE?**
   A complaint filed with DESE must be a written, signed statement that includes:
   a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or DESE, and
   b. The facts on which the statement is based and the specific requirement allegedly violated.
7. **How will a complaint filed with DESE be investigated?**
   The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

   The following activities will occur in the investigation:
   a. **Record.** A written record of the investigation will be kept.
   b. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   c. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
   d. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
   e. **Verification.** Within five days of receiving the written summary of a complaint resolution, DESE will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
   f. **Appeal.** The complainant or the LEA may appeal the decision of DESE to the U.S. Department of Education.
8. **How are complaints related to the equitable services to nonpublic school children handled differently?**
   In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following DESE's resolution of the complaint (or its failure to resolve the complaint).
9. **How will appeals to DESE be investigated?**
   DESE will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of DESE. At the conclusion of the investigation, DESE will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. **What happens if a complaint is not resolved at the state level (DESE)?**
    The complainant or the LEA may appeal the decision of DESE to the United States Department of Education.

Documentation and Release of Information

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint it first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

District/Building Accountability Report Cards

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents or guardians, community members, the print and broadcast news media, and legislators by December 17th annually, or as soon thereafter as the information regarding the reports to businesses such as real estate and employment firms, so that parents or guardians and businesses from outside the district that may be contemplating relocation have access to this information.

Hazardous Materials

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances that may be explosive, ignitable, corrosive, reactive, and/or toxic.

The procedure developed by the administration shall comply with all local, state, and federal laws and regulations that pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances that may be hazardous, and ensuring such substances are properly disposed in a state-approved facility or landfill.

When necessary, the district shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management.

District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials. See Board policy EBAB.

Asbestos

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall comply with all state and federal laws regarding the identification, management, and abatement of asbestos in district buildings. The last inspection was completed in October 2016.

Lead Contamination Inspection

The district shall monitor the periodic collection of drinking water samples from all sources in the district by the Missouri Department of Health, and shall review the results from the EPA-certified laboratory that performs the tests, when the results become available.

The Board shall assist the Department of Health in any way necessary to assure that any testing program mandated by law is completed within the time from allowed, and will act immediately to secure funding for the repair of drinking water sources that do not meet federal standard, or for the disconnection of the sources. Pipes that contain lead soldering shall be repaired using a non-lead solder, and water coolers that are found to contain lead in the lining of their tanks will be repaired or replaced. The Board shall encourage continued periodic inspections for district drinking water sources constructed before 1987.

Internet Access

The Steelville R-III School District is fortunate to be able to provide internet access as an educational resource for students and staff. The network access is a privilege, not a right, and may be restricted or revoked for inappropriate use. Student access to the internet will be through a filter to block inappropriate and non-educational sites. Each year, all students must have an Acceptable Use permission form signed by their parents and on file in the office before they will be granted access to the internet.

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". More information can be found at https://dese.mo.gov/traumainformed.

Prohibition Against Discrimination, Harassment, and Retaliation

General

The Steelville R-III Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law in its programs, activities, or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Steelville R-III School District is an equal opportunity employer.

Facilities

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America, and other designated youth groups in accordance with federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.

Individuals with Disabilities

The district will identify, evaluate, and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability, regardless of whether the child is currently enrolled in the district, is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service, or activity should

contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Reporting

The district's nondiscrimination policy and grievance forms are located on the district's website at https://steelville.socs.net/ or at any district office.

The following compliance officer has been designated to address inquiries, questions, and grievances regarding the district's nondiscrimination policies:
J.W. Brandt, Superintendent
817 W Main
Steelville, MO 65565
573-775-2175
jbrandt@steelville.k12.mo.us

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:
Steven Vetter, High School Principal
17154 Highway 19 South
Steelville, MO 65565
573-775-2144
svetter@steelville.k12.mo.us

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA, or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
E-mail: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442

TDD: 800-877-8339
E-mail: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
E-mail: mchr@labor.mo.gov

See Board policy AC.

Staff/Student Relations

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship, or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling, or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
6. Engaging in any inappropriate exchange on a social media platform.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose will justify deviation from some of the professional boundaries set out in this policy. Likewise, there are other circumstances where staff members will appropriately interact with students outside of the work setting. Staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious, or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting a student alone in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming, or are encouraged to use or consume alcohol, tobacco, drugs, or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial, or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren, or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students without a supervisor's knowledge.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communications

Staff members are encouraged to communicate with students and parents or guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages, or other forms of electronic communication. The district will publicize approval methods of electronic communications between staff members and students and approve the "Team App" for phones.

The district's policies, regulations, procedures, and expectations regarding in-person communication at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and

student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor, or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate, or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Bullying

In order to promote a safe learning environment for all students, the Steelville R-III 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. Policy JFCF explains this in detail.

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

Reporting Bullying

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

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

Bullying Report forms may be requested from any school office or by going to the district website, https://steelville.socs.net/.

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, 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 services director.

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

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

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

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, 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 or 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 or 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 anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes, and volunteers who have significant contact with students in identifying, preventing, and responding to incidents of bullying.

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

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

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

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

- Cultivating the student's self-worth and self-esteem.
- Teaching the student to defend him- or herself assertively and effectively without violence.

- Helping the student develop social skills.
- Encouraging the student to develop an internal locus of control.

Suicide Awareness and Prevention Policy
Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Steelville R-3 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.

Definitions
Crisis Response Team (CRT) – A team of district employees trained in suicide awareness and prevention.
Student at Risk of Suicide – A student who is demonstrating individual, relationship, community, or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.
Suicide Crisis – A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team
The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors, and the school nurse and may also include school social workers, school resource officers, teachers, and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator, and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

Response Plan
District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide
Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee, or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide, and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills, and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee, or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills, and collaborative ways to support the student.

Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis, or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

Accommodating a Disability
If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

School and Community Resources
The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state, and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.
A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

Response to Incidents Impacting the School
When the school community is impacted by the attempted suicide or death by suicide of a student, staff member, or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.
The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Staff Education on Suicide Prevention and Response Protocol
All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention, and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.
The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students
Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff, or in other curricula as may be appropriate.

ELEMENTARY SPECIFIC

Steelville Elementary School Staff

Faculty	
Candice Richter	Principal
Jennifer Mullen	Parents-As-Teachers Coordinator
Molly Harris	Pre-K Teacher
Amy Martin	Kindergarten
Codi Harmon	Kindergarten
Jill Simily	Kindergarten
Jessica Turnbough	Kindergarten
Paige Cottrell	1st Grade
Beth Setzer	1st Grade
Autumn Earney	1st Grade
Abbigayle Halbrook	1st Grade
Jennifer Taylor	2nd Grade
Aaron Midyett	2nd Grade
Kailey Keymann	2nd Grade
Rachel Woodall	2nd Grade
Sarah Hammonds	3rd Grade
Mandy Martin	3rd Grade
Katie Hagerty	3rd Grade
Megan Caudill	3rd Grade
Grace Hinson	4th Grade
Jamie Walker	4th Grade
Mickinze Koppelmann	4th Grade
Julie Miller-Schoen	4th Grade
Shannon Carnal	Counselor
Samantha Miller	Social Services
Rebecca Wibbenmeyer	Art
Shelley Beers	Music
Jessica Eichholz	Physical Education
Elfie Tolly	Library/Computers
Heather Vandergrift	Special Services Teacher
Colleen Lujan	Special Services Teacher
Ashley Miles	Special Services Teacher
Donna Palmer	Special Services Teacher
Brittany West	Process Coordinator/Special Services Teacher
Kaysie Phenix	Title I
Brent White	Title I
Staff	
Paula Ransom	Administrative Assistant
Kayla Glore	Secretary
Aleks Wallen	Nurse
Emma Schneider	Pre-K Paraprofessional
Angie Pitts	Pre-K Paraprofessional
Mackenzie Beel	Special Services Paraprofessional
Brandy Brown	Special Services Paraprofessional
Lisa Adams	Title I Paraprofessional
Maggie Green	Title I Paraprofessional
Jessica Callahan	Title I Paraprofessional
Donna Bonnett	Custodian
Hallie Bowness	Custodian
Sarah Asher	Custodian
Rhonda Bennett	Kitchen Manager
Donna Pitts	Kitchen Staff
Vanessa Smith	Kitchen Staff

Elementary Specific

Communication

Communication between parents and the school is key in building positive relationships. Expect that the staff at SES will be in contact with you many times during the school week. Students in grades K-1 have red "Friday Folders" that will come home either daily or weekly that will contain your child papers and important notes. You can always check your child's grades through our parent portal system.

PBIS/Discipline

Our building implements Positive Behavior Intervention Supports as the driving force behind our discipline. PBIS is a framework that assists school staff in enhancing academic and social behavior outcomes for all students. Consistent school wide rules and procedures assure that everyone has the same expectations for a child's behavior. At times, your child will be rewarded for maintaining good behavior at school. The school wide behavior matrix of expectations can be found at the end of the handbook.

