

# RETURN THIS SIGNATURE SHEET BY FRIDAY, SEPTEMBER 2, 2022

## REQUIRED SIGNATURES:

### STUDENT/PARENT/GUARDIAN

I have read and am familiar with the contents of the 2022-2023 Student Handbook. I have read the Computer/Internet Acceptable Use Agreement and understand that computer and Internet access is designed for educational purposes. I understand that it is impossible for the Worth County R-III School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. Students are to abide by the provisions and conditions of the computer contract. They are to understand that any violations of the contract will result in disciplinary action, the revoking of their user account, and/or appropriate legal action. I also agree to report any misuse of the information system to the District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. All rules of conduct described in the Student Handbook apply.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Mailing Address \_\_\_\_\_

Parent/Guardian 911 Address \_\_\_\_\_

Parent/Guardian Contact Number \_\_\_\_\_

Student Cellular Phone Number (optional) \_\_\_\_\_

Parent's e-mail address (parent contact) \_\_\_\_\_

(A copy of the Notice of Designation of Directory Information accompanies this page. Notify the district in writing by September 2, 2022, if directory information should be withheld.)

Worth County R-III is fully accredited by the Missouri State Department of Elementary & Secondary Education.

# NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Worth County R- III School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Worth County R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Worth County R-III School 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;
- 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 Worth County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 3, 2022. Worth County R-III School District has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| ▪ Student's name          | ▪ Grade Level  |
| ▪ Address                 | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing       | ▪ Weight and height of members of athletic teams               |
| ▪ Photograph              | ▪ Degrees, honors and awards received                          |
| ▪ Date and place of birth |  |
| ▪ Dates of attendance     |  |

Worth County R-III School District

# Worth County Elementary Student Handbook 2022-2023



## DISTRICT MISSION STATEMENT

THE MISSION OF THE WORTH COUNTY R-III SCHOOLS IS TO PRODUCE STUDENTS WITH THE CHARACTER TRAITS AND ACADEMIC SKILLS TO BE PRODUCTIVE, PROBLEM-SOLVING ADULTS IN OUR GLOBAL SOCIETY.

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<p><i>Mr. Chris Healy, Superintendent</i></p> <p><i>Mr. Chuck Borey, Principal</i></p> <p><i>Mrs. Anita McClellan, Secretary</i></p>		
<p><i>ART</i></p> <p>Mrs. Selina O'Connor</p>	<p><i>COUNSELOR</i></p> <p>Mrs. Amanda Pottorff</p>	<p><i>CUSTODIAN</i></p> <p>Mr. David Petersen Mr. Larry Richardson</p>
<p><i>LIBRARIAN</i></p> <p>Mrs. Nanci Drury</p>	<p><i>MUSIC/BAND</i></p> <p>Mr. Caleb Smith</p>	<p><i>PARA PROFESSIONALS</i></p> <p>Ms. Ashley Briner Ms. Jamie Degase Mrs. Jina Jackson Ms. Malori Moellenberndt</p>
<p><i>PARENTS AS TEACHERS</i></p> <p>Ms. Jamie Degase</p>	<p><i>P.E.</i></p> <p>Mr. Ryan Hutchcraft</p>	<p><i>RESOURCE CENTER</i></p> <p>Mrs. Frances Dowis</p>
<p><i>SCHOOL HEALTH AIDE</i></p> <p>Mrs. Amanda Campbell</p>	<p><i>SPECIAL EDUCATION DIRECTOR</i></p> <p>Mrs. Amber Hawk</p>	<p><i>SPECIAL EDUCATION</i></p> <p>Ms. Jamie Stalder</p>
<p><i>SPEECH THERAPY</i></p> <p>Ms. Linda Phipps Mrs. Donna Pile</p>	<p><i>TITLE 1</i></p> <p>Mrs. Megan Humphrey Ms. Harlee Meek</p>	<p><i>TITLE 1 (PT)</i></p> <p>Mrs. Jackie Findley</p>

