

# **GRANDVIEW R-II ELEMENTARY SCHOOL**



## **Student Handbook 2023 – 2024**

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## Contact Information

<b><u>Elementary School (PK-4)</u></b>		<b>636-944-3291</b>
<b>Principal</b>	<b>Dr. Brian Duffie</b>	
<b>Secretary</b>	<b>Mrs. Jean Osterwisch</b>	
<b>Guidance Counselors</b>	<b>Ms. Kristie Lewis and Ms. Stephanie Villmer</b>	
<b>Elementary Fax Number</b>		<b>636-944-3870</b>
<b><u>Middle School (5-8)</u></b>		<b>636-944-3931</b>
<b>Principal</b>	<b>Mr. Cody Mothersbaugh</b>	
<b>Secretary</b>	<b>Mrs. Vicky Ketcherside</b>	
<b>Middle School Counselor</b>	<b>Mrs. Kelly Clark</b>	
<b>Middle School Fax Number</b>		<b>636-944-5239</b>
<b><u>Nursing Staff</u></b>		
<b>Elementary/Middle Nurse</b>	<b>Ms. Kadie Castens</b>	<b>636-944-3291</b>
<b><u>High School (9-12)</u></b>		<b>636-944-3390</b>
<b>Principal</b>	<b>Mr. Cody Mothersbaugh</b>	
<b>Assistant Principal &amp; Athletic Director</b>	<b>Mr. Terry Edwards</b>	
<b>Secretary</b>	<b>Mrs. Angela Perren</b>	
<b>Nurse</b>	<b>Ms. Jessica Moore</b>	
<b>Guidance Counselor</b>	<b>Mr. Vincent Ballard</b>	
<b>Guidance Secretary</b>	<b>Ms. Channa Hires</b>	
<b>High School Fax Number</b>		<b>636-944-3515</b>
<b><u>Special Services (K-12)</u></b>		<b>636-944-3291</b>
<b>Director</b>	<b>Mrs. Crystal Eoff</b>	
<b>Psychological Examiner</b>	<b>Mrs. Kristie Lewis</b>	
<b><u>Superintendent's Office</u></b>		<b>636-944-3941</b>
<b>Superintendent</b>	<b>Mr. Matthew Zoph</b>	
<b>Business Manager</b>	<b>Mrs. Lori Wolk</b>	
<b>Superintendent Secretary</b>	<b>Mrs. Rebecca McAnally</b>	
<b>District Fax Number</b>		<b>636-944-5239</b>
<b>Grandview R-II Website Location –</b>	<b><a href="http://www.grandviewr2.com">http://www.grandviewr2.com</a></b>	

## School Personnel

### BOARD OF EDUCATION

Brian Dugan	President
Steve Kuczka	Vice President
Amie Merz	Member
Gary Bohler	Member
Terry Perren	Member
Shane Frazier	Member
Rachel Wofford	Member

### ADMINISTRATION

Matthew Zoph	Superintendent
Brian Duffie	Principal
Crystal Eoff	Director of Special Services

School Phone # 636- 944-3291

<p><u>PRESCHOOL</u> Stacey Block Samantha Brown Katelyn Bilin</p> <p><u>KINDERGARTEN</u> Sondra Pekarek Katie Dodson Ema Zhula</p> <p><u>1<sup>st</sup> GRADE</u> Amber Ennis Brenna Spisak Kimberly Mueller</p> <p><u>2<sup>nd</sup> GRADE</u> Brittany Zehner Sarah Treadway Samantha Garrison</p> <p><u>3<sup>rd</sup> GRADE</u> Dianna Perren Brandy Shade Emily Zysk</p> <p><u>4<sup>th</sup> GRADE</u> Melissa Lawrence Erin Priester</p> <p><u>COUNSELORS</u> Kristie Lewis Stephanie Villmer</p> <p><u>ADMINISTRATIVE ASSISTANT</u></p> <p><u>Director of Curriculum</u> Don Jeffries</p>	<p><u>Director of Schools</u> Allen Davis</p> <p><u>Instructional Coach</u> Lori Howerton</p> <p><u>PSYCHOLOGICAL EXAMINER</u> Kristie Lewis</p> <p><u>SPEECH/LANGUAGE PATHOLOGIST</u> (provide by Allied Services)</p> <p><u>SPECIAL EDUCATION</u> Brook Holland Brittney Blissett</p> <p><u>INTERVENTIONISTS</u> Kristin Holland Courtney Albert Jane Allen</p> <p><u>GIFTED</u> Jessica Smith</p> <p><u>ART</u> Kaitlin McGlaughlin</p> <p><u>MUSIC</u> Debbie Anderson</p> <p><u>PHYSICAL EDUCATION</u> Scott Meyer</p> <p><u>LIBRARIAN</u> Mylene Huskey</p>	<p><u>NURSE</u> Kadie Castens</p> <p><u>PARAPROFESSIONALS</u> Alisha Schott (Sped) Beth Fielder Kristina Fox Kirsten Sparks</p> <p><u>DIRECTOR BLDG, GROUNDS, TRANSPORTATION</u> Chad Reynolds</p> <p><u>MAINTENANCE</u> Doug Shropshire</p> <p><u>LEAD CUSTODIAN</u> Sheila Zielinski</p> <p><u>CUSTODIAN</u> Diana McDowell</p> <p><u>LEAD BUS DRIVER</u> Rhonda Engler</p> <p><u>CHARTWELLS</u> Tricia Mills</p>
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## 2023-2024 Grandview R-II School District Calendar

- August 17, 2023      Open House
- August 22, 2023      First Day of School K-12
- August 24, 2023      First day for Preschool students

<b>Grandview R-II Schools</b>									
<b>2023-2024 School Calendar 7:30am to 3:17pm--(Board Approved 3/16/23)</b>									
August 2023									
Monday	Tuesday	Wednesday	Thursday	Friday					
	X	X	X	X					
NTT/*TWD	NTT/*TWD	*TWD	*TWD	*TWD					
TWD	TIS	TIS	TIS*	X					
X	Open	23	24	25					
X	29	30	31						
September 2023									
Monday	Tuesday	Wednesday	Thursday	Friday					
				1					
H	5	6	7	8					
PD	12	13	14	15					
X	19	20	21	22					
X	26	27	28	29					
October 2023									
Monday	Tuesday	Wednesday	Thursday	Friday					
X	3	4	5	6					
X	10	11	12	13					
X	17	18	19	QRT					
PTC	24	25	26	27					
X	31								
November 2023									
Monday	Tuesday	Wednesday	Thursday	Friday					
		1	2	3					
PD	7	8	9	10					
X	14	15	16	17					
20	21	X	H	H					
X	28	29	30						
December 2023									
Monday	Tuesday	Wednesday	Thursday	Friday					
				1					
PD	5	6	7	8					
X	12	13	14	15					
18	19	20	21	*QRT					
H	X	X	X	X					
					January 2024				
					Monday	Tuesday	Wednesday	Thursday	Friday
					H	X	X	X	X
					PD	9	10	11	12
					H	16	17	18	19
					X	23	24	25	26
					X	30	31		
					February 2024				
					Monday	Tuesday	Wednesday	Thursday	Friday
								1	2
					X	6	7	8	9
					X	13	14	15	16
					H	20	21	22	23
					PD	27	28	29	
					March 2024				
					Monday	Tuesday	Wednesday	Thursday	Friday
									1
					X	5	6	7	8
					X	12	13	14	QRT
					PTC	19	20	21	22
					X	26	27	28	H
					April 2024				
					Monday	Tuesday	Wednesday	Thursday	Friday
					H	2	3	4	5
					X	9	10	11	12
					X	16	17	18	19
					X	23	24	25	26
					X	30			
					May 2024				
					Monday	Tuesday	Wednesday	Thursday	Friday
							1	2	3
					6	7	8	9	**QRT
					X	X	X	X	X
					X	X	X	X	X
					H	X	X	X	X

## **Grandview School District Mission Statement**

**The Grandview R-II community is dedicated to relevant, challenging learning, which ensures individualized student growth.**

## **Grandview R-II School District's Vision Statement**

**Grandview R-II will be a learning community that pursues excellence where students are productive citizens prepared for lifelong challenges.**

### **STUDENTS**

### **Policy 2200**

#### **Admission and Withdrawal**

**The admission and denial of admission of all students shall be under the direction of the Superintendent/Designee, subject to the approval of the Board of Education. All persons seeking admission to the District and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, safety and other eligibility prerequisites as established by Board policies, rules and regulations, and by law. Students entering the District will be required to present a birth certificate or some other acceptable proof of age along with proof of residency in the District, or a request for a waiver of the residency requirements unless the student is exempt from the residency requirements as set forth in District policies, rules and regulations and/or law.**

**Upon a request to enroll any student in the District, the Superintendent/Designee will request the student's previous school records along with any other relevant records as set forth in Regulation 2200 and state law. Any enrollment of a student prior to receipt of the student's previous discipline records will remain conditional until receipt of such records. A student will be allowed to attend school during conditional enrollment so long as the student does not violate the District's code of conduct or pose a threat of harm to students or employees of the District. (See Regulation 2200, Policy 2290, and Policy and Regulation 2664).**

**Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.**

**Adopted 08/21/14**

**STUDENTS**

**Policy 2220**

**Admission and Withdrawal  
Compulsory Attendance Ages**

**The Board of Education shall abide by the compulsory attendance laws of the state by requiring District resident students between the ages of seven and either seventeen years or successful completion of sixteen credits toward high school graduation, to attend school full time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations. For purposes of this Policy, a completed credit toward high school graduation is defined as one hundred hours of instruction or more in a course.**

**Any student age seventeen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by the School District.**

**Adopted 10/19/10**

**STUDENTS**

**Policy 2210**

**Admission and Withdrawal  
Entrance Age**

**Entrance Age for Kindergarten**

**To be admitted to kindergarten or to summer school prior to the student's regular term, a student must be five (5) years old before August 1st preceding entrance.**

**Entrance Age for First Grade**

**To be admitted to first grade a student must be six (6) years old before August 1st preceding entrance. However, students who have completed an accredited kindergarten program will be considered for enrollment in the first grade regardless of the August 1st cut-off date.**

**A birth certificate will be required as proof of age.**

## **STUDENTS**

### **Admission and Withdrawal**

**Policy 2230**  
**(Regulation 2230)**  
**(Form 2230)**

### **Admission of Non-Tuition Students**

#### **Resident Students**

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools' tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

In addition, the District will provide tuition-free special education services to resident students who qualify for special education services between the ages of 3 and 21 as required by law.

#### **Students Entitled to Enroll Without Proof of Residency**

The residency provisions of this policy are not applicable to homeless students, inter-District court-ordered desegregation students, wards of the state placed in residential care facilities, students placed in a residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, students with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program, students attending regional or cooperative alternative education programs, students attending an alternative education program on a contractual basis, or students attending a school pursuant to R.S.Mo. § 167.151(2) or (4). The exemptions to the residency requirement are expressly established by state law and entitle such students to tuition-free school attendance. Additionally, a student may be partially exempt from the payment of tuition as set forth in Policy and Regulation 2240 and state law. For purposes of IDEA special education evaluation and provision of special education services a student attending a private school located within the District will be evaluated as a resident student.