Offenses have been designated as minor or major. When a student receives any three minor offenses of the same behavior in one quarter, it then becomes a major offense. Students who receive major offenses will receive consequences for their misbehavior. The use of In-School Suspension (ISS), Out-of-School Suspension (OSS), time-out/buddy rooms, phone call to parents, and visits to the principal and/or counselor will be employed to deal with students who misbehave in accordance with our discipline policies.

Title 1

Steelville Elementary is a school wide Title 1A building. This federal program gives our building extra money to be used for various supports, which are outlined in our School Wide Program Plan. A synopsis of this plan can be found on our school website under the Elementary School's "Parent Resources" tab. The family involvement plan and Title Compact can also be found here, but these documents are sent home with parents at the beginning of the school year and discussed at PTO meetings at the beginning and end of the year.

RTI

Response to Intervention (RTI) is a multi-tiered approach used at Steelville Elementary to identify and support students with learning needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, specialists, and paraprofessionals. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction.

Library

Library media materials are checked out to all students for a period of one week. They may renew the materials after the initial checkout. Students in grades K-1 may check out only one book at a time. Students in all other grades may checkout two books at a time. Students with overdue books may not check out materials until they are returned. Students are expected to pay the replacement cost of material that is lost or damaged beyond repair due to neglect. Failure to do so will result in the loss of the privilege of checking out books and withholding of the year-end grade card.

Cafeteria

Students have the opportunity to eat breakfast and/or lunch at school. Breakfast is served from 7:25 a.m. to 7:45 a.m., and lunch shifts run from 10:30 a.m. to 12:45 p.m. Students are given the choice of either a hot or a cold breakfast each morning, and three different entrees for lunch. Students are allowed to charge lunch, but there is a charge limit of $10.00. After the limit is reached, an alternative meal will be given until the account is current. Free and Reduced Lunch forms will be given at the time of enrollment.

Classroom Treats

To protect the health and safety of our children, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. Homemade treats will not be distributed to students. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-packaged treats are brought to school.

Party invitations are only to be brought to school if they are distributed to the entire class.

Items from Home

Students are not to bring toys, games, sports equipment, or electronic devices to school unless special permission has been granted. In case of special permission, only "E" rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard, or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent or guardian can pick it up. Students should not carry extra money to school. Students are not allowed to sell items of any kind during school without prior permission from the office, with the exception of school-sponsored activities. The Steelville R-III School District is not responsible for valuables students bring to school.

Classroom Parties

Due to limited parking and space in the building, only one parent or guardian may attend classroom parties. All attendees must check in with his or her driver's license to obtain a pass before attending.

School Dress

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable. When in the judgment of the principal a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Hats should not be worn in the building, except when there are school wide activities encouraging students and staff to wear them.

Recess

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is above 20 degrees Fahrenheit and the playground is cleared of water, snow, and/or ice, there will be outdoor recess. If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required. Equipment allowed on the playground will be determined by the building principal.

Field Trips

Field trips are planned to support the curriculum and classroom activities. Parents are frequently asked to accompany classes as chaperones. There are times when a limited number of parents are allowed to ride the bus, but may be asked to drive separately. No younger siblings will be allowed to attend the trips. The school retains the right to deny school trips to students that have shown disruptive behavior.

Student Placement

The principal has the authority and responsibility for assigning students to classes. This is an educational decision, and many factors are taken into account. Concerns about placement should be put in writing to the principal by May 30th. Concerns will be considered, but requests for specific teachers may not be honored.

ALL SETTINGS
- I WILL STAND SSS
-I WILL FOLLOW KHFAOOTY
-I WILL SHOW ATTENTION WHEN I HEAR "GIVE ME FIVE"
-I WILL FREEZE WHEN A WHISTLE BLOWS OR I HEAR THE INTERCOM
-I WILL USE ALL MATERIALS CORRECTLY
-I WILL FOLLOW DIRECTIONS IN ALL SETTINGS
- I WILL TAKE OWNERSHIP OF MY ACTIONS AND EDUCATION AND WILL ALWAYS PERSEVERE

ASSEMBLY
- I WILL LISTEN TO THE SPEAKER
- I WILL RAISE MY HAND TO SPEAK
- I WILL APPLAUD MY PEERS
- I WILL USE APPROPRIATE VOICE LEVEL
- I WILL FACE FRONT AND STAY IN MY SPACE
- I WILL PAY ATTENTION TO THE ASSEMBLY
- I WILL HOLD PRIZES/CERTIFICATES SAFELY IN MY LAP

BUS
-I WILL USE APPROPRIATE VOICE LEVEL
- I WILL LISTEN TO MY BUS DRIVER
- I WILL RESPECT OTHERS' SPACE AND BELONGINGS
-I WILL THROW ALL TRASH AWAY AND KEEP MY BUS CLEAN
- I WILL KEEP MY BELONGINGS TO MYSELF
- I WILL WALK TO AND FROM THE BUS WITHIN THE DRIVER'S SIGHT
- I WILL KEEP FOOD AND DRINK OFF OF THE BUS
- I WILL KEEP THE AISLE CLEAR
- I WILL STAY SEATED WHEN BUS IS MOVING AND ONLY BE UP WHEN I'M LOADING OR UNLOADING THE BUS

CAFETERIA
- I WILL USE APPROPRIATE VOICE LEVEL THROUGHOUT MY MEAL TIME
- I WILL STAY IN LINE
- I WILL USE POLITE MANNERS
- I WILL CLEAN UP AFTER MYSELF
- I WILL REPORT ANY SPILLS/MESSES
- I WILL USE WALKING FEET
- I WILL BE AT A VOICE LEVEL 0 WHEN ANY CLASS IS ENTERING OR EXITING THE CAFETERIA

Steelville Elementary Positive Behavior Intervention and Support
The Cardinal Code
Be Respectful, Be Responsible, Be Safe

SSS = Short, Straight, and Silent
KHFAOOTY = Keep Hands Feet and All Other Objects to YourSelf
Give Me Five = 1. Eyes on Me, 2. Voices Off, 3. Still, 4. Hands Free, and 5. Listening

HALLWAYS
- I WILL WALK ON THE RIGHT SIDE ON THE CARDINAL FEET
- I WILL WALK WITH MY HANDS BEHIND MY BACK OR TO MY SIDES
- I WILL KEEP MY HANDS TO MYSELF AND OFF OF THE WALL AND/OR MATERIALS
- I WILL KEEP A VOICE LEVEL 0 IN THE HALLWAY TO RESPECT LEARNING IN THE BUIDLING
-I WILL USE WALKING FEET AT ALL TIMES

CLASSROOMS
- I WILL RAISE MY HAND TO SPEAK
- I WILL BE A GOOD LISTENER
I WILL USE APPROPRIATE VOICE LEVEL
- I WILL KEEP MY CLASSROOM AND PERSONAL AREA CLEAN AND ORGANIZED
- I WILL TAKE OWNERSHIP OF MY OWN LEARNING AND PERSEVERE ON A DAILY BASIS

PLAYGROUND/GYM
- I WILL SHARE ALL EQUIPMENT
- I WILL PLAY BY THE RULES
- I WILL HUSTLE TO THE LINE
- I WILL SHOW GOOD SPORTSMANSHIP
- I WILL RETURN ALL EQUIPMENT TO THE PROPER PLACE AND HELP KEEP THE PLAYGROUND CLEAN AND ORGANIZED

RESTROOMS
- I WILL SIGN OUT OF MY CLASSROOM
- I WILL WAIT PATIENTLY AT THE WALL FOR MY TURN IN THE RESTROOM STALL
- I WILL RESPECT OTHERS' PRIVACY
- I WILL USE THE RESTROOM QUICKLY AND QUIETLY
- I WILL ALWAYS WASH MY HANDS
- I WILL USE 1 PUMP OF SOAP AND 3 PUMPS OF PAPER TOWELS
- I WILL THROW PAPER TOWELS AND OTHER TRASH IN TRASH CANS
- I WILL KEEP WATER AND SOAP IN THE SINK
- I WILL USE WALKING FEET IN THE RESTROOM

MIDDLE SCHOOL SPECIFIC

Steelville Middle School Staff

Faculty

Stephanie Billingsley	Principal
Amanda Sherrill	Counselor
Samantha Miller	Social Services
Ethan Blacksher	5th Grade Science
Megan Hammonds	5th Grade Math
Kaylee Mitchell	5th Grade ELA
Ashley Bailey	6th Grade Math
Kaitlin Harmon	6th Grade ELA
Abigail Wishon	6th Grade Science
Hannah Kmiec	7th Grade Social Studies
Amy Whittaker	7th Grade ELA
Garrett Hagerty	7th Grade Math
John Tolly	7th Grade Science
Taylor Simpson	8th Grade ELA
Emerald Pitts	8th Grade Math
Caleb Earney	8th Grade Science
Bryan Ruediger	8th Grade Social Studies
Rebecca Wibbenmeyer	Art
Sheila Becker	Computers
Shelley Beers	Music
Cortni Pryor	P.E.
Jessica Eickholz	5th/6th Grade Health
Todd Nicks	Band
Michelle Wallis	Library
Brittany West	Special Services Process Coordinator
Alyssa Lackey	Special Services
Tara Brutcher	Special Services
Colleen Watz	Special Services
Taylor Conaway	Administrative Assistant
Mariah Gerren	Secretary
Sonya Nickles	Nurse
Carlos Diaz	Special Services Paraprofessional
Nicole Orf	Special Services Paraprofessional
Tanya Brown	Special Services Paraprofessional
Jennifer Harmon	Kitchen Manager
Karen Heuer	Kitchen Staff
Lisa Davis	Kitchen Staff
Dave Cassidy	Custodian
	Custodian

Middle School Specific

Honor Roll

At the end of each quarter/semester, an Honor Roll and a Principal's Honor Roll listing will be published. To be eligible for the Principal's Honor Roll, a student must have a grade point average of 3.64 or higher and no "F's". To be eligible for the Honor Roll, a student must have a grade point average of at least 3.0-3.63 and no "F's".