CLASSROOM TEACHERS		
<p><i>KINDERGARTEN</i></p> <p>Mrs. Allie Rush Mrs. Brittany Schlappia</p>	<p><i>FIRST GRADE</i></p> <p>Mrs. Patty Lischer</p>	<p><i>SECOND GRADE</i></p> <p>Mrs. Leena Hightshoe</p>
<p><i>THIRD GRADE</i></p> <p>Mrs. Keely Sherer</p>	<p><i>FOURTH GRADE</i></p> <p>Ms. Ashton Lewis</p>	<p><i>FIFTH GRADE</i></p> <p>Ms. Rachel Runde</p>
	<p><i>SIXTH GRADE</i></p> <p>Ms. Baylee Arends</p>	

## DAILY SCHEDULE

8:00 AM	Students' arrival time. (Students are not to arrive at school before arrival time).
8:15 AM	Bell rings. Classes begin.
3:05 PM	Students riding buses are dismissed. Students that walk, are picked up by their parents, or that ride bikes are dismissed after the buses leave. STUDENTS LEAVING BEFORE THE BUSES LEAVE MUST BE ACCOMPANIED BY AN ADULT AND MUST CROSS IN FRONT OF THE FIRST BUS OR BEHIND THE LAST BUS. DO NOT CROSS BETWEEN BUSES.

Worth County Schools will not be responsible for supervising students outside the stated times. Do not drop off or leave students at the school during unsupervised periods.

## ARRIVAL GUIDELINES

1. Enter the building through the northwest entrance near the Elementary Office.
2. Walk—do not run—to the entrance.
3. Enter the building quietly. Go directly to the classroom (unless directed to go to some other location). Visitors report directly to the office.
4. STUDENTS ARRIVING LATE should report to the office before going to class.
5. THE CIRCLE DRIVE IS RESERVED BETWEEN 7:55-8:15 FOR UNLOADING BUSES, BUT CARS WILL BE ALLOWED IF THEY DO NOT PASS OR INTERFERE WITH UNLOADING OF BUSES. We need this area open for buses to unload safely. Parents who bring their children to school should drop them off at the end of the sidewalk so they can walk safely to the building.

## DISMISSAL GUIDELINES

1. Students are to remain on school property until the regular dismissal time unless authorized to leave early.
2. Leaving school before the regular dismissal time requires the approval of the parent, guardian, or authorized school official. (A note or call from the parent or guardian in advance is appreciated. If a note is sent, please include the reason for the planned absence and approximately when you will arrive to pick up the student. Be sure to sign and date the note.)
3. Parents, guardians, or persons authorized to pick up students are to call the office when you arrive and the student will be brought out to you.
4. Students that walk, ride a bike, or ride with a parent or guardian at the end of the school day are to remain in the classroom until they are dismissed.
5. Students are to exit the building through the northwest doors near the office.
6. Students are to walk-NOT RUN- to the buses.
7. Students will be put on the bus they normally ride unless a parent or other authorized ADULT tells us to do differently. Be sure to notify us of any changes in transportation BEFORE dismissal time.
8. PARENTS PICKING UP STUDENTS at the end of the school day are requested to not park in the circle drive from 2:50-3:15 PM. Our buses park there while loading for departure. STUDENTS LEAVING BEFORE THE BUSES LEAVE MUST BE ACCOMPANIED BY AN ADULT AND MUST CROSS IN FRONT OF THE FIRST BUS OR BEHIND THE LAST BUS. DO NOT CROSS BETWEEN BUSES.

## SCHOOL CLOSINGS

Hazardous weather and other unanticipated occurrences may require us to call off school unexpectedly. If we must call off school, the decision will be made at the earliest possible time. Administrators will send out a message on our notification system, Tiger Text and the message will also appear on Worth County Tiger Talk Facebook Page. Please make sure that you maintain accurate contact information with the school in order to receive these calls.

## ENROLLING IN SCHOOL

Students new to our district must register on or before the first day of attendance in the district. The school must have copies of immunization records, birth certificates, proof of residency, parent/guardian photo id. Incoming Kindergarten, First, Second, Third or Fourth Grader must have an eye exam also before the first day of attendance.