#### **Requests for Waiver of Proof of Residency Requirements**

Those students who are unable to satisfy the proof of residency requirements and who are not entitled to enroll as provided in the previous section of this Policy and state law may request a waiver of the proof of residency requirements. Upon filing a Request for Waiver of Proof of Residency (Form 2230.1) and satisfaction of all other enrollment requirements, the student will be conditionally enrolled and allowed to attend school pending a Board of Education hearing on the student's request unless there is reason to suspect that the admission of the pupil will create an immediate danger to the safety of other students or employees of the District. If there is reason to



suspect that the student poses an immediate danger, the Superintendent/Designee may convene a hearing within five working days of the request to register and determine whether or not the pupil may register. (See Policy and Regulation 2200, Regulation 2230 and Policy and Regulation 2664).

#### **Students of Nonresident Teachers and Regular Employees**

Nonresident students of District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered a "resident" student for purposes of state aid.

**Adopted 08/21/14**

### **STUDENTS**

**Policy 2240**  
**(Regulation 2240)**

#### **Admission and Withdrawal Admission and Tuition - Nonresident Students**

Nonresident students may be permitted to attend the District schools upon payment of tuition provided the student is not barred from enrollment by provisions of the Safe Schools Act. (See Policy 2664.) Tuition rates will be determined annually by the Board of Education on the basis of the per-pupil cost for the preceding year including operation, maintenance, and debt service of the schools.

Within two (2) business days of enrollment in the District by state officials of a nonresident student pursuant to state statute, the Superintendent/designee will request the student's transfer and discipline records from all schools or facilities previously attended and from other state agencies and entities involved in the placement of the student within the twenty-four (24) month period preceding enrollment. The Superintendent/designee is authorized to share relevant portions of such student's transfer and discipline records with District employees who, based upon their duties, have a need to know such information. Such records will be maintained in confidence for purposes of maintaining discipline and for assistance to the student. The student's transfer and discipline records will not be a part of the student's permanent record nor used as the sole basis for denying educational services to a pupil.

#### **Admission of Residents from Unaccredited School Districts**

In accordance with Missouri law and Board Regulation, the District will accept transfer students from school districts in its same or adjoining counties that are declared unaccredited by the state of Missouri.

**Admission and Withdrawal  
Transfer Students**

**All students entering the District from other educational settings are required to submit evidence of their achievement in the last grade attended. Grade placement of a student may be adjusted on the basis of examination of the student's previous record, achievement tests administered, or other factors that the principal and staff believe are appropriate under the circumstances. A transcript of all entering secondary school students is required before enrollment can be completed. However, a student may be permitted to enroll temporarily until a full transcript is obtained.**

**Transfers from Unaccredited Schools**

**Parents/guardians should be advised that if they choose to transfer their student to the public school from an unaccredited school, the student will not be guaranteed comparable placement in the public schools. Students transferring will be assigned an appropriate grade level and class assignment based on their educational and developmental level as determined by the principal through assessment of student's age, educational experience, achievement tests and consultation with parent/guardian and personnel from the student's former school.**

**Intra district Transfers**

**The Superintendent may authorize the transfer of a student from one District school to another. Reasons for the transfer may include, but are not limited to:**

- 1. Welfare of the student**
- 2. Disciplinary concerns**
- 3. Curriculum offerings**
- 4. Special education placement**
- 5. Parent/guardian custody**
- 6. Relocation of residence**
- 7. Student of a District employee**
- 8. Transportation**

**The request for transfer may be initiated by the building principal and/or the parent/guardian. The request shall outline the reasons for the transfer, the positive and negative impact upon the student, and any differences of opinion about the transfer. A request for a student transfer will be submitted to the Superintendent.**

**STUDENTS**

**Policy 2255**

**Admission and Withdrawal**

**The district will follow all state and federal laws, rules and regulations with regard to implementing its responsibilities to students who enroll in the District that have been previously identified as disabled under the Individuals with Disabilities Education Act, or Section 504 of the Rehabilitation Act.**

**Adopted February 20, 2014**

**STUDENTS**

**Policy 2260  
(Regulation 2260)**

**Admission and Withdrawal  
Homeless Students**

**The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship. (See also Policy and Regulation 6273 – Instruction for Homeless Students.)**

**Adopted: April 21, 2011**

**STUDENTS**

**Policy 2270**  
**(Regulation 2270)**

**Admission and Withdrawal  
Migrant Students**

**The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See also Policy 6274 – Instruction for Migrant Students.)**

**STUDENTS**

**Policy 2280**

**Admission and Withdrawal  
Admission of Home-Schooled Students**

**Students who enroll in the District from a home-schooled status must meet residency requirements as stipulated in Policy 2230.**

**Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with parents/guardians.**

**STUDENTS**

**Policy 2290**

**Admission and Withdrawal  
Denial of Admission and Student Withdrawal from School**

**Denial of Admission**

**A student who is conditionally enrolled pending a Waiver of the Proof of Residency Requirement hearing may be denied admission and barred from attending school after denial of the student's waiver request as provided in Regulation 2230 and state law.**

**A student may be denied admission based upon a previous disciplinary expulsion that would result in expulsion in the District or criminal conduct as provide in Policy and Regulation 2664 and state law.**

**A nonresident student who is not otherwise entitle to a free public education in the District, may be denied admission for any nondiscriminatory reason in accordance with District policies, regulations and rules and state and federal law.**

### **Administrative Removal of Student from Enrollment Not Resulting from Student Disciplinary Action**

**Upon information that calls into question a student's entitlement to a free public education in the District, the Superintendent/Designee will attempt to contact the student's parent(s) or guardian and give him/her the opportunity to respond. If the Superintendent/Designee determines after this communication or attempted communication that the student is not entitled to a free public education in the District, the Superintendent/Designee will provide written notification of this determination to the parent(s)/guardian and will notify the parent(s)/guardian of the right to appeal this determination to the Board of Education. The student will not be removed from the District's enrollment and barred from school attendance until after the time period to appeal to the Board has expired or if the Superintendent/Designee's Determination is appealed, the Board has upheld the Superintendent/Designee's determination.**

### **Voluntary Student Withdrawal**

**Students who voluntarily withdraw from school for any reason are required to notify the building principal and provide a specific reason for withdrawal.**

**Each building principal will submit a monthly report to the Superintendent concerning the identity and reason of each student withdrawing from school.**

### **Requests to Transfer Student's Records to Another Public, Private or Charter School**

**Building principals will respond within five (5) business days to requests by other schools for the records of students transferring from District schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.**

**Adopted 08/21/14**

### **Missouri Course Access Program (MOCAP)**

**The Grandview R-II School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP).**

**MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.**

**MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses and interactive online learning that is neither time nor place dependent.**

**The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.**

**Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the [MOCAP website](https://mocap.mo.gov/about.html) (<https://mocap.mo.gov/about.html>).**

#### **Student Skills Necessary for Success in Virtual Courses:**

- **Students have demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.**
- **Students have demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.**
- **Students have demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.**
- **Students have the necessary computer or technical skills to succeed in a virtual course.**
- **Students have access to technology resources to participate in a virtual course.**
- **Consideration of the student's previous success (or struggle) in virtual coursework.**

#### **Notice:**

**Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses**

**offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.**

**The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.**

**The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.**

**Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.**

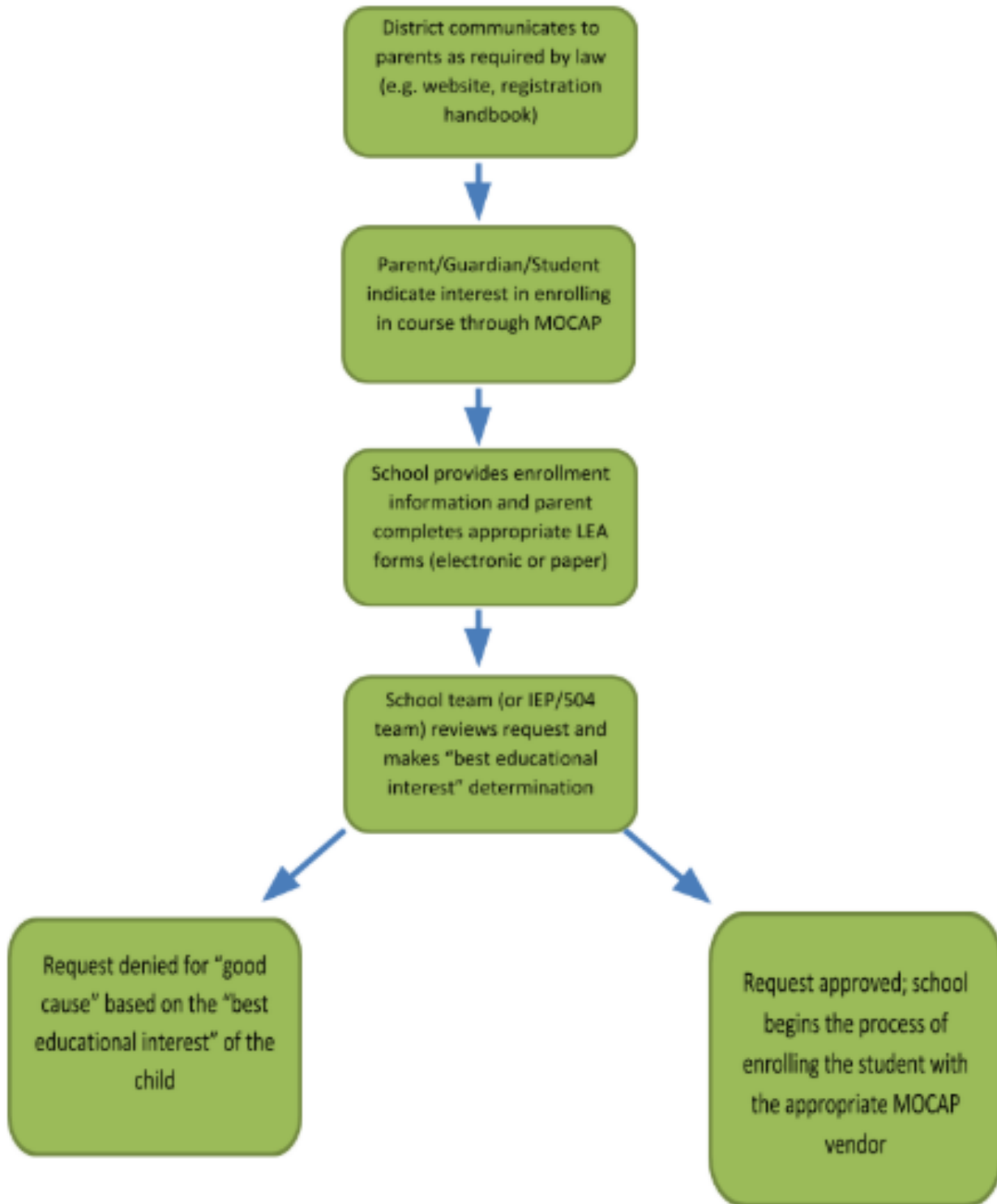
### **Important Links**

**District Board Policy 6190: [Virtual Education](#)**

**District Administrative Procedure: Virtual Education – [Approval/Denial of Online Enrollment](#)**

**District Administrative Form: Virtual Education – [Appeals Procedure](#)**

# MOCAP Information and Enrollment Flowchart





## **STUDENTS**

**Policy 2310**  
**(Regulation 2310)**

### **Attendance** **Student Attendance**

**The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.**

#### **Elementary Attendance**

**The Missouri Department of Elementary and Secondary Education have now set the attendance standard known at the 90/90 rule. The rule states that 90% of the elementary school students must attend 90% of the time. With the new rule in mind Grandview Elementary School has adopted the following attendance policy.**