Cafeteria

Breakfast will be served in the classrooms, and lunches will be served in both the cafeteria and the classrooms on a rotating schedule by grade level. Breakfast is served from 7:25 a.m. to 7:45 a.m., and lunch is served from 10:48 a.m. to 12:20 p.m. The window will be closed at this time. Students that qualify for free or reduced price lunches also qualify for free or reduced price breakfast. Students bringing lunches to school must eat them in the location that the rest of their grade is served. Commercial vendors may not make deliveries to the students. Any meal brought in from outside must be brought in by the student's parent and can be consumed only by that student.

Free/Reduced Meal Applications and MO HealthNet for Kids Program information will be distributed to all families at the beginning of the school year and copies of the information will be available in the building office.

Academic Honesty Policy

Academic honesty is one of the important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. The Steelville Middle School Faculty believes that academic dishonesty degrades students' characters and reputations and impedes the teacher-learning process. An atmosphere of academic honesty must, therefore, be established and maintained by everyone associated with the schools: students, faculty, administration, parents, and the community. Students must conduct themselves according to the rules prohibiting dishonest academic behavior and must resist peer pressure to violate those rules. Students must not use dishonest methods to fulfill their school responsibilities. Teachers should advocate academic honesty by discussing with their students the difference between honest and dishonest work, by employing teaching and testing strategies that reduce the opportunity for dishonesty to the maximum extent possible, and by following consistent procedures when dealing with dishonest behavior. Academic dishonesty is defined to include those acts, which would deceive, cheat, or defraud so as to promote or enhance one's scholastic records.

Academic dishonesty also includes knowingly or actively assisting any person in the commission of an offense of academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Common examples of academic dishonesty include, but are not limited to, the following:

- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
- Submitting another student's work as one's own work.
- Stealing or accepting stolen copies of tests or answer key.
- Permitting another student to copy one's homework assignment, paper, project, report, or take-home test.
- Stealing or copying another student's written assignment, paper, project, report, or take-home test.
- Falsely claiming illness to avoid taking an examination or turning in a paper, project, report, or take-home test.
- Plagiarizing: Presenting material taken from another source without adequate documentation.
- Changing grades in a teacher's grade book.
- Using hidden notes, copying from another student or helping another student during an examination.

Consequences
Students involved in academic dishonesty will receive an automatic zero for that examination/assignment. NOTE: Studying with other students to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by procedures established by the teacher. The first offense is a minor. Second and subsequent offenses are majors.

Late Work
When students do not complete their assignments on time, they make it more difficult to learn and understand concepts and info being taught. SMS will utilize hot sheets for those students who do not complete work on time. A student who receives a hot sheet will go to study skills to be given the opportunity to finish it during the day. Students who receive nine hot sheets in a semester will receive a major.

Tardies to Class
After three tardies in a semester, students will receive a minor. After two and four tardies in a semester, students will receive another minor. After six tardies in a semester, students will receive a major.

Cell Phones
Steelville Middle School has a No Cell Phone policy. Mobile devices are to be given to the students' homeroom teachers first thing in the morning after the bell rings. They will be kept locked up in the office during the day, and will be returned for students to pick up at the end of the day from the homeroom teacher. Any mobile devices that connect to wifi or Bluetooth (including cell phones, smart watches, Bluetooth headphones, etc) that a student has out without permission or that goes off (rings, vibrates, etc) in the middle of class will be confiscated and a parent or guardian must pick it up from the office. The first offense is a minor. Second and subsequent offences will be majors. Students checking-in late and/or leaving early will drop off/pick up their devices at/from the office.

Grade Cards
Grade cards will be sent via email at the end of each nine-week grading period and will be mailed out within two weeks after the close of school. In addition, students will be provided with mid-term grades via email approximately five weeks into each quarter.

The Middle School follows a 4-point grade point system, which is:

Value	Letter	Percent
4.000	A	95-100
3.700	A-	90-94
3.400	B+	87-89
3.000	B	83-86
2.700	B-	80-82
2.400	C+	77-79
2.000	C	73-76
1.700	C-	70-72
1.400	D+	67-69
1.000	D	63-66
0.700	D-	60-62
0.000	F	0-59

NJHS
Students are eligible for National Junior Honor Society in 7th and 8th grade if they meet the following criteria:

- Maintain a cumulative GPA of 3.5 or higher
- Maintain an attendance rate of 95% or higher
- Receive no major disciplinary actions

School-Sponsored Activities
All students participating in school-sponsored activities, such as field trips or athletic competitions, that miss class are responsible for handing in all assignments at or prior to the time of departure for classes to be missed. Homework not turned in at that time will be considered late homework. Students must be in attendance the complete school day to attend after school functions unless pre-arranged with the principal. Homebound students will not be permitted to attend school-sponsored activities unless pre-arranged with the principal.

Bulletin Boards
To eliminate conflicts and confusion, teachers, sponsors, and students should check with the principal before posting anything on the bulletin board in the lobby, walls of the hallways, or the gym area.

Field Trips
Field trips are planned as part of the learning experience, but they are also a privilege earned by students for appropriate behavior. Students who have had multiple discipline problems may not be allowed to participate in field trips. Students must have all fines and charges paid in full. All students going on field trips must have a completed field trip permission form on file with the sponsor of that field trip **prior** to the day of the field trip.

Only a parent, guardian, or grandparent may accompany the student on a field trip. However, in many cases there may be limitations on the number of adults who can attend. Adults may not bring others with them on field trips. **Adults may not ride the bus with students unless assigned as a chaperone by the school.**

All students participating in school-sponsored activities, such as field trips or athletic competitions, that miss class are responsible for handing in all assignments at or prior to the time of departure for classes to be missed. Homework not turned in at that time will be considered late homework. **Students must be in attendance the complete school day to attend after school functions unless pre-arranged with the principal.**

Physical Education
All students are required to dress out and participate in Physical Education (PE). Exceptions will be made for students with physical disabilities and those with obvious injuries. PE involves more than just running and jumping; therefore, many exercises can be performed even though an individual may not be able to participate in team sports or events that require a lot of mobility. PE teachers are trained to conduct alternative exercise when needed. Students who fail to "dress out" for PE will lose points for that day's activities.

Promotion and Retention
Students are expected to pass their classes in order to be promoted to the next grade level. Passage of the classes, specifically the core classes, indicates that the student has a high probability of success at the next grade level. A decision will be made at the end of the school year regarding promotion or retention. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved.

Parents or guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. The decision to retain a student is based on a number of factors. Those factors include quarterly, semester, and yearly grades in all subject areas; test scores which include chapter, unit, and skills tests given by the teachers and the MAP results; completion of assigned work; and the age of the student and any prior retention. If the student has two or more "F's" at the end of the 2nd semester, that student will be expected to attend summer school in order to advance to the next grade level. Any student who has four "F's" at the end of the 2nd semester may be retained. This decision will be based not only on the grades but also on the above-mentioned criteria. The district requires remediation as a condition of promotion to the next grade level for any student identified by the district to master skills and competencies established for that particular grade level.

Student Use of the Media Center

The Middle School Media Center will be open to students from 7:45 a.m. to 4:00 p.m. daily. On occasion, it will remain open later to accommodate students staying late for practices and games or wanting to work on class projects. Please make arrangements with the librarian. Students will not be allowed to be in the Media Center without supervision. Students are allowed to access the Media Center daily. Students coming from other classes must have a pass from their teacher or they will be asked to return to class. Students are asked to work or read quietly. They should show respect to others as well as Media Center materials and books. Media materials are checked out to all students for a period of two weeks. They may renew the materials as needed. Students with overdue books will not be allowed to check out materials until the overdue materials are returned. Books will be checked out electronically. Middle school students may check out materials at any time and can return them on or before the due date. Students are responsible for materials that they have checked out. Students are expected to pay the replacement cost of any materials that are lost or damaged beyond repair. Failure to do so will result in the loss of check out privileges. Parents will be notified about overdue books, damaged books, and the fines that will be charged. Reference materials and magazines will remain in the Media Center. At a teacher's request, students will be allowed to take reference materials to the classroom in order to use them during that period.