## TRANSFERRING TO ANOTHER SCHOOL DISTRICT

Copies of student records will be sent to any school district upon written request, provided the request is accompanied by a release signed by the student's parent or guardian. If we are notified in advance, we will be able to prepare records while waiting for the release, thus increasing the speed at which the new school receives the information.

## ATTENDANCE POLICY

All students are expected to attend school regularly, be on time for classes in order to benefit totally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school. It is the responsibility of every student to be in school every day possible. The parent must share in this responsibility.

1. Students returning to school after an absence shall provide the office with a note or telephone call from the parent/guardian containing the following information: A. Reason for absence. B. Date or dates of absence. C. Signature of parent/guardian.
2. A doctor's excuse must be submitted to the principal's office for each day after eight days missed in any one semester.
3. If absences are not due to illness, as proven by doctor excuse, and are in excess of eight days in any one semester, the proper legal authorities will be notified.
4. A student must be in attendance the last 4 periods during a school day to be eligible to participate in or attend any school activity that night, unless pre-arranged with the Elementary Principal.

## PROPER DRESS

The school administration favors and will enforce appearance and personal hygiene requirements, which follow the legal guidelines relative to health and safety, decency and prevention of interference with the educational process in the Worth County R-III School.

The following guidelines will be used in interpreting dress that is inappropriate.

1. All students must be fully clothed. No bare feet.
2. No wearing apparel that displays wording or graphics of items prohibited by laws for minors (beer, liquor, drugs, tobacco products, etc.).
3. No wearing apparel that has vulgar or suggestive wording or graphic displays.
4. Shorts must be longer than the end of your fingers when your arms are straight down at your side.
5. No clothing that has rips or tears above the knees and no pajama pants unless it is a designated day.
6. Attire, which will attract continued undue attention as well as other unusual items, should not be worn. Hats, caps, bandanas, and sunglasses are not to be worn inside the building.

## VISITORS

ALL PERSONS VISITING THE SCHOOL MUST SIGN IN AND RECEIVE A VISITORS PASS THROUGH THE OFFICE BEFORE GOING TO THE CLASSROOMS. Parents and grandparents are welcome to visit the school. We appreciate a call ahead of time to verify your plans. We request that pre-school children not visit the classes since young children are likely to distract the students. We appreciate your cooperation with these requests. A formal policy for observations by parents, advocates or others is available at [wc.k12.mo.us](http://wc.k12.mo.us) (school board policy #1430).

## SCHOOL-WIDE EMERGENCY PLAN

The School-wide Emergency Plan will be reviewed in all elementary classrooms periodically each year. A detailed Emergency Plan can be reviewed, upon request, in the office of the Superintendent. Practice drills are conducted periodically to teach students what to do at school, should a fire or tornado occur. See evacuation maps on pages 38 and 39. For all situations where students are taken off campus, ONLY a parent or guardian may pick up a student.

## SCHOOL LUNCHES

All students are issued a lunch card upon enrollment in school. Students are expected to be able to use this card throughout elementary school. In case of a lost or damaged card 1 replacement card can be issued free of charge. There will be a \$5.00 charge for additional cards. Students must present the card when going through the lunch line.

## BREAKFAST PROGRAM

Breakfast is served in the multi-purpose room. Students eating breakfast at school should go to their classroom as soon as they arrive to get their lunch card and then report to the Multi-purpose room for breakfast. Breakfast is run like the hot lunch program so that those students qualifying for free or reduced lunches would also receive breakfast at free or reduced cost. Those not qualifying for the above will pay \$1.60 daily. Reduced price meals for those who qualify are \$.30 daily. We prefer that the money be sent either weekly (\$8.00) or monthly (\$32.00).

## HOT LUNCH PROGRAM

Elementary students eat hot lunches each day in the high school cafeteria. Please send lunch money in an envelope with child's name and amount and how many days if paying by the week. Elementary lunch price is \$2.20 per day, \$11.00 per week, or \$44.00 for 20 days. Students qualifying for reduced lunches will pay \$0.40 per day. Families may pay for all their children in one check if they



wish. Grades 2-6 may purchase seconds of the menu items, snacks or drinks ranging in price from \$0.75 to \$2.00. Seconds can only be purchased if there is money in the child's account.