- 1. A student shall not be allowed more than (16) absences per year. A letter will be sent home after the fourth (4) absence to keep parents informed. A second letter will be sent home when the student reaches his/her sixth (6) absence, to notify parent(s). After the sixth (6) day of absence the parent/guardian and possibly the student may be required to conference with the Grandview Attendance Committee and possibly the Jefferson County truancy officer to discuss their child's attendance to make a plan for improvement. Jefferson County Children's Division may be contacted. Students may be required to attend summer school if attendance is a concern.**
- 2. An Attendance Review Committee evaluates the reasons for all absences. The attendance committee will consist of a counselor, a building administrator and two faculty members. The committee's purpose is to provide support for parents to improve attendance. Good attendance is necessary to ensure academic success.**

**Children must be in school in order to learn. No amount of work sent home could make up for the learning that takes place during a school day. Unless your child is ill, he/she should be in school daily. You may want to check your school calendar and make routine scheduled appointments on days when school is not in session or immediately after school. Please call school at 944-3291 by 9:30 AM to report absences. Tardiness and leaving early affects a student's attendance record.**

**Attendance will not be a factor in participation in normally occurring field trips.**

**STUDENTS**

**Policy 2320  
(Regulation 2320)**

**Attendance  
Part-Time Attendance**

**Students may attend District schools on a part-time basis as provided by state law and regulations of the Board of Education.**

**STUDENTS**

**Policy 2330  
(Regulation 2330)**

**Attendance  
Student Early Dismissal Procedures**

**Students are to be released from school during school hours only with permission of the building principal/designee.**

**Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.**

**STUDENTS**

**Policy 2340  
(Regulation 2340)**

**Attendance  
Truancy and Educational Neglect**

**The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.**

**Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.**

**Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.**

**Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.**

## Student Educational Records

### **STUDENTS**

**Policy 2400  
(Regulation 2400)  
(Form 2400)**

### **Student Educational Records**

**A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.**

**Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.**

**The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.**

**The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.**

**All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.**

**Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.**

**STUDENTS**

**Policy 2410**  
**(Regulation 2410)**

**Student Educational Records  
Health Information Records**

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

**Kindergarten**

Every child entering kindergarten (or first grade, if they did not attend kindergarten) must receive a comprehensive vision examination performed by a state licensed optometrist or physician. Evidence of the child's eye examination must be given to the school nurse before the start of school.

From time-to-time students experience bowel, bladder, and menstrual "accidents" at school. If you foresee this as an issue, please send a change of clothing to school in a marked bag with your child's name. We do try to keep extra clothing in our office, but ultimately, the parent will be called if needed.

**STUDENTS**

**Policy 2420**

**Student Educational Records**  
**Recording of Meetings**

The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians, including but not limited to meetings held pursuant to the Individuals with Disability Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

**Adopted 03/17/11**

## **Student Arrival and Pick Up**

**PARENTS PLEASE BE AWARE, WHEN YOU DROP YOUR STUDENT OFF AT SCHOOL, THAT GRANDVIEW TEACHER DUTY HOURS DO NOT BEGIN UNTIL 7:20 A.M.**

### **Our School Day...**

**Begins at 7:30 AM and dismisses at 3:17 p.m. Students are not to arrive before 7:20 a.m. or stay beyond the 3:17 p.m. time unless they are participating in a sponsored group. Students should be dropped off at the road next to the elementary gym. All students will report directly to their classroom. At dismissal time, students should be picked up at the front gym entrance doors. Please do not have your child/children meet you somewhere else on the campus, having children walk through the bus area or on the teacher's parking lot is a safety concern.**

### **Transportation**

**Bus transportation is provided for students living in our district. The bus driver has the responsibility for the safety and conduct of students riding the bus. The bus driver will assign pupils to a particular seat and enforce proper conduct. Students are to remain in their assigned seat at all times. Any student that does not obey the driver promptly and in an orderly manner will be reported to the principal. Pupils who continue to break the rules of proper bus conduct will lose the privilege of riding the bus. For information regarding bus schedules and routes, contact the school office or bus garage, at 944-3291, extension 2.**

- 1. Be on time and at the proper location for boarding the bus. Students should never stand in the roadway while waiting for the bus.**
- 2. Follow directions given by the bus driver. Avoid unnecessary conversation with the driver.**
- 3. Students must not extend arms, head, or objects from bus windows at any time; nor is anything to be thrown out of the bus.**
- 4. Keep hands, feet, and objects to yourself.**
- 5. Always remain seated until the bus is stopped. Do not move around the bus while it is moving.**
- 6. Students who must cross the road to board or leave the bus must do so only by signal from the driver and then cross in front of the bus.**

7. **Always be courteous to fellow students and the driver. Excessive, loud talking or profane language will not be permitted.**
8. **Treat bus equipment with care. Damage to seats, etc. must be paid for by the offender and/or riding privileges will be revoked. Any damage to the bus should be reported to the driver at once.**
9. **Keep books, coats, feet, and all other objects out of the aisles.**
10. **Assist in keeping the bus clean at all times.**
11. **Keep all harmful objects (drugs, tobacco, alcohol, weapons) off the bus.**
12. **No animals, insects, or glass containers are permitted on the bus. Radios are permitted only with special permission from the teacher or principal.**
13. **If it becomes necessary for a student to ride another bus or to be left off at a place other than his/her designated stop, permission must be obtained through the office and a note sent to accompany the student.**

## **SUPPORT SERVICES**

**Policy 5220**

### **Safety, Security and Communications School Bus Safety**

**Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.**

**The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.**

**District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.**

## STUDENTS

Policy 2652

### **Discipline Student Conduct on Buses**

**The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.**

### **Change of Address or Telephone Number**

**Please notify the school secretary when there is a change of address or telephone number. Emergency information will then be updated and bus information checked. It is important that the office has up-to-date home and work numbers and the phone number of at least one other adult whom we can contact in an emergency. If you are moving out of the district, be sure that all library books and textbooks are returned or a charge will be made. If you should enroll in another district that district will contact us for records.**

**In cases of custody rights, any special circumstances regarding a student must also be on file and kept current.**

## GENERAL ADMINISTRATION

Policy 1430

### **School/Community Relations Visitors To Schools**

**All visitors shall report to the elementary main office on entering the building so that the office will be aware of their presence. Visitors, parents, and community members may be required to wear a mask while present inside the building. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.**

**Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.**

**Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.**

**All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.**

**In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.**

### **Recess**

**Pupils are not permitted to stay in their classroom during recess periods unless they are supervised and have their teacher's permission to do so. If it is necessary for a student to remain indoors during recess because of illness or injury, please send a note.**

### **Communications**

**All posters and informational notes must be approved through the office before being posted or distributed. To help keep families informed of activities and school information, a bulletin is sent home with each student on Fridays. It also includes the following week's menu. This bulletin is also posted on the Elementary School website. Please notify the office if you will read the bulletin online and do not need a weekly paper copy. The school will notify parents of early dismissal days.**

### **Items From Home**

**Students are not allowed to bring items from home to school without their classroom teacher's permission. This includes footballs, basketballs, toys, electronic games, etc. Students are responsible for any items brought to school. The school will not be responsible for lost or misplaced items. Items brought to school without permission may be confiscated until parents come to school to pick them up. All items will be disposed of at the end of each school year.**

### **Lost and Found**

**Each year many valuable items are not claimed from our lost and found. Due to the similarity of items, it is important that all belongings brought to school be clearly labeled with the child's first and last name. Items left in the lost and found areas will be disposed of at the end of the year.**

### **Emergency Closing/Early Dismissal**

**It occasionally becomes necessary to close school because of weather conditions, which make transportation hazardous. Parents are to inform students as to what action they are to take in case they are delivered home early and parents are not home. It is very important that parents have a plan in place for this possibility. Be sure your children know where a key is or a neighbor to whom they should go if you are not home. If you have a child who requires special consideration in these circumstances, please contact the elementary school office with those directions. Any special directions must be updated each year.**

**School closings and/or early dismissals due to weather conditions will be broadcast on the following television stations. The SIS School Reach Phone System will also make calls to the parent's house**



phone number on record.

KTVI – Channel 2    KMOV – Channel 4    KSDK – Channel 5

### School Nurse

A school nurse works closely with the staff and students to maintain a healthy environment. She keeps records of immunizations and special medical needs. Students who become ill or injured should report (or be reported) to the nurse's office. Parents will be called if their child must go home. If your child requires medication, you are asked to provide it. Medication must be brought to school by the parent or legal guardian. Any medication you send to school must be in the properly labeled bottle and have the child's name, type of medication, physician, and instructions for giving the medicine clearly marked. In addition, a written request from one of the child's parents or guardians asking that the medicine be administered must be presented. Medication that is sent without parental permission or appropriate labeling will not be given. Medication forms for children on daily/PRN medication are available from the nurse or the office. Acetaminophen may be given for complaints of discomfort and fever only once during the school day. Written consent by the parent/guardian must be provided to the nurse's office in order for the Acetaminophen to be given. If the student returns to the nurse's office complaining of discomfort, the parent/guardian will be contacted. If any other type of medication such as ibuprofen is desired, the student will be required to provide the medication and a written note from a physician with the student's name, medication, dosage, and schedule of administration. The medicine must be properly labeled or in the original container.

Students are not allowed to carry medicine of any kind on them at school. Students with Asthma may carry their inhaler on them if they have a doctor's order stating this.

Missouri law (Section 167.181) requires students to be immunized against rubella, mumps, rubeola, diphtheria, poliomyelitis, tetanus, pertussis and Hepatitis B. Kindergarten through twelfth grade students, (16 – 17 yr.) must also be immunized for Chicken Pox. Kindergarten through seventh grade must have 2 chicken pox shots. Eighth grade through twelfth grade students must have a Tdap vaccine. Meningococcal vaccine is required for entry into grades eight and nine with two (2) doses by grade twelve. Students must be adequately immunized before attending school. The school nurse must have documentation on file of immunization. Students who do not have the required immunization will not be allowed to attend school (including the start of the school year.)

We will continue to follow our policy that any student with a temperature of 100 degrees F or above will be required to leave school due to the potential of spreading a possible infectious or contagious disease to others. If a student's temperature is above 101 degrees F and the parent/guardian cannot be reached, or if the parent is reached by the nurse and it is determined the child cannot be transported home within one hour, acetaminophen tablets may be given as directed. Students must be (without medication) without a fever, vomiting or diarrhea for 24 hours before returning to school. \*Those with suspected/confirmed COVID-19 or influenza symptoms may be required to

stay home for 72 hours after being fever/symptom free without the use of medication AND improvement of other symptoms.

Every child enrolling in kindergarten (or first grade, if they did not attend kindergarten) must have a comprehensive vision examination performed by a state licensed optometrist or physician. Evidence of the child's eye examination must be given to the school nurse before the start of school.

Food allergy letters and forms were mailed to all parents with students that have a food allergy. All students with a food allergy must fill out a form from the State and have it signed by a physician explaining dietary needs for individuals. This must be on file at school.