Steelville Middle School

PBIS

Positive Behavior Interventions Support (PBIS) is rooted in the behavioral perspective in which it is assumed that behavior is learned, is related to immediate and social environmental factors, and can be changed. PBIS is based on the idea that students learn appropriate behavior the same way they learn to read: through instruction, practice, feedback, and encouragement. Key features of PBIS include:

- Administrative leadership
- Team Based implementation
- Clear set of defined positive expectations and behaviors
- Teaching of expected behaviors
- Recognition of meeting expected behaviors
- Monitoring and correcting errors in behaviors
- Using data-based information for decision-making, monitoring, and evaluating building results

Positive Behavior Interventions Support is a proactive approach to discipline that includes the prevention of undesirable behaviors by using a program that actively teaches and reinforces appropriate skills and behaviors.

PBIS uses a simple set of behavioral expectations in order to positively change discipline outcomes. The three positive behavior expectations chosen by SMS are: Responsible, Respectful, and Safe.

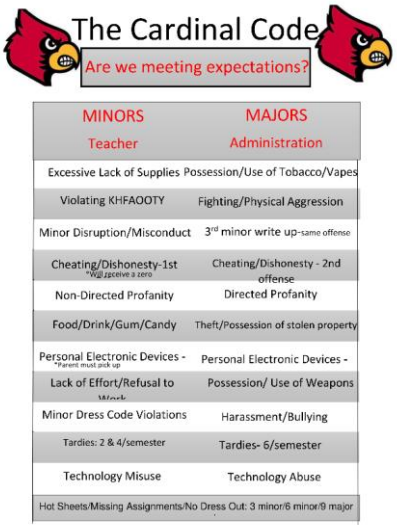
Some students do not respond to our quality Tier 1 universals academic and behavioral instruction. It is our goal at Steelville Middle School to provide support to these students to meet their needs, to keep them in class learning, and to avoid escalation to more intensive services.

How can a parent or guardian of a Steelville Middle School child demonstrate our school wide expectations?

- **Respectful**
  - Use appropriate language and tone in the building, on the phone, and in email with staff
  - Try to schedule your child's appointments and vacations during breaks and on Mondays when school is not in session
  - Use the appropriate communication channels to address a problem
  - Schedule appointments to meet with teachers during non-instructional times
- **Responsible**
  - Call the attendance line at 573-775-4094 to report an absence

- Know your child's teachers and friends
- Keep up with your child's assignments, homework, and grades
- Notify the school of any changes in behavior
- Communicate any concerns to the administrators, counselor, or teachers
- Make sure your child has good attendance and arrives on time
- Enforce the school dress code
- Discuss the school wide expectations with your child

- **Safe**
  - Inform nurse of any medication changes or illnesses
  - Drop off and pick up children in an area free from moving cars and buses
  - Allow a child with a temperature above 100 degrees Fahrenheit to rest at home
  - Know your child's after school transportation plans
  - Make sure your child is bringing appropriate items to school
- **Remember to stay POSITIVE:**
  - Encourage your child to have a good day
  - Reward good grades and behavior
  - Work on hassle/stress free mornings
  - Develop a morning/evening routine
  - Make sure your child comes to school well rested
  - Communicate the importance of school and education
  - Encourage your child to participate in after school activities
  - Become a volunteer and get involved
  - **COMMUNICATE, COMMUNICATE, COMMUNICATE!**



THE CARDINAL CODE

OUR PURPOSE: TO CREATE A POSITIVE ENVIRONMENT THAT SUPPORTS ACADEMIC EXCELLENCE AND SOCIAL SUCCESS

ON THE BUS

- WE KEEP THE AISLE CLEAR
- WE STAY SEATED
- WE THROW AWAY ALL TRASH
- WE WALK TO AND FROM THE BUS WITHIN THE DRIVERS VIEW
- WE KEEP OUR BELONGINGS TO OURSELVES
- WE FOLLOW ALL OF THE DRIVERS DIRECTIONS
- WE RESPECT OTHERS SPACE AND BELONGINGS

IN THE GYM

- WE STAY IN OUR DESIGNATED AREA
- WE SIT PROPERLY IN THE BLEACHERS
- WE USE THE STAIRS TO ENTER/EXIT THE BLEACHERS
- WE TALK ONLY AT APPROPRIATE TIMES
- WE ARE A GOOD AUDIENCE
- WE KEEP COMMENTS AND QUESTIONS ON TOPIC
- WE FOCUS ON THE PRESENTATION
- WE PARTICIPATE APPROPRIATELY

IN THE RESTROOM

- WE WASH OUR HANDS
- WE LEAVE A CLEAN BOWL
- WE ENTER/EXIT QUIETLY
- WE CLEAN UP AFTER OURSELVES
- WE RETURN TO CLASS PROMPTLY
- WE RESPECT THE PRIVACY OF OTHERS
- WE REPORT ANY PROBLEMS TO AN ADULT

IN THE HALLWAY

- WE WALK WITH A PURPOSE
- WE WALK TO THE RIGHT SIDE IN AN APPROPRIATE MANNER
- WE OPEN ONLY OUR OWN LOCKER & USE IT AT APPROPRIATE TIMES
- WE ARE IN CLASS WHEN THE BELL RINGS
- WE RESPECT THE PROPERTY OF OURSELVES AND OTHERS
- WE RESPECT THE EDUCATION OF OTHERS WHO ARE IN CLASS

RESPONSIBLE • RESPECTFUL • SAFE

ON THE PLAYGROUND

- WE USE EQUIPMENT APPROPRIATELY
- WE PLAY APPROPRIATELY WITH OTHERS
- WE DRESS APPROPRIATELY FOR THE WEATHER
- WE LINE UP QUICKLY AND QUIETLY
- WE RETURN ALL EQUIPMENT TO THE PROPER PLACE
- WE FOLLOW ADULT DIRECTIONS
- WE STAY AWAY FROM CLASSROOM WINDOWS

IN THE CAFETERIA

- WE ARE COURTEOUS TO ALL STAFF
- WE HAVE OUR ID CARD
- WE FACE FORWARD AND KEEP LEGS UNDER THE TABLE
- WE KEEP ALL FOOD AND DRINKS IN THE CAFETERIA

IN ALL SETTINGS

- WE KEEP HANDS, FEET & ALL OTHER OBJECTS TO OURSELVES
- WE FOLLOW DIRECTIONS THE FIRST TIME
- WE STAY IN OUR ASSIGNED AREA
- WE USE KIND WORDS
- WE KEEP OUR SCHOOL NEAT AND CLEAN
- WE FOLLOW THE DRESS CODE

IN THE CLASSROOM

- WE USE MATERIALS CORRECTLY
- WE KEEP ALL ITEMS OFF THE FLOOR AND NEAR US
- WE KEEP "4 ON THE FLOOR"
- WE COMPLETE ALL ASSIGNED TASKS
- WE HAVE REQUIRED MATERIALS
- WE ARE ACTIVE LISTENERS
- WE PARTICIPATE APPROPRIATELY
- WE RESPECT THE EDUCATION OF OTHERS WHO ARE IN CLASS
- WE ARE ON TIME

VOICE LEVELS: **3** - OUTSIDE **2**- CLASSROOM/TABLE **1** - PARTNER/WHISPER **0** - NO TALKING!

HIGH SCHOOL SPECIFIC

Steelville High School Staff

Faculty

Steven Vetter	Principal
Samantha Miller	Social Services
Maggie Schuey	Art
Natalie Koch	Vocational Agriculture
Christina Booker	Spanish and Personal Finance
Josh Booker	Physical Education
Alison Brandt	Counselor
Ryan Weber	Apex
Doug Dunn	Mathematics
Matt Hammonds	Science
Marlena Helms	Mathematics
Amanda Keymann	English
Stacie Korte	Science
Nicole McPeters	Language Arts, Communications
Lana Mabe	Vocational Business
Cheyenne Skyles	Special Services
Cole Murphy	History
LaDonna Midyett	Special Services
Todd Nicks	Band and Choir
Christine Santhuff	Vocational Family and Consumer Science, Health
Dylan Maune	Government
Natalie Pyatt	Language Arts, Speech and Drama
Daniel Butz	Mathematics
Heather Sturdevant	Science
Ardel Wright	Vocational Agriculture

Staff

Susan Bunch	Administrative Assistant
Shannon Harmon	Secretary
Hannah Booker	Nurse
Heather White	Paraprofessional
Heather Harmon	Paraprofessional
Kayla Sanders	Paraprofessional
Barb Todd	Custodian
Liz Slovensky	Custodian
Denyal Lefler	Kitchen Manager
Angela Smith	Kitchen Staff
Jessica Driskill	Kitchen Staff

High School Specific

Required Credits

The State Board of Education establishes minimum graduation requirements that are designed to ensure that graduates have taken courses in several different subject areas and that should result in students having mastered essential knowledge, skills, and competencies.

Local boards of education must adopt and disseminate written policies concerning graduation. The policies must clearly set forth all requirements and all allowable variations. Local graduation policies must include at least the state minimum requirements and may exceed the state minimums by requiring more total units of credit, requiring more units within a particular subject, or establishing additional requirements.

The state minimum high school graduation requirements comprise 24 units of credit that must be earned prior to graduation. The Steelville R-III Board of Education requires that students graduating from Steelville High School must earn at least 25 units of credit. Following are the requirements by subject.