FREE AND REDUCED LUNCHES are available for students that qualify. An application will be sent home with each student at the beginning of the school year. If you wish to apply, please complete the application and return it within the first five days of school. Students that qualified for free or reduced lunches last year are automatically covered for the first five days of school this year.

SACK LUNCHES may be brought from home if preferred. Milk may be purchased for \$.30 per box. JUICE is \$.30 per box. CANS OR BOTTLES OF POP are not permitted in the cafeteria.

#### LUNCH SHIFT SCHEDULE

Kindergarten – 11:10	First Grade – 11:15	Second Grade – 11:20
Third Grade – 11:40	Fourth Grade – 11:45	
Fifth Grade – 12:10	Sixth Grade – 12:15	

#### Early Out LUNCH SHIFT SCHEDULE

Kindergarten – 11:10	First Grade – 11:15	Second Grade – 11:20
Third Grade – 11:40	Fourth Grade – 11:45	
Fifth Grade – 12:10	Sixth Grade – 12:15	

#### KINDERGARTEN SNACK MONEY

Kindergarten students will be charged \$8.00 each month or \$72.00 per year for an afternoon milk and nutritious snack. This must be paid by ALL Kindergarten students, even those qualifying for free or reduced lunches.

#### LOST AND FOUND

Items "found" are placed on the table near the Elementary Office. Please check for "lost" items there. Items not claimed by the end of the school year are given to a charitable organization.

#### BOX TOPS-FOR-EDUCATION

GENERAL MILLS sponsors a BOX TOPS-FOR-EDUCATION program that pays the school 10 cents for each label. If you use General Mills products, please save the BOX TOPS-FOR-EDUCATION coupon and send it to us. Eventually the Box Tops program will become digital-only. Participating brands are starting to change their packaging from a traditional Box Tops clip to the new Box Top label. If you see this label, use the new Box Tops app to scan your receipt. We appreciate your help.

#### TELEPHONES

Students may use the office telephone only if they have a reasonable need to use it at the time. Long distance calls by a student will be made collect.

Cell phones or other electronic devices are not to be used during school hours without permission from a teacher or principal. If a student is using a cell phone or other electronic device without permission, the cell phone or device will be taken from the student and he/she will be sent to the office for discipline action. The phone or device will need to be picked up by a parent.

## RECESS

Recess is provided in the schedule to allow students an opportunity to exercise, engage in creative free-play and to develop interpersonal relationships with other students. Teachers are on duty at recess times to supervise and assist students.

Recess will be outside unless the weather or some other factor appears to be severe enough to risk the safety of the students.

PLEASE MAKE SURE YOUR CHILD IS DRESSED TO GO OUTDOORS WHEN THE WEATHER IS COLD.

The following toys are NOT permitted at recess:

Toy guns, knives or weapons	Pogo sticks
Baseballs or bats	Skateboards
Sleds	Jam boxes
Skates	Remote-control cars

We will not be responsible for any toys that are broken, lost or stolen while on the bus or at school.

## GUIDELINES FOR DISPENSING ORAL MEDICATION

The following guidelines have been established for the dispensing of oral medication during school hours. The purpose of these guidelines is to provide directions to the school staff and to protect the student.

1. School personnel will give ONLY prescription medicine. NO over-the-counter medication will be given unless it is prescribed by a doctor or is listed in Worth Co. R-III School District standing orders.
2. Medicine prescribed by a doctor must have a pharmaceutical label to be accepted at school. You can ask your pharmacist to give you an extra-labeled bottle to use for medicine sent to school. The bottle should include the following information:
  - a. Student's name \_\_\_\_\_
  - b. Date prescribed \_\_\_\_\_
  - c. Name of medication \_\_\_\_\_
  - d. Purpose of medication \_\_\_\_\_
  - e. Time to be administered \_\_\_\_\_
  - f. Dosage \_\_\_\_\_
  - g. Side effects \_\_\_\_\_
  - h. Termination date \_\_\_\_\_
3. Usually it is not necessary to give more than one dose per day during a seven-hour school day. Exceptions should be arranged with school personnel.
4. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.