This revised policy has been developed with advice from the Missouri School Board Association, Missouri State Board of Nursing, and Missouri Department of Elementary and Secondary Education. Parent(s)/guardian(s) are asked to fully comply with medication policies for the safety and welfare of each and every student in the Grandview R-II School District.

### **Immunization and Contagious Disease Policies**

The Public School Laws of Missouri's Department of Elementary and Secondary Education (Section 167.181) requires immunization against rubella, rubeola, mumps, diphtheria, poliomyelitis, tetanus, pertussis, hepatitis B, T-dap boosters, chicken pox, and meningitis (grades 8, 9, & 12). The immunizations required and the manner and frequency of their administration shall conform to recognized standards of medical practices under the direction of a licensed physician. Students who do not have the required immunizations WILL NOT be allowed to attend school (including the start of the school year).

Section 167.191 states that it is unlawful for any student to attend school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. For the purpose of determining the disease condition, or the liability of transmitting the disease, the school administration may require any student to be examined by a physician and/or exclude the student from school so long as there is any liability of such disease being transmitted by the student.

### **Head Lice**

Cleanliness does not keep individuals and households from contracting head lice, but does contribute significantly to preventing head lice and their chance of survival. The school shares the responsibility for combating this health concern and working to manage head lice if and/or when a problem arises.

Parents, students, and the school are working as a team before and after head lice is found.

**Parent:** The parent educates their child/children about precautions to take to help prevent an infestation of head lice.

The parent checks children's heads often and notifies the school of an infestation.

The parent monitors and supervises the frequent shampooing and daily combing of their child/children's hair.

The parent removes all nits (eggs).

The parent treats the infestation of head lice quickly and vigorously!

The parent treats all bedclothes, furniture, coats, clothes, etc. **Everything!**

**Student:** The student should frequently shampoo their hair.

**The student should comb their hair to the scalp on a daily basis.  
The student should be aware of the symptoms of head lice.  
The student should have a parent check their head often.  
The student should only wear his or her own cap or other hair/head items, and use only their own combs/brushes.**

**School:** The school educates students and parents about head lice.  
This includes:

- What head lice are
- How they are contracted
- How they are spread
- How to treat them
- How to prevent their reoccurrence

**The school excludes students known to have head lice and/or nits (eggs) from attending school, and the school screens the student's return to school.  
We must all work together!**

**Your cooperation is essential in preventing the spread of head lice.**

**Head lice are difficult to remove from hair follicles. They are “glued” to the hair shaft when laid. If you are not sure whether lice or eggs are present, check with your physician, health department representative, or the school nurse.**

### **Staph Infections**

**Because bandages can shift or dislodge with activity or when wet, students with draining wounds will not be allowed to participate in practices, games, or physical education classes with others until the wound has stopped draining. Students must have a signed release from a physician to return to athletics and physical education.**

### **Student Grading System**

**Grandview Elementary uses a standards-based grading (SBG) system. Standards-based grading (SBG) is a system of scoring which focuses on student learning and grades based on demonstrated understanding of specific concepts. Instead of a letter grade, students receive grades in multiple different learning targets and can see which concepts they understood well and which they need to improve on.**

**Standards-based grading provides explanations of the concepts and material that students should know at each point in their education. These are called learning standards, which provide a baseline that is consistent across all students at this education level. Teachers' instruction is guided by these standards, and they work to make sure their students learn all of the expected standards they need to before leaving their class. When students receive report cards, they receive a list of learning standards and a grade on a 3-point scale on each standard of how well they mastered the material.**

**Report cards are issued to students and parents regarding the student's academic progress once per quarter. Parents are asked to sign written reports and return to the teacher. Parents are also**

encouraged to contact the teacher if they have any questions or concerns.

**Preschool through 4th Grade Scale:**

**Progress of elementary children will be marked as:**

**P=Proficient (at or above grade level)**

**E=Emerging (just below grade level)**

**N=Not Yet Demonstrated (far below grade level)**

**Grandview Elementary Honor Society Criteria**

During their 3<sup>rd</sup> & 4<sup>th</sup> grade year, students can be eligible for Grandview Elementary Honor Society if they meet the following criteria:

- Students must maintain a score of Proficient in all courses for at least 3 quarters of the current school year.
- Students must not have any major discipline incidents and demonstrate positive character during the current school year. (If a student is dismissed for a discipline incident in a year, they will still be eligible for the next year, if all other criteria are met.)
- Students are expected to maintain the scholarship and character standards.
- Students must be able to stay after school once per month to meet with the rest of the honor society team and sponsors.
- Students must maintain at least 90% cumulative attendance rate.

Students that do not maintain the criteria to continue membership in the Honor Society will be notified by letter at the end of each school year.

In the spring, the students in each class who have met the criteria above will be ranked on a 1-10 scale by their classroom and special area teachers on how well they demonstrate our character words.

Here is the ranking system teachers will be using:

Honesty The student is truthful in their words and ways.	1 2 3 4 5 6 7 8 9 10
Empathy The student is understanding of other's feelings.	1 2 3 4 5 6 7 8 9 10
Self-Control The student is controlling of their emotions, words, actions, and impulses.	1 2 3 4 5 6 7 8 9 10
Perseverance The student continues to do something in spite of difficulties or obstacles.	1 2 3 4 5 6 7 8 9 10
Citizenship The student follows the rules and helps their school, community, and country.	1 2 3 4 5 6 7 8 9 10
Courage The student speaks up and shares their thoughts.	1 2 3 4 5 6 7 8 9 10

<b>Respect</b> The student shows consideration for him or herself, rules, and authority.	1 2 3 4 5 6 7 8 9 10
<b>Responsibility</b> The student is accountable for his or her behavior.	1 2 3 4 5 6 7 8 9 10
<b>Communication</b> The student speaks and listens effectively.	1 2 3 4 5 6 7 8 9 10

### **General Information**

**Grades, attendance, and lunch account information can be viewed at any time on the Tyler SIS Parent Portal. Information is sent out at the beginning of the school year. Please call if you have any questions. (636.944.3291)**

**END OF TERM reports will be issued to all students. These are sent home (4) four times a year.**

**BULLETINS & NEWSLETTERS will be available on the school website, Facebook page, and emailed through our student information system. Paper copies of weekly bulletins will no longer be sent home to save on paper costs. Families that have no access to the web may request a paper copy by writing a note to the elementary secretary.**

**CONFERENCE – A scheduled parent-teacher conference is held at the end of the 1<sup>st</sup> quarter, and at the end of 3<sup>rd</sup> quarter. Teachers or parents throughout the year may request other conferences.**

**TESTING – Students will be given standardized tests during the year. Parents are notified of the results and are welcome to arrange a brief conference with the teacher regarding these results.**

**RETENTION AND PROMOTION – Every decision to retain or promote a student is considered individually. Factors to be considered are scholastic achievement, attendance, maturity, and standardized test scores.**

**MAKE-UP WORK – Students absent for more than two days in a row should make arrangements to have homework assignments picked up by a member of their family or a classmate. If the student knows they will be absent in advance, their parent/guardian should contact the elementary office so arrangements can be made to get assignments ahead of time. Students will be given two days for each day missed to make up school work.**

**EARLY DISMISSAL – Students are in class until the end of the day; thus parents are**

encouraged not to pick up children before dismissal time. To prevent releasing children to unauthorized persons, children will be released from school only to their parents or to persons authorized by their parents. Parents may be contacted at home or work to confirm this information. In every case, the child must be signed out in the school office. Early dismissal should be pre-arranged by parents if possible. Any special situations must be updated.

**EXTRA-CURRICULAR** - A student must attend school the day of an event in order to attend or participate in extracurricular activities. A suspended student may not attend any extra-curricular events.

**Breakfast/Lunch Program  
(Subject to Change)**

Our cafeteria provides two well-balanced meals each day. A computerized accounting system is used. Each student will enter their lunch number as they go through the lunch line, the system will automatically keep the lunch account information current. Students can charge a maximum of \$5.00. Parents/Guardians may check their child(ren's) lunch balance at anytime through the SIS parent portal. Students that have a balance of -\$5.00 or more will be served a peanut butter and jelly sandwich. If charges cannot be paid at this time, parents should contact the school for other considerations.

**Grandview R-II School District Meal Prices**

Student Lunch.....	\$3.30	Adult Lunch.....	\$4.25
Reduced Lunch .....	\$0.40	Student Breakfast.....	2.10
Adult Breakfast.....	\$2.25	Reduced Breakfast.....	\$0.30
Milk.....	\$0.50	(Prices may change)	

Lunch money needs to be sent in a sealed envelope with the child's name. This will be credited to your student's account. Parents may send money each week, month, etc. The money is put into the child's account and lunches are deducted as used. Students may purchase extra milk and juices, which is also part of the student account.

(If you do not want your child to purchase extra drinks, you may send a note and we will enter that information in his account.) Children wishing to bring their lunch may do so. Soda or glass containers are not permitted.

**Cafeteria behavior**

We expect all students to observe good dining room manners. Normal conversation with the person next to you is allowed, but no loud talking or shouting across the table.

**Students should eat and handle food properly.**

### **Field Trips**

**Various field trips are often offered at various grade levels. Field trips offer an opportunity for students to learn in a different setting as well as a social learning experience. A nominal fee may be charged and written permission from the parent or guardian is required. Students that owe fines or have discipline problems may not be allowed to participate. Parents may be asked to assist as chaperones on some trips and will be given information before the trip.**

**On field trips parents/guardians will be responsible for administering medications that are delivered by injection, nebulizer, etc.**

### **Room Parties**

#### **Classroom Parties**

**The three parties planned for the year are Halloween, Christmas, and Valentine's Day.**

**A room parent coordinator will assist with parties. Parties are held the Friday afternoon following the holiday to keep from interrupting the school week.**

### **Supplies**

**Basic school supplies for all elementary students will be supplied for free through grant funds. Students will still need personal items like a backpack, lunchbox, and nap time towel (for preschool and kindergarten students). Items of clothing, such as hats, coats, gloves, etc. should be labeled.**

### **Fund Raising**

**Only school sponsored fund-raising projects/activities are allowed to be sold to students at school.**

### **Volunteers**

**Grandview's parents are actively involved in the life of our school. Parents contribute their time and talents in many ways and share their ideas and talents. Contact the school office for information. Volunteers must have an annual background check.**

**Grandview R-II Elementary has an active volunteer program, which contributes many hours of volunteer service to our students. Parents and community friends are the vital heart of this program, donating time and dedication to serve.**

### **IDs/Security Identification Cards**

**Students will be issued a photo ID card at the beginning of the year. This ID card is to be used to purchase food from the cafeteria and to check out library books. The cards will be passed**

out before lunch and collected after the students scan for their lunch. The I.D. card will be collected from students transferring to another school or dropping out of school. Students are not to color, put stickers on, or deface the ID in any way. The cost to replace an ID card will be \$3.00.

### **Speech**

The district offers hearing, speech, and language screening for students new to the district and referrals. If an evaluation in these areas is requested, a letter will be sent home to parents. Our Speech therapist is available to answer any questions and can be reached by calling the elementary office.

### **S.O.A.R.**

The Gifted Education Program at Grandview is called S.O.A.R. (Search, Observe, Analyze, and Respond). Presently SOAR is offered in grades K-12 for those students who have been identified as needing intellectual challenge beyond the regular classroom. Students who are candidates must be tested and evaluated specifically for the program.