Subject Area	Units of Credit
Communication Skills	4
Math	3
Social Studies	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Finance Education	.5*
Health Education	.5
Elective	8
Total Credits	25

*The Finance Education Requirement will be counted as an elective, bringing the total number of electives needed to 8.5

Notes

In addition, a student must satisfactorily pass an examination on the provisions and principles of the Constitution of the United States and the State of Missouri, American History, American Institution, Civics, and take 30 minutes of Cardiopulmonary Resuscitation (CPR). (Section 170.011. RSMo). These must be completed in High School.

A maximum of four units of physical education may apply toward the units for graduation. Physical education will be required in the ninth grade.

Rolla Technical Center/Technical Institute Credits

Students attending the RTI or RTC will need one fewer units of credit per year of attendance.

The following units of credit are necessary to determine what grade a student is in:

To be a:	Sophomore	Junior	Senior
Number of credits needed	5	11	18

College Preparatory Studies

The following course of study is recommended for those students who plan to attend a four-year university.

Complete a rigorous personal plan of study cooperatively developed by the school, the student, and the student's parents. The personal plan of study should be developed around a career path or cluster and must include at least these units:

Subject Area	Units of Credit
English	4
Math	4
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Personal Finance	.5
Health	.5
Electives	7 (2 FL)
Total	25

ACT Test Dates

*For the 2023-2024 school year, see counselor, Kim Zeiss, or visit www.act.org for test dates and registration.

Test Date	Registration Deadline	Late Registration Deadline
9/9/23	**8/4/23**	**8/18/23**
10/28/23	**9/22/23**	**10/6/23**
12/9/23	**11/3/23**	**11/17/23**
2/10/24	**1/5/24**	**1/19/24**
4/13/24	**3/8/24**	**3/22/24**
6/8/24	**5/3/24**	**5/17/24**
7/13/24	**7/7/24**	**7/21/24**

Information may be obtained from the counselor. Registration must be done online at actstudent.org.

A+ Schools College Tuition Program

Steelville R-III High School is a designated A+ School. Students that meet the A+ requirements will be eligible for two years of tuition from any participating Missouri public community college, vocational school, or technical school. In order to be eligible, a student must:

1. Attend a designated A+ school for three consecutive years.
2. Maintain a minimum 2.5 grade point average on a 4-point scale at graduation.
3. Have a high school attendance record of 95% or higher.
4. Tutor other students for a minimum of 50 hours.
5. Maintain a record of good citizenship and avoid the unlawful use of drugs.
6. Score Proficient or Advanced on the Algebra, Algebra II EOC; GPA in combination with ACT.
7. Apply for all available federal financial assistance funds that do not require repayment.

Schedule Changes

All schedule changes must be completed by the end of the first week of each semester. Forms to request schedule changes are available from the counselor.

Correspondence Courses

The Steelville R-III School District recognizes two units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video, or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by

the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.

Virtual Courses

Steelville R-3 is committed to the academic success of all of our students, whether they attend virtually or face-to-face. Steelville R-3 recognizes that virtual education may be the best educational delivery method for some students, however, to achieve academic success, students and parents **must** be committed to the program. In order for students to participate in virtual education, parents MUST attend an in-person meeting with school counselors and administrators to make sure there is full understanding of the requirements of the program, their responsibilities, those of their child(ren), and those of the school. For some students, virtual education is a very natural fit; for others, it may be more of a struggle.

The Steelville R-3 school district offers the virtual program Acellus. Parents/guardians who wish to pursue a virtual education for their child(ren) should access the **Acellus Education Agreement** and the **Application for Virtual Learning** form, both found on the school website under Virtual Education or at each building office. Once those forms are turned in, the administration from the appropriate building will determine whether it is in the child(ren)'s best interest to pursue a virtual course of study. Parents will be notified within 10 days of that approval or denial. The appeal of a denial is possible through the Superintendent's office. That appeal form is available in each school office.

The Steelville R-3 district will monitor the academic progress of students on Acellus and may, if adequate progress is not being made, take any and all steps necessary to support the child(ren)'s academic success. See the **Acellus Education Agreement** for more specific information.

Courses Taken a Second Time

Students choosing to repeat a class for which they have already received credit must have the permission of the principal. The grade earned by the student when he or she repeats the class will be recorded with the original grade. Another credit will not be given for any class already passed and taken a second time.

Make-Up Grades

Incomplete grades must be made up within five days after the end of each quarter or an automatic "F" will be given. The principal may grant an extension if there are extenuating circumstances.

Grade Cards

Grade cards will be sent home and/or emailed at the end of each nine-week grading period and will be mailed out and/or emailed within two weeks after the close of school. In addition, students will be provided with mid-term grades approximately five weeks into each quarter.

Class Rank

Class rank of Steelville High School Graduates is determined on the basis of average grade points in all courses taken for credit during grades 9 through 12. Students attending part-time or graduating at the 7th semester will not be included in the class rank. If a student enters from a public accredited school, he or she must attend two full semesters to be ranked in the class. If a student enters from other than a public accredited school, he or she must attend four full semesters to be ranked in the class.

Valedictorian and Salutatorian

The valedictorian award will be presented to the senior having the highest grade point average. The salutatorian will go to the second highest grade point average. A student must be enrolled as a full-time student at Steelville High School to be eligible for the distinction of valedictorian or salutatorian. To be a full-time student, a student must be enrolled in five classes. In addition, transfer students must be in attendance four semesters prior to graduation. The weighted grade point scale will be used to determine the valedictorian and salutatorian.

Weighted Grading Schedule

Weighted courses allow a student to earn more grade points for the letter grade earned in a weighted course than a student would earn for the same grade in a non-weighted course. Class rank and GPA is requested on college and scholarship applications and is often used to meet scholarship criteria. Students enrolled in the following classes will received a grade point increase of one complete letter grade. Weighted Classes: Accounting 2, Business Tech 2, Honors Band, Spanish 2, Calculus, Pre-Calculus/Trigonometry, College Algebra, Physics, Chemistry 2, College Biology, College Composition, College Literature, American History II, and College Public Speaking.

Grading Scale

Percent	Letter	Value	Weighted Scale
95-100	A	4.000	5.000
90-94	A-	3.700	4.700
87-89	B+	3.400	4.400
83-86	B	3.000	4.000
80-82	B-	2.700	3.700
77-79	C+	2.400	3.400
73-76	C	2.000	3.000
70-72	C-	1.700	2.700
67-69	D+	1.400	2.400
63-66	D	1.000	2.000
60-62	D-	0.700	1.700
0-59	F	0.000	0.700

Honor Roll

At the end of each quarter/semester, an Honor Roll and a Principal's Honor Roll listing will be published. To be eligible for the Principal's Honor Roll, a student must have a grade point average of 3.64 or higher and no failing grades. To be eligible for the Honor Roll, a student must have a grade point average of at least 3.0 but less than or equal to 3.63 and no failing grades.

Seven Semester Grading Policy

Eight semesters of attendance are required for graduation. However, seniors who have completed graduation requirements and seven full day semesters of attendance may apply, to the school board, for an early out. All requests must be submitted to the principal by the October School Board meeting. Students approved for early out will not be calculated in the final class rank.

Graduation Ceremony Requirements and Diplomas

To participate in the graduation ceremonies, a student must be able to complete required credits by the end of the current school year. Participation in the ceremony is a privilege and not a right. To participate in the ceremony, a student must have acceptable conduct throughout the school year. This will be determined by the administrator. Diplomas may be held for a specified period of time until guidelines are met.

Participation in Graduation Ceremony

1. You must have passes, or currently be passing, all required courses. Grades will be taken shortly before the date of graduation.
2. All absences must be made up prior to the date of graduation.
3. Correspondence course grades must be on file in the principal's office one week prior to the date of graduation.

Part-Time Policy

Seniors must be enrolled in enough units of credit to meet all graduation requirements by the end of the current school year.

Full-time senior – Seniors enrolled in five or more classes
Part-time senior – Seniors enrolled in fewer than five classes

Part-time seniors do not have the privilege to participate in any school sponsored interscholastic competition, or extracurricular activities, and will be treated like a non-school guest at other activities, such as dances. In addition, they will not be ranked with their class. They may participate in graduation ceremonies.

Attendance Certificate

Steelville High School will issue a four-year attendance certificate for the student who has attended four years of high school without attaining the required units of credit for a diploma and does not plan to return. The individual who receives a four-year attendance certificate will not be eligible to participate in commencement exercises, however, will have the opportunity to return or complete correspondence work and receive a diploma when the required units are met. All Foreign Exchange students will receive a Certificate of Attendance for the time enrolled at SHS and are eligible to participate in commencement exercises.

Missouri Options Program

The Missouri Options Program is for those students who are behind on graduation requirements and do not want to drop out of school. To be eligible for the Missouri Options Program, the student must be seventeen years old or older and at least one full year behind their class in credits towards graduation. Those students who are offered the Missouri Options alternative will have the opportunity to participate in some school functions (i.e. Homecoming, Prom, etc). Missouri Options students will be expected to follow the normal school rules and guidelines for attendance and discipline. Upon completion of the Missouri Options program and successfully passing the HiSet test, students will be classified as a senior and will receive a diploma at a graduation exercise held separate of the regular senior graduation commencement.