## HUMAN GROWTH AND DEVELOPMENT

The Health Aide along with the Physical Education Instructor will hold a Human Growth and Development class for Fourth, Fifth and Sixth grades. This class will be divided between girls and boys and they will discuss age appropriate lessons on personal hygiene and personal growth. The videos that are shown are available for the parents to watch if they wish. Parents also have the opportunity to opt out of this class if they are uncomfortable with their child taking this class.

## PARENT-TEACHER COMMUNICATIONS

Open lines of communication are a must for each child's success. Please call, e-mail or write your child's teacher for classroom concerns, success or questions. Please notify the principal for other comments or when you are not satisfied after speaking with the teacher about your child.

In an effort to keep parents informed of their child's progress and school related activities Friday Notes will be emailed each week.

## GRADING SYSTEM

Report cards are sent home with students every nine weeks.

Kindergarten through third grade grading scale:

S = Satisfactory

I = Improving but not yet satisfactory

N = Needs improvement

X = Not yet introduced

Fourth through Sixth Grade Grading Scale:

96-100	A
90- 95	A-
87- 89	B+
83- 86	B
80- 82	B-
77- 79	C+
73- 76	C
70- 72	C-
67- 69	D+
63- 66	D
60- 62	D-
0- 59	F

A= Achieving well-above acceptable standards of performance; excellent or outstanding achievements.

B= Achieving above acceptable standards of performance; superior achievement.

C= Achieving acceptable standards of performance.

D= Achieving below acceptable standards of performance.

F= Achieving well below acceptable standards of performance; at this level, achievement is so low it is considered non-existent.

## CONFERENCE/PLANNING TIME

All teachers receive periods of time within the school day to use for planning lessons, checking work, conferencing with parents, etc. Planning times vary from day to day and from teacher to teacher.

If you need to conference with your child's teacher, please call ahead of time to find out when they have a planning time available to call or meet with you.

## RETENTION POLICY

We teach the basic skills at Worth County R-III Elementary in five main areas: reading, math, language arts, science and social studies. A child will find it difficult to learn more advanced skills without knowing the desired basic skills for each grade level.

Students in the first grade should be able to:

1. Read on 1<sup>st</sup> grade level with 85% accuracy.
2. Read the Dolch word list through the pre-primer and primer with 85% accuracy.
3. Recall math facts through ten's with 85% accuracy.
4. Write numbers from 0-1000.
5. Spell words on first grade level with 85% accuracy.
6. Complete assignments independently.
7. Have regular and punctual attendance.

Students in the second grade should be able to:

1. Finish a 2<sup>nd</sup> grade basic reading text with 85% accuracy.
2. Read the Dolch word list through the second grade words with 85% accuracy.
3. Recall basic addition and subtraction facts through 18 with 85% accuracy.
4. Spell words on second grade level with 85% accuracy.
5. Complete assignments independently.
6. Have regular and punctual attendance.

Students in the third grade should be able to:

1. Read on a 3<sup>rd</sup> grade level with 80% accuracy.
2. Read the Dolch word list for third grade with 80% accuracy.
3. Know multiplication facts through 9's with 80% accuracy.
4. Spell words on third grade level with 80% accuracy.
5. Complete assignments independently.
6. Have regular and punctual attendance.
7. Be retained if failing in two core subjects for final semester average grade.

Intermediate (4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>) grade students who have mastered the appropriate skills in the basic subjects will be promoted to the next grade level. However, failure in reading and/or math plus failure in one of the other basic subjects will result in the student being retained in the same grade for the following year.

## STATEWIDE ASSESSMENTS

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current

school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year.

### END OF THE YEAR FIELD TRIPS

Students will not be allowed to attend the end of the year field trip if they have an office referral within a two week period prior to the field trip.