### **Computer/Internet Use Policy**

Use of the Grandview R-II School District internet connection is an educational privilege. Inappropriate use of computers, software, or the internet connection may result in cancellation of these privileges, suspension of privileges, suspension from school or even student expulsion. In addition, Grandview R-II reserves the right to inspect any materials stored in files, whether obtained from the school's system or brought in from other sources and will delete any material the district staff members, in their sole discretion, believe may be inappropriate. The use of chat rooms and social media is strictly forbidden. Each student should review the District's detailed policy and regulation regarding acceptable use of technology services, which can be found in Board of Education Policy 6320 and Regulation 6320.

### **Cell Phone/Electronic Device Policy**

The Grandview Elementary School Cell Phone/Electronic Device Policy indicates that students are allowed to use their cell phones and personal electronic devices only before and after school unless permission is received from their individual teacher. Personal electronic devices are the sole responsibility of the owner and the District assumes no responsibility for lost or stolen devices and will make no attempts to provide technical support. In addition, the District reserves the right to physically confiscate and view the files stored on a personally owned device to the extent permitted by law. If a student determines the need to make an emergency phone call has arisen he/she may do so in the elementary office with office personnel permission. Any student found using a cell phone and/or personal electronic device during school time may be subjected to disciplinary actions. This restriction pertains not only to cell phones and tablets but also includes Bluetooth speakers, or any other hand held/portable electronic device or peripheral. Furthermore, the use of cell phones, cameras, or other recording devices in restrooms or locker rooms is strictly prohibited.



## Grandview School-Wide Positive Behavior Support

**Our school participates in an important district initiative called Positive Behavior Interventions and Support (PBIS). PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide [procedures](#) and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.**

**What is PBIS at our school?**

**We have adopted a unified set of classroom expectations. Similar to the Grandview Code of Student Conduct, these rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom rules, found in every classroom and non-classroom setting in the school, are as follows:**

**Rule #1: Be Safe**

**Rule #2: Be Respectful**

**Rule #3: Be Responsible**

**As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:**

- **Constantly teach and refer to our school-wide expectations.**
- **Provide students with more praise than correction.**
- **Talk to students with respect using a positive voice tone.**
- **Actively engage everyone in the class during instruction.**
- **Use pre-correcting, prompting, and redirecting as we teach.**
- **Look for the positive first and provide positive, immediate, frequent, and explicit feedback.**

**We also have a school-wide system of consequences for minor incidents:**

**Disruptive Rule Break #1=Documented Warning, reteach expected behavior**

**Disruptive Rule Break #2=Documented Warning, reteach expected behavior**

**Disruptive Rule Break #3= Phone call to parents by staff to warn that the next offense will result in a formal discipline referral to the office.**

**\*More serious student misbehavior will result in a write up to be handled by the building administrator using the discipline matrix listed later in the handbook.**

**If you have questions about Positive Behavior Support, please feel free to contact your child's teacher. We look forward to a wonderful year of teaching your child!**

**Discipline**

**The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.**

**Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.**

**Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.**

**The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.**

**Adopted 10/19/10**

## **STUDENTS**

**Policy 2610**  
**(Regulation 2610)**

### **Discipline Behavioral Expectations**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

**Adopted 03/17/11**

Not all disciplinary situations are covered in this handbook. The administration will use his/her judgment as to what the penalties shall be in those situations not explained.

Grandview Board Policies and Regulations can be reviewed at [www.grandviewr2.com](http://www.grandviewr2.com).

### **Student Code-of-Conduct Foreword & Penalty Listing**

The Grandview R-II Board of Education has established a uniform disciplinary code for all students attending Grandview Elementary School. The purpose of the student code-of-conduct is to emphasize student expectations and provide guidelines from which penalties are to be administered.

Infractions are grouped into categories according to the seriousness of the offense. Each disciplinary action category gives a range of penalties which may be issued and are not all-inclusive. The disciplinary action to be taken does, however, provide students with a basic understanding of the seriousness of the offense. **Furthermore, it should be understood that student penalties may be increased or decreased at the discretion of the administration according to each particular set of circumstances and according to past discipline problems.**

It should be understood that not all disciplinary situations are covered in this manual. The administration will use his/her judgment as to what the penalties shall be in those situations not explained in this student handbook.

Furthermore, when a student violates school rules and regulations which also violate state laws, a complaint may be signed by the administration with the Jefferson County Sheriff's Department.

In addition to the disciplinary actions listed, students who participate in extracurricular activities are subject to the penalties established by each extracurricular organizational sponsor.

Behavior/Offense	First Offense	Second Offense	Third Offense
<p><b>Alcohol, Drugs, Narcotics Medication or Medicine (*cumulative behavior)</b></p> <p>A. Non-prescription medicine, i.e. Tylenol, etc. must be brought in a properly labeled bottle to the school nurse by a parent/guardian/or parent designated adult with proper documentation.</p> <p>B. Possession and or use of alcohol, drugs, narcotics, medication or medicine as defined in common medical or pharmaceutical dictionaries, either prescription or non-prescription, substances purporting to be the same (imitation controlled substances) and /or related paraphernalia by any student while such student is on school property, in attendance at a school function, whether off or on school property or while on school furnished transportation is prohibited.</p> <p>Policy 2870 – (A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container.)</p> <p>C. Refusal to take a school administered drug test will result in an “admission of guilt”. Test will be administered by the school nurse and administration.</p>	<p>A. Up to 1 day out of school suspension</p> <p><b><u>B. Alcohol, Drugs, Narcotics</u></b> 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduce to 10 days if:</p> <ol style="list-style-type: none"> <li>1. The student participates in a drug/alcohol assessment and follows recommendations.</li> <li>2. Assessment must take place within 5 days after the suspension.</li> </ol> <p><b><u>3. Students may be subject to periodic school administered drug tests.</u></b> In the event that the recommendations should not be followed the full suspension will be assessed. Notification to law enforcement. A Safe Schools Report will be filed.</p> <p><b><u>C. Drug test refusal is automatic 10 days out of school suspension.</u></b></p>	<p>A. Up to 3 days out of school suspension</p> <p><b>B. 45 days of out of school suspension per recommendation of the superintendent.</b></p> <p>B. Subsections 1,2,3 from the first offense will still apply to the second offense.</p>	<p>A. Up to 5 days out of school suspension</p> <p><b>B. 10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement . A Safe Schools Report will be filed.</b></p>

<p>D. The sale and/or distribution of alcohol, drugs, narcotics, medication or medicine, substances purporting to be the same (imitation controlled substances) and or related paraphernalia is the act of transferring such substance from one person to another by any student while such student is on school property, in attendance at a school function, whether off or on school property or while on school furnished transportation is prohibited. Refer to Policy 2640 and Policy 2610</p>	<p><b><u>D. Sale and Distribution</u></b>  10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension.  Notification to law enforcement. A Safe Schools Report will be filed.</p>		
<p><b>Arson</b> – Intentionally causing or attempting to cause a fire or explosion. Refer to Policy 2654</p>	<p>10 days out of school suspension with recommend-ation to the superintendent for 164 days of additional suspen-sion.  Notification to law enforcement.</p>		
<p><b>Assault of a Fellow Student</b> – This category would include attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury, or knowingly causing physical injury to a fellow student.</p>	<p>Up to 3 days out of school suspension</p>	<p>Up to 5 days out of school suspension. Extenuating circumstances could result in further consequences and referral to the superintendent.</p>	<p>Up to 10 days out of school suspension. Extenuating circumstances could result in further consequences and referral to the superintendent.</p>
<p><b>Assault of School Personnel</b> - This category would include any act which</p>	<p>Up to 3 days OSS. Extenuating</p>	<p>5 days out of school suspension.</p>	<p>Up to 10 days out of</p>

<p>creates or causes a reasonable apprehension in the faculty or staff member of an immediate harmful or offensive contact to their body or any act which actually brings about harmful or offensive contact to the faculty or staff member's body.</p>	<p>circumstances could result in further consequences.</p>	<p>Notification to law enforcement. Extenuating circumstances could result in further consequences.</p>	<p>school suspension. Extenuating circumstances could result in further consequences. Notification to law enforcement.</p>
<p><b>Bullying</b> - Intentional intimidation or infliction of physical, emotional, or mental harm with a pattern of harassment. This includes cyber-bullying and electronic bullying. Refer to policy 2655</p>	<p>Up to 3 days out of school suspension. Extenuating circumstances could result in further consequences.</p>	<p>Up to 5 days out of school suspension. Extenuating circumstances could result in further consequences.</p>	<p>Up to 10 days out of school suspension. Extenuating circumstances could result in further consequences.</p>
<p><b>Bus Offenses</b> - Any misbehavior on a school bus not covered by any of the other definitions listed. Refer to policy 2652</p>	<p>Up to 5 days of bus suspension</p>	<p>Bus suspension up to 10 days.</p>	<p>Up to 10 days out of school suspension and possible loss of bus privileges for the remainder of the school year.</p>
<p><b>Cell Phones/Personal Devices Use</b> - Cell phones and other electronics may not be visible or in use during school hours on school grounds, except at the direction of the teacher.</p>	<p>Phones will be confiscated and students may pick up their phones after school.</p>	<p>Up to 1 day out of school suspension. Phones will be confiscated and parents may pick up the phone after school.</p>	<p>Up to 2 days of <del>in</del> out of school suspension. Phones will be confiscated, parents must pick up the phone after school.</p>

<p><b>Cheating</b> - To violate rules dishonestly on school work.</p>	<p>Students will be given a “0” and assigned 2 Detentions</p>	<p>Students will receive a “0” on the assignment and will be assigned 4 days of Detention.</p>	<p>Students will receive a “0” on the assignment and will be assigned 3-1 days of out of school suspension.</p>
<p><b>Computer/Technology Misuse</b> –Students must comply with “The District Bring Your Own Device Policy” and “The Computer/Internet Access Acceptable Use Policy”. Violation of these policies will result in disciplinary action.</p>	<p>According to the nature of the offense, the consequences shall range from loss of computer privileges for a minimum of 14 days to long-term suspension. If damage occurs – full restitution will be made.</p>		
<p><b>Computer Misuse (Social Networking Sites):</b> Accessing social networks such as Facebook, Instagram, Twitter, etc. with any electronic equipment such as cell phones, e-readers, IPADs, PCs, etc. during/after school hours while on school grounds</p>	<p>According to the nature of the offense, the consequences shall range from loss of computer privileges for a minimum of 14 days to long-term suspension. If damage occurs – full restitution will be made.</p>	<p>According to the nature of the offense, the consequences shall range from loss of computer privileges for a minimum of 14 days to long-term suspension. If damage occurs – full restitution will be made.</p>	<p>According to the nature of the offense, the consequences shall range from loss of computer privileges for a minimum of 14 days to long-term suspension. If damage occurs – full restitution will be made.</p>
<p><b>Defamation</b> –Defamation of a person’s race, sex, religion, or ethnic origin</p>	<p>3 days of detention or 1 day of out of school suspension</p>	<p>5 days of detention or 2 days of out of school suspension</p>	<p>3 days out of school suspension</p>
<p><b>Defiance and Insubordination</b> – This category is defined as the stated or implied intention not to comply with school rules or reasonable requests of school officials/instructors. This includes requests to do assigned work in class.</p>	<p>Up to 1 day out of school suspension</p>	<p>Up to 3 days out of school suspension</p>	<p>Up to 5 days out of school suspension</p>