Alternative Placement Program

The Steelville High School Alternative Placement Program is designed to offer a variety of educational opportunities for students that have the potential to excel in a non-traditional environment. The coursework offered through the Steelville High School Alternative Placement Program will be individualized to meet the student needs. The SHS Alternative Placement Program will consist of three types of educational settings (in addition to Missouri Options) depending upon the needs of the individual student. They are ISS, long-term suspension alternative, and alternative placement. Students will be expected to follow the normal school rules and guidelines for attendance and discipline. Refer to the Alternative Placement Program Handbook for further explanation. Any student participating in an alternative placement program will need signed parent permission.

Student Vehicles

Students bringing vehicles on campus must register them in the office and purchase a parking permit. There is a one-time fee for a parking permit of $25 for sophomores, $20 for juniors, or $10 for seniors. Failure to purchase a parking permit will result in the loss of driving privileges for the remainder of the school year. Student parking is permitted in the south parking lot only and students must exit the south gate only. The exception being that National Honor Society members may use the north parking lot. Student vehicles are not permitted to leave the high school campus until all buses have left the south gate. Vehicles are off limits to students during the school day unless authorized by the office. There shall be no loitering in the school parking lots at any time. While parked on school property, vehicles may be searched by the administration at any time, with or without student consent, and with or without a warrant.

Organizations

Students are encouraged to participate in as many extracurricular functions as their inclinations and time direct. Students interested in club activities who meet the qualifications may join the following organizations: National Honor Society; Student Council; Family, Career, and Community Leaders of America; Art Club; Math/Science Club; Foreign Language Club; Speech and Drama; FBLA; and FFA.

Cafeteria

Lunches will be served in various on-campus locations. Breakfast is served from 7:30 a.m. to 7:50 a.m. The window will be closed at this time. Lunch is served in three shifts, the first of which begins at 10:59

a.m. and the last of which ends at 12:25 p.m. Students that qualify for free or reduced price lunches also qualify for free or reduced price breakfast. Students bringing lunches to school must eat them in the cafeteria. Commercial vendors may not make deliveries to the students. Any meal brought in from outside must be brought in by the student's parent and can be consumed only by that student.

Foreign Exchange Students

Students enrolled as Foreign Exchange students may not be classified as a senior and will not be eligible for a diploma; however, they will receive a Certificate of Attendance and may participate in commencement exercises. Before an exchange student will be enrolled, proof of a host family in the district must be established. Foreign exchange students will be required to follow all rules, policies, and guidelines of the Steelville R-III School District.

Selective Service

The law states that all males 18 years of age or older are required to register with the Selective Service. This can be done at the Post Office. It is required for federal student loans, job training benefits, and federal employment.

Participation in Activities/Class Offices

Students planning to participate in class offices must meet the grade point average requirements of 3.0 or higher. Students that participate in athletics, band, speech, mock trial, scholar bowl, choir, cheerleading, pom pons, flags, Homecoming Ceremonies, FCCLA, or FFA will have to meet the academic eligibility requirements published in the athletic handbook.

Guest Approval at School Sponsored Activities

Students who wish to bring a guest to Prom or Homecoming are required to have their guest approved by the office. In order to do this, the student should:

1. Secure a "Guest Approval" form from the office
2. Completely fill out the form, and
3. Turn in the completed "Guest Approval" form to the office at least one week prior to the event.

Students will be notified if their guest is approved or not approved. The guest must be in at least the 9th grade, and must not be any older than 21. The principal from the last school they attended will be contacted for a reference. If no reference can be obtained, or a poor reference is obtained, the guest will be disapproved.

Rolla Technical Institute/Rolla Technical Center Eligibility

To enroll, a student must be on schedule to graduate on time. Students receiving a first- or third-quarter "F" will be put on probation. To be released from probation, the students must earn at least a "C" the following quarter. If the student is not released from probation, removal from the program will be considered. A semester "F" could result in removal from the program.

National Honor Society Rules for Selection of Members

1. To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designed as eligible in the chapter law. Freshmen (9th graders are not eligible) candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation from the previous school principal the faculty council may waive the semester regulation.
2. Candidates must have and maintain a GPA of 3.5 or higher and shall then be evaluated on the basis of service, leadership, and character.
3. The selection of each member to the chapter shall be by a majority vote of the faculty council.
4. The National Council and the NASSP shall not review the judgment of the faculty regarding selection of individual members to local chapters.

Leaving School during the Day

No student may leave school grounds after arriving except by permission of the principal. Students who wish to be excused must have parental permission. This includes students who are 18 years of age and students who do not live with parents (unless the student is considered emancipated under state law). This can be done by either providing a note or a phone call from the student's parent or guardian. Students are not allowed to walk to town. Students leaving without permission or failing to sign out are considered truant and will be assigned detention. This also includes RTI and RTC students.

Field Trips

Students will not be allowed to miss school for field trips if they have a failing grade at the most recent quarter or mid-quarter grading period in any of their classes. They **must** also have all fines and charges paid in full. Students who have had multiple discipline problems and who have not met the 90% attendance requirement will also not be allowed to participate in field trips. All students going on field trips must have completed and turned in a field trip permission form to the sponsor of that field trip two days prior to the field trip.

From time to time, the staff feels that overnight field trips can play an important part in a student's life. These school-sponsored trips can provide students the means to visit sections of the country or state that they may otherwise not have an opportunity to do.

Any class, team, or organization (this does not include state or national competition) that wishes to take an overnight trip must meet the following guidelines:

- All overnight trips and fund-raising activities used to finance the trip must meet the approval of the administration.
- The primary focus of the trip must be educational in nature.
- The trip must be approved by the Board of Education no later than two months prior to the date of the trip.

Presentation to the Board should include the following:

- Organization's name
- Trip's objective(s)
- Cost
- Transportation
- Itinerary (general)

Requirements:

- Everyone traveling with the group must either be a member of the organization or club, a certified staff member, or a parent.
- Other students may attend at the discretion of the sponsor.
- One verified staff member for every nine students.
- All school rules are in force for the duration of the trip. Students found in violation of these rules may be sent home. Any additional expenses due to this will be paid for by the parents.
- The maximum number of nights a group can spend on field trips is eight nights every four years.

Senior Trip

The following must be followed:

- Grades will be checked for all participants one week before the trip. Students failing at this time may not attend.
- All attendance time must be made up before the trip or the student may not attend.
- Fees paid are non-refundable.
- All other school rules and field trip rules will apply.

Academic Honesty Policy

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an

academic community and cannot be accepted. The Steelville High School faculty believes that academic dishonesty degrades students' characters and reputations and impedes the teacher-learning process. An atmosphere of academic honesty must, therefore, be established and maintained by everyone associated with the schools: students, faculty, administration, parents, and the community. Students must conduct themselves according to the rules prohibiting dishonest academic behavior and must resist peer pressure to violate those rules. Students must not use dishonest methods to fulfill their school responsibilities.

Teachers should advocate academic honesty by discussing with their students the difference between honest and dishonest work, by employing teaching and testing strategies that reduce the opportunity for dishonesty to the maximum extent possible, and by following consistent procedures when dealing with dishonest behavior. Academic dishonesty is defined to include those acts, which would deceive, cheat, or defraud so as to promote or enhance one's scholastic records.

Academic dishonesty also includes knowingly or actively assisting any person in the commission of an offense of academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Common examples of academic dishonesty include, but are not limited to, the following:

- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
- Submitting another student's work as one's own.
- Stealing or accepting stolen copies of tests or answer keys.
- Permitting another student to copy one's homework assignment, paper, project, report, or take-home test.
- Stealing or copying another student's written assignment, paper, project, report, or take-home test.
- Falsely claiming illness to avoid taking an examination or turning in a paper, project, report, or take-home test.
- Plagiarizing: Presenting material taken from another source without adequate documentation.
- Changing grades in a teacher's grade book.
- Using hidden notes, copying from another student, or helping another student during an examination.

Consequence

Students involved in academic dishonesty will receive an automatic zero for that examination/assignment. *NOTE: Studying with other students to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by procedures established by the teacher*.

Academic Letter

An Academic Honors Letter will be presented to juniors and seniors who meet the following qualifications:

- Students must possess an accumulative GPA of at least 3.4 over the previous year and be enrolled in at least seven academic classes. *Correspondence classes do not count*.
- Transfer students must be enrolled prior to the start of the second quarter and be enrolled for the remainder of the school year.

Students must meet the above criteria and be enrolled in at least two weighted courses.

School Sponsored Activities

All students participating in school-sponsored activities, such as field trips or athletic competitions, that miss class are responsible for handing in all assignments at or prior to the time of departure for classes to be missed. Homework not turned in at that time will be considered late homework. Students must be in attendance the complete school day to attend after school functions unless pre-arranged with the principal. Homebound students will not be permitted to attend school-sponsored activities unless pre-arranged with the principal.