### SCHOOL WIDE RULES

- Be respectful to self, others, and property
- Be responsible in actions and attitudes
- Be safe

### BUS PROCEDURES

Riding the school bus is a privilege, not a right. The students' privilege to ride the bus could be taken away if deemed necessary.

1. Be respectful to self, others, and property
  - a) The school bus driver is in charge of the pupils and the bus. Pupils must promptly and cheerfully obey the driver.
  - b) Pupils will obey and respect the directions of teachers on duty during loading and unloading, both before and after the school day.
  - c) Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. If the pupil is not going to ride the bus, let the driver or someone from an earlier stop know. All it takes is a phone call.
  - d) At bus stops, students are to have respect for other people's property.
  - e) Drivers may assign seating.
  - f) Do not throw objects within, out of, or at the bus.
2. Be responsible in actions and attitudes
  - a) Any damage to the bus should be reported at once to the driver.
  - b) Do not deface or mark on the bus.
  - c) No food or drink is allowed on the bus.
  - d) Do not bring toys or small animals on the bus unless authorized by the driver ahead of time.
3. Be safe
  - a) Pupils should never stand in roadway while waiting for the bus.
  - b) Classroom conduct and behavior is to be observed by pupils while riding the bus.
  - c) Remain in your seat while the bus is in motion.
  - d) Keep all body parts inside the bus.
  - e) Do not smoke or light matches on the bus.

### STUDENT BEHAVIOR RULES AND GUIDELINES

School-wide rules

- Be respectful to self, others and property
- Be responsible in actions and attitudes
- Be safe

#### Elementary classroom and hallway procedures

- Be respectful to self, others and property.
  - promptly and cheerfully obey and respect the directions of all faculty and staff
  - show respect for school property and the property of others
  - keep unkind words to yourself
- Be responsible in actions and attitudes
  - be in assigned places with materials and supplies
  - follow all directions
  - do not deface or mark on school property
- Be safe
  - keep hands, feet and objects to yourself
  - walk in an orderly fashion
  - when sitting in a chair sit forward with all legs of the chair on the floor

The District has the authority to control student conduct, which is prejudicial to good order and discipline in the schools as provided by state laws. School officials are authorized to hold students accountable for misconduct in school, on school property, during school sponsored activities.

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. Disciplinary consequences include but are not limited to, withdrawal of school privileges, in-school detention, after school detention, Saturday School, suspension, meeting with Juvenile officer and expulsion.

Corporal punishment will 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.

**Bullying:** The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

## Our School's Anti-Bullying Rules

1. We will not bully others
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## STUDENT SUSPENSION AND EXPULSION

IN-SCHOOL SUSPENSION – required to be at school in a restricted area

The following expectations apply to in-school suspension.

1. The student will remain in the in-school suspension room all day except for restroom breaks as determined by the in-school suspension teacher.
2. Students shall bring all books, paper and something to write with. Assignments from the regular classroom will be gathered by the administration and delivered to the in-school suspension room.
3. A student assigned to in-school suspension will be ineligible to participate or attend any school activity during the period of suspension.
4. Full credit will be given for work completed during in-school suspension.
5. An alternate lunch will be provided for students in the In-School Suspension Room.

OUT-OF-SCHOOL SUSPENSION – required to be in custody of parents or guardian

The following expectations apply to out-of-school suspension.

1. A student assigned to out-of-school suspension will be ineligible to participate or attend any school activity during the period of suspension.
2. Zero credit will be given for work completed during out-of-school suspension, unless it is a major project or test. Students are encouraged to do the daily work in order to not fall behind when they return from the suspension.

The board of education believes that the right of a child to attend free public school carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to remove a student from his/her present setting because of willful violation of school rules and regulations shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

1. The student shall be given oral or written notice of the charges against him/her; and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
3. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
4. Prompt notification will be given to the student of the administrator's action and the reason for such actions.

The board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed 180 school days, provided such action is in accordance with due process and state statutes. Any suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal to the superintendent the principal's decision to suspend the student.