<p><b>Disruption of the Educational Environment</b> - This category would include conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work. This includes classroom, halls, lunchroom, restrooms, common areas, etc.</p>	<p>Up to 3 days out of school suspension.</p>	<p>Up to 5 days out of school suspension.</p>	<p>Up to 10 days out of school suspension, depending on circumstances.</p>
<p><b>Dress Causing Distraction, Disruption or Safety Hazard</b> – Refer to Dress Code Policy 2651</p>	<p>Students will receive a written warning; Parents will be contacted; Students will be required to change to appropriate clothing.</p>	<p>2 Detentions Students will be required to change to appropriate clothing.</p>	<p>4 Detentions Students will be required to change to appropriate clothing.</p>
<p><b>Extortion</b> - This category is defined as threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.</p>	<p>Up to 1 day of out of school suspension.</p>	<p>Up to 5 days of out of school suspension.</p>	<p>Up to 10 days of out of school suspension.</p>
<p><b>Fighting or Instigating a Fight</b> – mutual combat in which both parties have contributed either verbally or by physical action. Instigating or promoting the start or continuation of a fight by spreading rumors, carrying messages, crowding around, cheering, or by other means.</p>	<p>Up to 3 days out of school suspension. Extenuating circumstances could result in further consequences &amp; referral to the Superintendent</p>	<p>Up to 5 days out of school suspension. Extenuating circumstances could result in further consequences and referral to the Superintendent</p>	<p>Up to 10 days out of school suspension. Extenuating circumstances could result in further consequences and possible referral to the Superintendent</p>
<p><b>Fire Extinguishers, Pulling Fire Alarms, Threats to School (*cumulative behavior)</b> - Tampering with, removing and/or setting off fire extinguishers or fire alarms and threats to school property.</p>	<p>10 days out of school suspension. Notification to law enforcement.</p>	<p>10 days of out of school suspension with recommendation to the superintendent for 164 additional days of suspension.</p>	

			Notification to law enforcement.	
<b>Fireworks, Chemical Disruption and (possession and/or use of)</b> - Possession of fireworks, smoke bombs, stink bombs, etc. Possession includes one's person, in gym bags, purse, locker, in automobiles, etc.	3 days out of school suspension.	5 days out of school suspension.	10 days out of school suspension. Extenuating circumstances could result in further consequences and possible referral to Superintendent	
<b>Forgery</b> – Imitating the signature or work of others with intent to deceive.	2 Detentions	4 Detentions	Up to 2 days of out of school suspension.	
<b>Gang/Secret organization participation</b> refer to policy 2653	Up to 3 days out of school suspension.	Up to 5 days out of school suspension.	Up to 10 days out of school suspension	
<b>Harassment</b> - refer to policy 2130	Up to 3 days out of school suspension.	Up to 5 days out of school suspension.	Up to 10 days out of School suspension	
<b>Horseplay</b> – Rough or rowdy play that can result in unintentional physical harm.	Up to 1 day out of school suspension	Up to 3 days out of school suspension	Up to 3 days out of school suspension	
<b>Indecent Exposure/ Sexual Interactions</b> - Any act which intentionally reveals the private parts of the body including but not limited to touching, caressing etc.	10 days out of school suspension. Notification to law enforcement. Referral to Superintendent	10 days out of school suspension. Notification to law enforcement. Referral to Superintendent	10 days out of school suspension. Notification to law enforcement . Referral to Superintendent	

<p><b>Miscellaneous Offenses</b> – In addition to offenses previously stated, disciplinary action may be taken for any other offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools.</p>	<p>Discretion of principal or assistant principal.</p>	<p>Discretion of principal or assistant principal.</p>	<p>Discretion of principal or assistant principal.</p>
<p><b>Plagiarism</b>- Imitating the work of another with the intent to deceive</p>	<p>Up to 1 day of out of school suspension.</p>	<p>Up to 3 days of out of school suspension and a “0” on the assignment.</p>	<p>Up to 5 days out of school suspension and a “0” on the assignment.</p>
<p><b>Profanity, Obscenity or Vulgarity</b> –This category is defined as words, gestures, or pictures which are obscene, profane, or vulgar in nature.</p>	<p>Up to 1 day of out of school suspension.</p>	<p>Up to 2 days of out of school suspension</p>	<p>Up to 3 days of out of school suspension</p>
<p><b>Public Display of Affection</b> – Students are discouraged from overt public display of affection on school grounds. Close body contact and kissing are inappropriate public behavior.</p>	<p>Parents notified</p>	<p>2 Detentions</p>	<p>4 Detentions</p>
<p>Possession of items that may be dangerous that are not included in the Safe Schools Act.</p>	<p>Up to 3 days out of school suspension.</p>	<p>Up to 5 days out of school suspension.</p>	<p>Up to 10 days out of school suspension. Possible referral to superintendent.</p>
<p><b>Sexual Harassment (*cumulative behavior)</b> - Includes but is not limited to: unwelcome sexual advances, sexually provocative or explicit speech, writing sexually explicit memos, any unwarranted touching (i.e. grabbing,</p>	<p>Up to 3 days out of school suspension</p>	<p>Up to 5 days out of school suspension</p>	<p>Up to 10 days of out of school suspension. Possible referral to</p>

<p>pinching, cornering, or blocking student's movement), pulling clothes, sexually offensive pranks, sexually offensive gestures, and displaying lewd or indecent pictures on school premises, including lockers.</p>			<p>superintendent.</p>
<p><b>Snowballs, Rocks and Other Thrown Objects</b> - The act of throwing snowballs, rocks, or any other item on the school property.</p>	<p>Up to 1 day of out of school suspension</p>	<p>Up to 2 days out of school suspension</p>	<p>Up to 3 days of out of school suspension</p>
<p><b>Tardiness:</b> Arriving late or delayed beyond the expected start of school or class. More than 3 tardies in one quarter will be considered excessive.</p>	<p>3 Tardies in one quarter: Written warning and phone call to parent/guardian</p>	<p>4 Tardies in one quarter: 1 day of after school detention</p>	<p>5 or more Tardies in one quarter: Up to 5 days after school detention and mandatory parent/guardian meeting with the counselor</p>
<p><b>Theft/Possession of Stolen Property</b>-Stealing or attempting to steal private or school property. Possession of stolen property shall be treated the same as the act of theft. Depending on the dollar amount may be reported to law enforcement.</p>	<p>3 days of in school suspension-make restitution.</p>	<p>5 days of in school suspension-make restitution.</p>	<p>Up to 10 days out of school suspension. Extenuating circumstances could result in further consequences and referral to the Superintendent</p>
<p><b>Threat</b> - Any verbal or written statement to harm another student's person or property. This includes posturing or threatening gestures.</p>	<p>Up to 3 days in school suspension - Extenuating circumstances could result in further consequences and referral to the Superintendent</p>	<p>Up to 5 days in school suspension - Extenuating circumstances could result in further consequences and referral to the Superintendent</p>	<p>Up to 10 days out of school suspension. Extenuating circumstances could result in further consequences and</p>

				referral to the Superintendent
	<b>Tobacco Products</b> – Possession/use of tobacco products including, but not limited to, cigarettes, cigars, chewing tobacco, electronic cigarettes, vapes, etc.	1 day out of school suspension	2 days out of school suspension	Up to 10 days out of school suspension
	<b>Trifling</b> – refusing to participate in classroom activities such as: read, take notes, or do assigned written in-class work; refuses to listen; wastes time; unprepared for class.	Up to 1 Day of out of school suspension	Up to 2 days of out of school suspension.	Up to 3 days of out of school suspension – further action may be taken
	<b>Truancy and/or Leaving School Without Permission</b> - Truancy is a pupil's absence from school without the parent's knowledge or leaving school class(es) without permission by school authorities.	4 days of detention.	1 day of out of school suspension  Repeated or more serious offenses will lead to further actions.	3-5 days of Out of School Suspension  Repeated or more serious offenses will lead to further actions.
	<b>Vandalism to School, Staff or Student Property</b> - This category is defined as willfully causing damage or attempting to cause damage to property, real or personal, belonging to the school, staff or students. Refer to policy 2654	Up to 1-3 days of out of School Suspension – plus restitution	Up to 5 days of out of school suspension plus restitution.	Repeated or more serious offenses will lead to further action. Up to 10 days out of school suspension plus restitution. Possible referral to superintendent.

<p><b>Weapons (*cumulative behavior)</b>  <b>IN COMPLIANCE WITH THE SAFE SCHOOLS ACT:</b>  A student shall not bring, possess, or use a weapon on school property, a school bus, or at any school activity. The term “weapon” is defined to mean one or more of the following:</p> <ol style="list-style-type: none"> <li>1. A firearm as defined in 18 U.S.C. 921</li> <li>2. Any device defined in Section 571.101 REMo. Including a blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, or switchblade knife.</li> <li>3. An instrument or device customarily used for an attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.</li> <li>4. An imitation or replica of a weapon shall mean an object that is not one of the items listed in Paragraph 2 above, but which be appearance (including shape, size, and marking) or by representations made would lead a reasonable person to believe that it is (i.e. that the object is “real”) and could cause fear or harm to another individual.</li> </ol> <p>Please refer to policy 2620</p>	<p><b>IN COMPLIANCE WITH THE SAFE SCHOOLS ACT:</b>  In accordance with federal and state law, any student who violates this standard will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon the recommendation by the Superintendent to the Board</p>		
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It should be noted that circumstance may lead to a change in discipline and when necessary and appropriate, suspension might be the first penalty when circumstances warrant such action.

**STUDENTS**

**Policy 2620**  
**(Regulation 2620)**

**Discipline**  
**Firearms and Weapons in School**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War reenactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

**Adopted 10/19/10**

**STUDENTS**

**Policy 2630**

**Discipline**  
**Closed Campus**

**With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.**

**STUDENTS**

**Policy 2640**

## **Discipline**

### **Student Use of Tobacco, Alcohol and Drugs**

#### **Smoking**

**The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, at school and at school activities.**

#### **Alcohol and Drug Use**

**The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.**

**Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.**

**The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses’ statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.**



Adopted 08/21/14

**STUDENTS**

**Policy 2641**

**Discipline  
Drug-Free Schools**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such a program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

**STUDENTS**

**Policy 2651**

**Discipline  
Student Dress**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

**Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.**

**Adopted 08/19/10**

**STUDENTS**  
**Discipline**

**Policy 2653**  
**Regulation 2653)**

**Student Participation in Secret Organizations and Gangs**

**The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.**

**The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:**

**No student on or about school property or at any school activity:**

- 1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.**
- 2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.**
- 3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:**
  - a. Soliciting others for membership in any gangs.**

- b. **Requesting any person to pay protection or otherwise intimidating or threatening any person.**
- c. **Committing any other illegal act or other violation of school District policies.**

**Inciting other students to act with physical violence upon any other person.**

**STUDENTS**

**Policy 2654**

**Discipline  
Student Use and Care of School Property**

**The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and tax payers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.**

**The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.**

**STUDENTS**

**Policy 2655**

**Discipline  
Bullying**

**The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.**

**Cyberbullying means bullying as defined above through the 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 may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.**

**Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.**

**Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contact.**

**The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.**

**The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.**

**The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying,**

and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

**STUDENTS**  
**Discipline**  
**Detention**

**Policy 2660**  
**(Regulation 2660)**

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

**STUDENTS**

**Discipline**  
**In-School Suspension**

**Policy 2661**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

**STUDENTS**

**Discipline  
Suspension**

**Policy 2662  
(Regulation 2662)  
(Form 2662)**

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

**Adopted 10/19/10**

**STUDENTS**

**Discipline  
Expulsion**

**Policy 2663  
(Regulation 2663)  
(Form 2663)**

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the principal and Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s), (guardian(s)) may waive the right to a hearing for their student provided the student is under age of eighteen (18) and provided the waiver is in writing.