Cell Phones

Students are required to either leave their mobile devices, including cell phones, smart watches, and any device that connects to wifi or Bluetooth, at home or check them in to the office in the morning and pick them up at the end of the day upon dismissal. As always, if student-parent/guardian contact is needed, parents/guardians may call the office and talk to the student on the office phone. Student devices that are checked in to the office will be stored securely locked away. Any student who violates this procedure will have their device taken and a parent or guardian will be required to pick it up. The student will also receive a discipline referral.

Late Homework

When students do not complete their assignments on time, they make it more difficult to learn and/or understand the concepts and information being taught. Steelville High School students should strive to complete all assignments by the due date assigned by the teacher. Steelville Staff will utilize hot sheets for those students who do not complete work on time. On occasions where outside deadlines apply, a reduction in grade may be enforced.

Bulletin Boards

To eliminate conflicts and confusion, teachers, sponsors, and students should check with the principal before posting anything on the bulletin board in the lobby, walls of the hallways, or gym area.

Physical Education Dress Policy

All students are expected to wear appropriate attire for participation in the activities of the class. The student receives two no-dresses without penalty before the teacher makes a referral to the office. After the first referral, the student will meet with the principal and a letter will be sent to the parents explaining the dress policy. After the second referral, the student will meet with the principal and will be assigned detention. After the third referral, the student will be removed from the class and a failing grade will be given for the semester.

Student use of the Media Center

The High School Media Center will be open to students from 7:30 a.m. to 4:00 p.m. daily.
On occasion, it will remain open later to accommodate students staying late for practices or games or wanting to work on class projects. Please make arrangements with the librarian. Students will not be allowed to be in the Media Center without supervision. Students are allowed to access the Media Center daily. Students coming from other classes must have a pass from their teacher, or they will be asked to return to class. Students are asked to work or read quietly. They should show respect to others as well as Media Center materials and books. Media materials are checked out to all students for a period of two weeks. They may renew the materials as needed. Students with overdue books will not be allowed to check out materials until the overdue materials are returned. Books will be checked out electronically. High School students may check out materials at any time, and can return them on or before the due date. Students are responsible for materials that they have checked out. Students are expected to pay the replacement cost of any materials that are lost or damaged beyond repair. Failure to do so will result in the loss of check out privileges. Parents will be notified about overdue books, damaged books, and the fines that will be charged. Reference materials and magazines will remain in the Media Center. At a teacher's request, students will be allowed to take reference materials to the classroom in order to use them during that period.

DISCIPLINE

Discipline

School is a place where students come to get an education. The district feels that students should be offered the opportunity to learn in a school that is safe and orderly. The student, parents, and the school must share in the responsibility for creating the best possible school setting.

Prohibited Conduct

The student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively affects the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Steelville R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The following definitions and terms apply to this policy:

- *Acts of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- *Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- *Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:
    - Any act of school violence/violent behavior.
    - Any offense that occurs on school property, on school transportation, or at any school activity and that is required by law to be reported to law enforcement officials.
    - Any offense that results in an out-of-school suspension for more than ten school days.
- *Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- *School Property* – Property utilized, supervised, owned, rented, leased, or controlled by the school district, including, but not limited to, school playgrounds, parking lots, designated bus stops, school transportation, and any property on which activity takes place.

Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation, or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second-, or third-degree assault under §§ 565.050, .052, .054, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.031, .054, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first- or second-degree under §§ 569.160, .170, RSMo.
8. Robbery in the first-degree under § 570.023, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 579.055, .020, RSMo.
11. Arson in the first-degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first-degree under § 569.100, RSMo.
14. Child molestation in the first-degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the school district is aware is under the jurisdiction of the court. All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second, or third-degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, school transportation, or at school activities. The employee shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these offenses to the appropriate law enforcement agency and the superintendent. The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and deferral law. Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

Severe Clause

At all levels, the nature, intent, and severity of specific acts may result in additional disciplinary actions. In the case of severe misconduct, the district has the right to go directly to the highest level of punishment.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences

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

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

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences," listed below.

Impact on Grades

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

Policy Publication

The district will notify employees, students, and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

Dress Code

The Board of Education recognizes the value of allowing individual student expression, as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment or promotes the use of drugs, alcohol, tobacco, or criminal or sexual activity will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided with practicable. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Some examples of things not to be worn in the school building are:

- Pajama pants
- Clothing with tears or rips (Includes t-shirts with the sleeves cut off)
- Sunglasses (non-prescription)
- Chains
- Clothing that is considered too revealing (i.e. stomach showing, extremely short, too tight, undergarments exposed)

The general rule of thumb will be the 7 Bs. The 7 Bs that are not to be seen are: Bras, Breasts, Bellies, Bottoms, Backs, Boxers, and Bedroom wear.
See Board policy JFCA.

Tardy to Class

We believe punctuality is important in building good character. It is based on the understanding of the value of time and proper respect for the other person's right to it. These are based on each class individually. Tardy offenses will be counted on a quarter-by-quarter basis.
1st offense – Warning
2nd offense – Morning Detention
3rd offense – Two Morning Detentions
4th offense – After School Detention
5th offense – Two After School Detentions

Tardiness to School

Students reporting late to school are to report to the office for a tardy slip before going to class. An excused tardy will be given for inclement weather and late buses. All other tardies will be considered unexcused. Students are responsible for the work missed while being tardy that day. Work must be picked up the same day.

Before/After School Detention

Detention provides an alternative for dealing with behavior problems that occur in school. When detention is deemed appropriate, students will be assigned to serve one half hour of time before school. Students arriving late to detention or who fail to attend detention will be assigned a two hour after school detention or Saturday School Detention.

In-School Suspension (ISS)

The in-school suspension program provides an alternative for dealing with minor behavior problems that occur in school. When this alternative is appropriate, students will be assigned to serve a specified number of days in ISS. The primary purpose of the program is to offer a structured, supervised program for the student in lieu of out-of-school suspension. When a student is assigned ISS, they should bring all books and supplies for all courses in which they are enrolled. Students will receive work from their teachers and will receive credit if work is satisfactorily completed. Students will remain in the assigned seats for the entire day. They must ask permission to leave their assigned seats. Students will be given a restroom pass in the morning and one in the afternoon. Students will either provide their own lunch or buy a tray lunch in the cafeteria. Lunch will be at a different time than the rest of the student body. Students will not be allowed to have soda and snacks on the days while they are in ISS. Students may **NOT** participate in extracurricular activities, such as athletic games and dances, until their ISS assignment is complete. Students must earn their way back into the regular classroom by following all ISS rules and completing all assignments. Infractions of the rules may result in one warning, and then additional day(s) of ISS will be added or even Saturday School or out-of-school suspension.

Saturday School

Students attending Steelville Schools have a right to attend school in a safe and non-disruptive environment. Therefore, certain disciplinary actions must be taken to protect this right. Students who do not adhere to the state rules of conduct will be disciplined under the guidelines stated in the student's handbook and accepted by the Board of Education. One of these methods of discipline is Saturday School.

Saturday School is designed to reprimand a student for specific infractions after other forms of discipline have been ineffective. In the past, certain infractions demanded suspension from school for the student, and these infractions will carry the same penalty, but when a student is suspended, the learning stops and the student is many times left in an unsupervised situation. Since the primary objective for the school system is to keep the student in school, suspension can have a derogatory effect on a student. Saturday School will be the alternative method of discipline. Saturday School will be assigned by the building principal and will be monitored by a teacher. Students who are assigned to Saturday School will be expected to:

1. Arrive no later than 8:00 a.m. and remain until 12:00 p.m. Any student who is tardy will be expected to make-up the tardy time the following Saturday.
2. Have enough homework to remain busy during the entire morning. Students who have completed their homework assignments may finish the assigned time by reading substantial reading material. Certain magazines and newspapers will not be considered quality-reading material.
3. Serve their Saturday School in a non-disruptive manner. Any student who disrupts Saturday School, attempts to sleep, or refuses to work will be asked to leave and will not only be suspended from school the following week, but will also be required to serve the following Saturday School.

If the student does not attend the assigned Saturday School, he or she may be suspended (at the discretion of the principal).

Suspension from School

Out-of-school suspension is used for violations of school rules that are more serious than rules for which Saturday detention or ISS are assigned or for repetition of rule violations. A student on suspension will be ineligible to participate or attend any school activity at home or away. A student on suspension will not be allowed on school property. Students who are assigned OSS will be expected to turn in assignments on the day of their return to school.

Bus Discipline

Drivers reserve the right to assign seats at any time.

Only authorized students and staff are permitted to enter the bus. A person commits the crime of trespass of a school bus if he or she knowingly and unlawfully enters any part of or unlawfully operates a school bus. Please refer to 569.155, RSMo, Trespass of a School Bus, for more information.

In the event of a severe disruption, it may be necessary for the driver to stop the vehicle and gain control of the situation. Upon quieting a situation, the driver shall make a decision to either: Proceed with the route and report the incident; call the school office on the bus radio and ask for instructions; and/or call the school office on the bus radio and ask for permission to return to school. Severe disruptions include fighting, cursing, chewing tobacco, smoking, stealing, destroying seats and/or property, refusing to obey the driver, and repeatedly breaking one or more of the five basic rules. Severe consequences include the loss of bus privileges, in-school suspension, or the student will be returned to the school. If a student chooses to follow the rules, he or she will earn praise such as the right to listen to music, the right to choose a favorite seat, tokens or treats, a certificate of good behavior, or a note to his or her parents. The transportation policy has already been discussed with your child. Please discuss it with him or her to be sure it is understood. The Steelville School has equipped school buses with cameras. Your child may be filmed during transportation to and from school. Cameras may be used as a safeguard to assist the drivers with discipline problems. The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a “serious violation of the district’s discipline policy” must be documented in the student’s discipline record in accordance with the law. In addition to the rules set forth by the district and bus drivers, students must also follow specific rules, both before and after school, while waiting on or transferring busses at the middle school.

Morning Expectations for Walkers or Those Getting Dropped Off by Parents

- Students must walk to the area designated for Middle School/High School students after being dropped off in the area where Middle School/High School students are to be dropped off. Teachers will supervise this movement.
- Students should not enter the buildings at any time.
- Students must remain in the area designated for students. This area is clearly marked with paint. Remaining in this area will eliminate problems with elementary students accessing the elementary building.
- Students must wait behind the bus line and wait to be called onto the bus by the bus driver.
- Students must ride the first available bus to the high school. *ABSOLUTELY NO WAITING UNLESS A STUDENT IS ASSIGNED TO A SPECIFIC BUS*.

Morning Expectations for Bus Riders Transferring to a Different Bus

- Students must walk to the area designated for high school students after getting off the bus. Teachers will supervise this movement.
- Students should not enter the buildings at any time.
- Students must remain in the area designated for high school students. This area is clearly marked with paint. Remaining in this area will eliminate problems with elementary students accessing the elementary building.
- Students must wait behind the bus line and wait to be called onto the bus by the bus driver.
- Students must ride the first available bus to the high school. *ABSOLUTELY NO WAITING UNLESS A STUDENT IS ASSIGNED TO A SPECIFIC BUS.*

After School Expectations for Walkers

- Students riding bus 10, 11, or 12, from the High School to the Middle School, should walk near the middle school as directed by the supervising teacher.
- Students should not hang out with friends during this time.
- Students must refrain from public displays of affection (hugging, kissing, holding hands, etc).

Corporal Punishment

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Steelville R-III School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons, or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation, and restraint is not a violation of this policy.

Hazing

In order to promote a safe learning environment for all students, the Steelville R-III School District prohibits all forms of hazing.

For more information regarding hazing, please refer to district policy JFCG on the district webpage.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offenses	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion. Restitution if appropriate.	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion. Restitution if appropriate.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	10-180 days out-of-school suspension or expulsion.	10-180 days out-of-school suspension or expulsion	10-180 days out-of-school suspension or expulsion.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	Expulsion	Expulsion

Automobile/Vehicle Misuse

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense		Suspension or revocation of parking privileges, detention, or in-school suspension.	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offenses		Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team, including, but not limited to, a grade level, student organization, or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district, and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion; or threats of retaliation for reporting such acts.

Bullying may also include cyberbullying or cyber threats. *Cyberbullying* is sending or posting harmful or cruel texts or images using the internet or other digital communication devices. *Cyber threats* are online materials that threaten or raise concerns about violence against others, suicide, or self-harm. See Board policy JFCF.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Detention, in-school suspension, or 1-180 days out-of- school suspension.	Detention, in-school suspension, or 1-180 days out-of- school suspension.	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct

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

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Nullification of forged document, principal/student conference, detention, in-school suspension.	Nullification of forged document, principal/student conference, detention, in-school suspension.	Nullification of forged document, principal/student conference, detention, in-school suspension.
Subsequent Offenses	Nullification of forged document, principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Nullification of forged document, principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Nullification of forged document, principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (See Board policy AC if illegal harassment or discrimination is involved)
Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings, or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. See Board policy AC if illegal harassment or discrimination is involved.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offenses	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.

Drugs/Alcohol (See Board policies JFCH and JHCD)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	In-school suspension or 1-180 days out-of-school suspension.	In-school suspension or 1-180 days out-of-school suspension.	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia, including controlled

substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	In-school suspension or 1-180 days out-of-school suspension.	In-school suspension or 1-180 days out-of-school suspension.	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offenses	11-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Subsequent Offenses	11-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.

Extortion

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offenses	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offenses	Restitution. Detention or in-school suspension.	Restitution. Detention or in-school suspension.	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion, or other Disciplinary Consequences

Violating the conditions of a suspension, expulsion, or other disciplinary consequence, including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property

or the location where a district activity is held. See the section of this regulation title, “Conditions of Suspension, Expulsion, and other Disciplinary Consequences.”

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offenses	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (See also “Threats or Verbal Assault”)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.

Fighting (see also, “Assault”)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense		Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offenses		In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment, including Sexual Harassment (See Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating, or hostile acts based on a protected characteristic.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

Hazing (See Board policy JFCG)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	In-school suspension or 1-180 days out-of-school suspension.	In-school suspension or 1-180 days out-of-school suspension.	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School

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

Nuisance Items

Possession or use of items, such as toys, games, and portable media players that are not authorized for educational purposes.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offenses	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/student conference, detention, or in-school suspension.	Principal/student conference, detention, or in-school suspension.	Principal/student conference, detention, or in-school suspension.
Subsequent Offenses	Detention, in-school suspension, or 1-10 days out-of- school suspension.	Detention, in-school suspension, or 1-10 days out-of- school suspension.	Detention, in-school suspension, or 1-10 days out-of- school suspension.

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

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Confiscation. Principal/student conference, detention, or in-school suspension.	Confiscation. Principal/student conference, detention, or in-school suspension.	Confiscation. Principal/student conference, detention, or in-school suspension.
Subsequent Offenses	Confiscation. Detention, in-school suspension, 1-180	Confiscation. Detention, in-school suspension, 1-	Confiscation. Detention, in-school suspension, 1-180

	days out-of-school suspension, or expulsion.	180 days out-of-school suspension, or expulsion.	days out-of-school suspension, or expulsion.

Sexual Activity
Acts of sex or simulated acts of sex, included, but not limited to, intercourse or oral or manual stimulation.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offenses	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Restitution. Principal/student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Principal/student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Principal/student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offenses	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Student cell phones are banned during the instructional day, as well as, in dressing areas during extracurricular activities. Cell phones/tablets/smart watches/Bluetooth-capable devices may be checked-in to the office each day at the high school, or given to the homeroom teacher each morning at the middle school. If a student prefers not to check their device in, they may leave it in their car or at home.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Warning and parent must retrieve the phone	Warning and parent must retrieve the phone	Warning and parent must retrieve the phone
Second Offence	1-day detention and parent must retrieve the phone.	1-day detention and parent must retrieve the phone.	1-day detention and parent must retrieve the phone.
Subsequent Offenses	Detention, suspension, or OSS and parent must retrieve the phone.	Detention, suspension, or OSS and parent must retrieve the phone.	Detention, suspension, or OSS and parent must retrieve the phone.

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Restitution. Principal/student conference, detention, or in-school suspension.	Restitution. Principal/student conference, detention, or in-school suspension.	Restitution. Principal/student conference, detention, or in-school suspension.
Subsequent Offenses	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Confiscation. Principal/student conference, detention, or in-school suspension.	Confiscation. Principal/student conference, detention, or in-school suspension.	Confiscation. Principal/student conference, detention, or in-school suspension.
Subsequent Offenses	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.

Theft

Theft, attempted theft, or knowing possession of stolen property.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Return of or restitution for property. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offenses	Return of or restitution for property. 1-180 days out-of- school suspension or expulsion.	Return of or restitution for property. 1-180 days out-of- school suspension or expulsion.	Return of or restitution for property. 1-180 days out-of- school suspension or expulsion.

Threats or Verbal Assault

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/student conference, detention, in-school suspension, 1-180 days out-of-school	Principal/student conference, detention, in-school suspension, 1-180 days out-of-school	Principal/student conference, detention, in-school suspension, 1-180 days out-of-school

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

Tobacco

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Confiscation of tobacco product. Principal/student conference, detention, or in- school suspension.	Confiscation of tobacco product. Principal/student conference, detention, or in- school suspension.	Confiscation of tobacco product. Principal/student conference, detention, or in- school suspension.
Subsequent Offenses	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Confiscation of tobacco product. Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	Confiscation of tobacco product. Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	Confiscation of tobacco product. Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offenses	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense		Principal/student conference, detention, or 1-3 days in-school suspension.	Principal/student conference, detention, or 1-3 days in-school suspension.
Subsequent Offenses		Detention or 3-10 days in-school suspension, and removal from extracurricular activities.	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

Vandalism (See Board policy ECA)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.

Weapons (See Board policy JFCJ)

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	One calendar year suspension or expulsion, unless modified by the Board upon	One calendar year suspension or expulsion, unless modified by the Board upon	One calendar year suspension or expulsion, unless modified by the Board upon

	recommendation by the superintendent.	recommendation by the superintendent.	recommendation by the superintendent.
Subsequent Offenses	Expulsion	Expulsion	Expulsion

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

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offenses	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.