**Revised and adopted 02/20/14.**

**STUDENTS**

**Discipline**

**Policy 2664  
(Regulation 2664)**

**Enrollment or Return Following Suspension and/or Expulsion**

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

**STUDENTS**

**Policy 2670**

**Discipline  
Corporal Punishment: Authorized**

**Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.**

**All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.**

**Adopted 08/19/10**

**STUDENTS**

**Policy 2671  
(Regulation 2671)  
(Form 2671)**

**Discipline**

**Student Discipline Hearings**

**Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.**

**In conducting a discipline hearing the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.**

**STUDENTS**  
**Discipline**

**Policy 2672**  
**(Regulation 2672)**

**Discipline of Students with Disabilities**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

**Adopted 10/19/10**

**STUDENTS**  
**Discipline**  
**Reporting of Violent Behavior**

**Policy 2673**  
**(Regulation 2673)**  
**(Form 2673)**

The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. And who has the need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.



Adopted 08/19/10

## **Non-Discrimination Policy**

The Grandview R-II School District 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 does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies:

**Name: Cody Mothersbaugh**

**Title: Title IX Coordinator and Middle School Principal**

**Address: 11470 Hwy C**

**City, State, Zip: Hillsboro, MO 63050**

**Telephone: (636) 944-3931 ext. 2121**

For further information on notice of non-discrimination, visit

<https://www2.ed.gov/about/offices/list/ocr/index.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **STUDENTS**

**Policy 2110**  
**(Regulation 2110)**

### **Nondiscrimination and Student Rights Equal Educational Opportunity**

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

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with

disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

**STUDENTS**

**Policy 2130**  
**(Regulation 2130)**  
**(Form 2130)**

**Nondiscrimination and Student Rights**

**Harassment**

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

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

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

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

**The school system and district officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have**

violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Revised and adopted 02/20/14

**STUDENTS**

**Nondiscrimination and Student Rights**

**Searches by School Personnel**

**Policy 2150**  
**(Form 2150)**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**STUDENTS**

**Policy 2160**

**Nondiscrimination and Student Rights  
Interviews, Interrogations and Removal From School**

**Interview or Interrogation**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or 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/guardians.

**Removal of Students From School**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

**STUDENTS**

**Policy 2170**  
**(Regulation 2170)**

**Nondiscrimination and Student Rights**  
**Distribution of Non-curricular Publications by Students**

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

**STUDENTS**

**Policy 2180**

**Nondiscrimination and Student Rights**  
**Pledge of Allegiance**

Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week.

No student shall be required to recite the Pledge of Allegiance.

**STUDENTS**

**Policy 2520**  
**(Regulation 2520)**

**Student Academic Achievement**  
**Promotion and Retention**

The purpose of promotions and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be

made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

**STUDENTS**  
Student Welfare

**Policy 2710**  
**(Regulation 2710)**

### **Reporting Student Abuse**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief including a report of abuse to believe that a student has been or maybe subjected to abuse or neglect, such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

Adopted 10/17/13

**STUDENTS**

**Policy 2730**

**Student Welfare  
Supervision of Students**

**Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.**

**It is the responsibility of principals to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.**

**STUDENTS**

**Policy 2740  
(Regulation 2740)**

**Student Welfare  
Student Safety**

**The District places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. (See also Regulation 2610 - Behavioral Expectations.) In addition, and pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another District school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.**

**For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.**

**The District will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Regulation 2740.**

**STUDENTS**  
**Student Welfare**  
**Wellness**

**Policy 2750**  
**Regulation (2750)**

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the District's wellness policy are as follows:

1. **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

2. **Support and promote proper dietary habits contributing to student's health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

3. **Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

4. **The District is committed to improving academic performance.**

Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.



5. **Establish and maintain a district-wide Nutrition & Physical Activity Advisory Council with the purposes of:**
- **Developing guidance to this policy**
  - **Monitoring the implementation of this policy**
  - **Evaluating policy progress**
  - **Serving as a resource to school sites**
  - **Revising policy as necessary**

**STUDENTS**

**Student Welfare**

**Foster Care Bill of Rights**

**Policy 2760**  
**(Regulation 2760)**

**The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.**

**In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Director of Special Services to oversee and assess the District's foster care program.**

**A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or to return to a previously attended school in an adjacent district. The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.**

**If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.**

**Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students.**

**If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with**

disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed eligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Revised and adopted 02/20/14.

**STUDENTS**  
**Student Welfare**  
**Seclusion and Restraint**

**Policy 2770**

**Purpose**

**It is the purpose of this policy to:**

**Meet the requirements of RSMo 160.263.**

- **Promote safety and prevent harm to all students, school personnel and visitors in the school district.**
- **Treat all students with dignity and respect in the use of discipline and behavior-management techniques.**
- **Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.**
- **Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.**
- **Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.**
- **Promote the use of non-aversive behavioral interventions.**

## **Definitions:**

**"Authorized School Personnel" means school personnel who have received annual training in:**

- **De-escalation practices,**
- **Appropriate use of physical restraint,**
- **Professionally-accepted practices in physical management and use of restraints,**
- **Methods to explain the use of restraint to the student who is to be restrained and to the individual's family,**
- **Appropriate use of isolation,**
- **Appropriate use of seclusion, and**
- **Information on the policy and appropriate documentation and notification procedures.**

**"Assistive technology device" means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.**

**"Aversive behavioral interventions" means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student.**

**"Behavior Intervention Plan (BIP)" sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.**

**"Chemical restraint" means the administration of a drug or medication to manage a student's behavior that is *not* a standard treatment and dosage for the student's medical condition.**

**"Emergency situation" is one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others. *[District option to also include "or destruction of school or another person's property."]***

**"Functional Behavior Assessment" a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.**

**"IEP" means a student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).**

**"Isolation" means the confinement of a student alone in an enclosed space without locking hardware.**

**"Law enforcement officer" means any public servant having both the power and duty to make arrests for violations of the laws of this state.**

**"Locking hardware" means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.**

**"Mechanical restraint" means a device or physical object that the student cannot easily remove that restricts a student's freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.**

**"Physical escort" means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.**

**"Physical restraint" means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student's hand to transport them for safety purposes, physical escort or intervening in a fight.**

**"School personnel" means**

- **Employees of a local board of education.**
- **Any person, paid or unpaid, working on school grounds in an official capacity.**
- **Any person working at a school functions under a contract or written agreement with the school system to provide educational or related services to students.**
- **Any person working on school grounds or at a school function for another agency providing educational or related services to students.**

**"Seclusion" means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.**

**"Section 504 Plan" means a student's individualized plan developed by the student's Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.**

**"Time out" means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:**

- a. **Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and**
- b. **Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.**

**Use of Restrictive Behavioral Interventions:**

- **Time-Out**  
Nothing in this policy is intended to prohibit the use of time-out as defined in this section.
- **Seclusion**  
Seclusion as defined in this policy is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.
- **Isolation**  
Isolation, as defined in this policy, may only be used by authorized school personnel, as defined in this policy:
  - After de-escalating procedures have failed;
  - In an emergency situation as defined in this section; or
  - As specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student's behavior.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes [District option to alter the time limit] without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**  
Physical restraint shall only be used in one of the three circumstances below:
  - In an emergency situation, as defined in this policy;
  - When less restrictive measures have not effectively de-escalated the situation; or
  - When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon, plan to address a student's behavior.

**Physical restraint shall:**

- Only be used by authorized school personnel, as defined in this policy.
- Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;
- Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury;
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
- Only be done by school personnel trained in the proper use of restraint.

**Any school personnel using physical restraint shall:**

- Use only methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

**Physical restraints should never be used as a form of punishment or for the convenience of school personnel.**

- **Mechanical Restraint**

**Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two exceptions:**

- Vehicle safety restraints shall be used according to state and federal regulations.
- Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

- **Chemical Restraint**

**Chemical restraints shall never be used by school personnel.**

**Aversive interventions that compromise health and safety shall never be used by school personnel.**

**Communication and Training**

- **School Personnel Debriefing**

**Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.**

- **Parental Notification**

Except as otherwise specified in a student's IEP or Section 504 plan:

- Following a situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.
- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
  - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
  - Event(s) that led up to the incident.
  - Nature and extent of any injury to the student.
  - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation and restraint.

### **Students with Disabilities**

The foregoing policy applies to all students. However, if the IEP team determines that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed, which indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

### **Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions**

Districts shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing each of the following: when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

### **Applicability of this Policy**

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

**Adopted 03/17/11**

**Students  
Student Services**

**The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District’s guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.**

**The content of the District’s program, consistent with the Missouri Comprehensive Guidance and Counseling Program, is divided into three broad areas as follows:**

**Academic Development (ACAD)**

- 1. Students will apply skills needed for achievement in school, both cognitive and affective.**
- 2. Students will utilize skills necessary to successfully transition between educational levels.**
- 3. Individual student learning plans will be developed and monitored throughout the students’ District learning experience.**

**Career Development**

- 1. Students will achieve life career goals through the consistent application of career exploration and planning skills**
- 2. Students will identify and locate information relevant to the “World of Work” and post-secondary training/education**
- 3. Students will achieve on-the-job success through the application of employment readiness skills.**

**Personal/Social Development**

- 1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities.**
- 2. Students will interact with others in ways that manifest respect for individual and group differences.**
- 3. Students will learn to apply personal safety skills and coping strategies.**



**Revised and adopted 02/20/14**

**STUDENTS**

**Policy 2815**

**Student Services  
Contact and Involvement with Outside Agencies**

**The counseling staff, in consultation with other staff members, is responsible for reviewing students' academic progress as well as personal/social concerns. Where appropriate, the District will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, the District will cooperate and assist other agencies or professional resources that become involved with students. Student information will not be provided to outside agencies or professional resources until the student's parents/guardians or the eligible student has signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of any services provided by the outside agency or professional resource is the sole responsibility of individual parents/guardians or eligible students.**

**Adopted 08/15/13**

**STUDENTS**

**Policy 2820**

**Student Services  
Psychological Testing of Students**

**Psychological tests administered to students by qualified District personnel or appropriate diagnostic agencies will ensure quality psychological services in the District, and will protect the educational rights, dignity and privacy of students and parents/guardians.**

**Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. A conference will be held with the parent/guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.**

**All psychological services provided by the District or agencies contracted by the District will be in accordance with state and federal statutes and regulations concerning the privacy of student**

records and use of psychological services. (See also Policy 2815 - Assessments and Referrals to Outside Services.)

**STUDENTS**

**Policy 2830**

**Student Services  
Health Services**

**The Board of Education believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.**

**The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for their child's medical treatment.**

**STUDENTS**

**Policy 2840**

**Student Services**

**Student Accident Insurance**

**The Board of Education will provide the opportunity for parents/guardians, students and others to purchase student accident insurance on an annual basis. Each year the Administration will choose a provider offering group rates and will make the information available to District families.**

**Participation in any group plan is optional and arrangements for participation are the responsibility of the parents/guardians or students. However, all students are required to have insurance coverage before they are allowed to practice or compete in interscholastic athletics, cheerleading, pompon squads and similar groups**

**STUDENTS**  
**Student Services**  
**Inoculations of Students**

**Policy 2850**  
**(Regulation 2850)**  
**(Form 2850)**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

**STUDENTS**  
**Student Services**

**Policy 2860**  
**(Regulation 2860)**

**Students with Communicable Diseases**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

**Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.**

**The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.**

**STUDENTS**

**Student Services**

**Administering Medicines To Students**

**Policy 2870  
(Regulation 2870)  
(Form 2870)**

**It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for those identified as disabled under those laws.**

**Adopted 03/17/11**

## **STUDENTS**

### **Student Services**

#### **Student Allergy Prevention and Response**

**Policy 2875**  
**(Regulation 2875)**

**The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.**

**This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.**

#### **Identification**

**An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to life-threatening. Each school in the district will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.**

#### **Prevention**

**Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.**

**All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, up to and including termination.**

**Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.**

**Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.**

**The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.**

**Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.**

### **Education and Training**

**All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.**

**Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.**

### **Confidentiality**

**Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).**

### **Response**

**Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable.**

**Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.**

**Adopted 03/17/11**

**Student Services  
Student Physical Examination**

**The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or has the liability of transmitting the disease.**

**The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.**

**Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.**

**Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.**

**All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.**

**Vision Examination**

**Beginning on July 1, 2008, students enrolling in kindergarten or first grade will be required to receive a vision examination from a State Licensed Optometrist or Physician.**

**Beginning on July 1, 2008, a trained District Nurse or other qualified District Employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, the District will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an Optometrist or Physician. Students will be excused from the eye screening examination if a student's parent/guardian submits a written objection to the exam addressed to the student's principal.**

**Adopted 08/01/07**

**STUDENTS**

**Policy 2890**

**Student Services  
Do Not Resuscitate (DNR) Orders**

The School District recognizes that some students have progressive medical conditions that may result in the students' death while present at school or school activities. The District appreciates the difficult medical and emotional decisions that must be made when families choose to limit resuscitative efforts for these students. Accordingly, the administration shall develop procedures for evaluating requests by a parent or guardian that the District honor a Do Not Resuscitate (DNR) order from a licensed physician.

At a minimum, the procedures will require an individualized evaluation of each request. The procedures will comply with federal and state law. A health care and resuscitation/non-resuscitation plan shall be developed for each request and shall include a determination regarding what if any resuscitation efforts are appropriate. Health care and resuscitation/non-resuscitation plans will be developed by a multidisciplinary team that shall include the student's parents or guardians and physician; appropriate school personnel (including but not limited to, the principal, counselor, and school nurse) and their consultants; and when appropriate, the student. This team will consider the best interests of the student.

The team will also address and plan for the effect of a student's sudden death on other students and staff in each school setting in which the student participates. Health care and resuscitation/non-resuscitation plans shall be reviewed regularly and have a specific limited duration. Such plans will be communicated to all school personnel who have a need to know in order to implement these plans. The administration shall coordinate with local emergency medical services to implement the plans.

**STUDENTS**

**Activities and Athletics**

**Policy 2910  
(Regulation 2910)**

**Student Publications**

The Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.



The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

**STUDENTS**

**Activities and Athletics**

**Interscholastic Activities and Athletics**

**Policy 2920  
(Regulation 2920)  
(Form 2920)**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

**Hazing**

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

**STUDENTS**

**CONCUSSIONS-BRAIN INJURY**

**Students**

**Activities and Athletics**

Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least twenty-four (24) hours. Athletes suspected of sustaining concussion or brain injury will not be permitted to return to contact practice or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions receiving a written clearance from the provider to return to competition. (see Form 2930-MSHSAA Concussion Return to Play Form). Information about concussions obtained from

**Policy 2930**

**MSHAA (Form 2930.2) or similar materials will be made available to all student athletes and to their parents/guardians.**

**Adopted 02/20/14.**

**STUDENTS  
Activities and Athletics**

**Policy 2940  
(Regulation 2940)**

**Student Group Use of School Facilities**

**Pursuant to the Equal Access Act, District secondary schools will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political or philosophical content of the speech at such meetings.**

**An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is available for participation.**

**Extracurricular activities include activities organized and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any activity which does not meet the definition of a curricular or extracurricular activity will be considered non-curricular.**

**GENERAL ADMINISTRATION**

**Policy 1480**

**School and Community Relations  
Public Complaints**

**Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.**

**The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:**

- 1. Teacher**
- 2. Principal**
- 3. Appropriate Central Office Administrator**
- 4. Superintendent**
- 5. Board of Education**

**Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.**

**GENERAL ADMINISTRATION  
School/Community Relations**

**Policy 1431  
(Regulation 1431)**

**Code of Conduct - Adults**

**The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.**

**Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.**

**Grandview R-II  
Parental Information and Resource Center (PIRC)**

**The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title IA funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.**

**PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teacher, principals, administrators, and the other school personnel in meeting the educational needs of children; and to assist parents to communicate effectively with teacher, principals, counselors, administrators, and other school personnel.**

**The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of the data for such things as opportunities for**

supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary school.

Missouri has two PIRCs – one in St. Louis, and one in Springfield. For service and contact information, go to their website at <https://www.parentcenterhub.org/>

**Grandview Elementary School  
PreK—4<sup>th</sup> Grade  
School-Parent Involvement Plan**

Grandview Elementary, and the parents and/or guardians of students participating in Title I services, agree that this involvement plan outlines how the school’s faculty and parents will stay involved in the students’ academic achievement.

**School Involvement**

School will provide updated curriculum and high-quality instruction in a safe and effective learning environment by...

1. Providing students with highly qualified principals, teachers, and support staff.
2. Giving teachers opportunities to attend PDC conferences to learn new strategies to bring into the classroom.
3. Providing individualized instruction to meet the needs of all students.
4. Providing teachers with updated reading materials to better their instruction.

Hold annual parent-teacher conferences to

1. Discuss the child’s progress the teacher has noticed throughout the year.
2. Discuss any concerns that a teacher and/or parent may have about the student.
3. Discuss the student’s yearly goals and strategies to help obtain these goals.
4. Examine the student’s options, to continue making achievements, offered for the next school year at the end of the third quarter.

Teachers and principals will be accessible to parent and/or guardians in the following methods:

1. Phone calls
2. Scheduled meetings before, during, or after school hours
3. Via – email
4. Classroom DOJO accounts
5. Handwritten notes

**Teachers will provide guardians with reports on their child's progress by the following methods:**

- 1. Quarterly reports explaining student's progress towards their yearly goals**
- 2. Quarterly report cards**
- 3. Strategies explaining what to work on at home to reach yearly goals.**

**Allow opportunities for parents to participate in their child's class by...**

- 1. Reading to students**
- 2. Working with students in small groups**

**Parents and/or guardians can become involved in their child's education by...**

- 1. Helping their child with their homework each night.**
- 2. Checking their child's agenda each night.**
- 3. Volunteering in their child's classroom and/or school.**
- 4. Reading, any and all forms of communication sent home from the school.**
- 5. Keeping an open form of communication (notes, phone calls, emails) with any and all of their child's teachers.**
- 6. Attending parent-teacher conferences at the end of the first and third quarter.**
- 7. Working on strategies (sent home by teachers) nightly to reach a child's yearly goal.**

### **Every Student Succeeds Act (ESSA)**

The "Parents' Right To Know," Title I, Part A, Section 1111(h)(6) of the Every Student Succeeds Act of 2016 (ESSA), requires each local education agency (LEA) to notify parents of each student attending school that they may request information regarding the professional qualifications of their child's teacher(s).

The information regarding the professional qualifications of the student's classroom teacher(s) will include, at a minimum, the following:

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

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.

The Grandview R-II Board of Education will comply with the requirements related to Parents' Right-to-Know and Parental Notification. Each school will be provided a copy of this plan, and the LEA will revise the plan each year as necessary.

**Revised, September 4, 2013**

## **Federal Programs Parent/Guardian Notification**

**Every Student Succeeds Act (ESSA) requires notification to parents/guardians when any of the following situations exist in a district/LEA (local educational agency) receiving Federal funds.**

- 1. Districts/LEAs must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.**
- 2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.**
- 3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.**
- 4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.**
- 5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.**
- 6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous. (From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)**

## Family Educational Rights and Privacy Act (FERPA)

### Annual Notification

Each year the District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be found on the District's web page. A copy may be also obtained in person or by mail from:

**Name: Kristie Lewis & Stephanie Villmer**  
**Title: Elementary Guidance Counselor**  
**Address: 11470 Hwy C**  
**City, State, Zip: Hillsboro, MO 63050**  
**Telephone: (636) 944-3291 opt. 1**  
**Email: [lewisk@grandviewr2.org](mailto:lewisk@grandviewr2.org) & [villmers@grandviewr2.org](mailto:villmers@grandviewr2.org)**

### **Notice of Designation of Directory Information**

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

- A playbill, showing your student's role in a drama production;**
- The annual yearbook;**
- School and local newsletters and newspaper articles**
- Honor roll or other recognition lists;**
- Graduation programs; and**
- Sports activity sheets, such as for wrestling, showing weight and height of team members.**

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

**If you do not want the District to disclose directory information from your child's educational records without your prior written consent, you must notify the building Principal in writing by September 15. The District has designated the following information as directory information:**



The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

### **Missouri Department of Elementary & Secondary Education Complaint Procedures**

**Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.**

#### **Who May File a Complaint?**

**Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.**

#### **Definition of a Complaint:**

**There are both formal and informal complaint procedures. A formal complaint must be a written, signed statement that includes:**

- 1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,**
- 2. facts, including documentary evidence that supports the allegation, and**
- 3. the specific requirement, statute, or regulation being violated.**

#### **Alternatives for Filing Complaints**

**It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.**

#### **Informal and Formal Complaints Received by the Local Education Agency**

**Informal and formal complaints filed with the LEA concerning program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:**

- 1. disseminating procedures to the LEA school board,**
- 2. central filing of procedures within the district,**
- 3. addressing informal complaints in a prompt and courteous manner,**
- 4. notifying the SEA within 15 days of receipt of written complaints,**

5. **timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,**
6. **disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and**
7. **appealing to the Missouri Department of Elementary & Secondary Education within 15**  
**appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.**

### **Informal Complaints Received by the SEA Office**

**Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.**

### **Formal Complaints Initially Received by the SEA Office**

1. **Record.** Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Notification of LEA.** Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. **Report by LEA.** Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. **Verification.** Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals**

#### **Appeal to the SEA**

1. **Record.** Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and
2. **Investigation.** The SEA will facts on which the complaint is based, will be initiated. initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. **Hearing.** If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints against SEA**

1. **Record.** The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. **Decision.** The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. **Appeal.** The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. **Second Appeal.** An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints Against LEAs Received from the United States Department of Education**

1. **Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.**
2. **A report of final disposition of the complaint will be filed with the U.S. Department of Education.**
3. **These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.**

### **Procedure Dissemination**

- 1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.**
- 2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.**
- 3. DESE will also keep records of any complaints filed through this policy.**

**Incidents that arise and are not covered by the contents of this handbook will be dealt with and handled by the administration as needed.**