In case of a suspension of a student by the superintendent for a period of more than ten days, the student, his/her parents, guardians, or other having custodial care, may appeal the decision of the superintendent to the Board of Education or to a committee of the Board appointed by the President of the Board. Request for appeal shall be in writing and filed with the Secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the student's presence poses danger to person's or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and his/her parents/guardians or others having his/her custodial care and the student shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The board upon request shall grant a hearing to the appealing party.

### SAFE SCHOOL ACT

Acts of violence shall include but not be limited to exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. School districts must compile and maintain records of acts of violence or any serious violation of the district's discipline policy by each child and are required to make such records available to teachers and other school district employees with a need to know while acting within the scope of their assigned duties. School district employees with a need to know are defined as "school personnel who are directly responsible for the student's education or assigned duties." Missouri state law requires school administrators to report as soon as reasonably practical to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following relevant felonies: first degree assault, burglary in the first degree, burglary in the second degree, robbery in the first degree, distribution of drugs to a minor, second degree assault, sexual assault, the possession of a weapon, and property damage in the first degree. According to 160.261 RSMo, any student who is on suspension for any of the offenses listed above, or any act of violence or drug-related activity, shall have as a condition of his or her suspension the requirement that such student is not allowed, while on suspension to be within one thousand feet of any public school in the district where such student attended school, unless the student is under the direct supervision of the student's parent, legal guardian or custodian, if the student is in an alternative school that is located within one thousand feet of a public school in the school district where the student attended school, or the student resides within one thousand feet of any public school in the school district where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.



## DISCIPLINE STATEMENT OF PHILOSOPHY

This discipline policy is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of our school. No policy can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty as a minimum. More flagrant first offenses will result in a more severe punishment.

The discipline code set out in this student handbook is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in these rules may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures.

It is the responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. The School Board and District Administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State statute, State Board of Education regulations, and this policy.

The principal, superintendent and/or Board of Education may use any combination of the following disciplinary procedures to promote proper student conduct and enhance the educational process.

- A. Detention: Detaining a student before or after school. It can range from 30 to 60 minutes as necessary, up to 5 days per disciplinary problem. Students must provide their own transportation home if given 24 hours notice. Teachers may assign their own detention and failure to serve the detention or be late will result in further disciplinary action.
- B. Suspension:
  - a) In school suspension: 1 to 5 days
  - b) Out of school suspension: 1 to 180 days
  - c) Expulsion: imposed by the Board of Education (Permanent exclusion)
- C. Assignment of satisfactorily completed labor or projects which are a result of infractions of school rules.
- D. Social probation: Removal of offices held, participation in school activities, and etc. by activity sponsors and/or administration.

The building principal may suspend students for periods of time not to exceed ten days for violation of the District Regulations. Building principals may recommend extension of suspension for periods of time up to 180 school days by the Superintendent. The Superintendent may suspend students for a period up to 180 school days and recommend longer suspensions and expulsions to the Board of Education.

Staff members may use reasonable physical force against a pupil without advance notice to the Principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

## CORPORAL PUNISHMENT

Corporal Punishment, will 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.

## DISCIPLINE POLICY INTRODUCTION

The purpose of this discipline policy is to meet the mandate of the Excellence of Education Act of 1985, Section 5, which requires each local district to have a written discipline policy. It is also the purpose of this policy to:

Prevent actions, which might interfere with the school's educational mission.

To ensure a safe and orderly environment for learning.

The policy will provide for all affected a clear statement of the expectations this school district has for its students and consequences, which will follow when deviations from the expectations occur.

School wide rules affect the classrooms, hallways, lunchroom, locker rooms, busses, school activities and any place or time when students gather on school property. The school wide rules are:

- Be respectful to self, others, and property
- Be responsible in actions and attitudes
- Be safe and orderly

## EXCELLENCE IN EDUCATION ACT OF 1985, SECTION 5

The Local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of superintendent of such district, during normal business hours, for public inspection.

The policy shall contain the consequences of failure to obey standards of conduct set by the Local Board of Education and atmosphere where orderly learning is possible and encouraged.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, during school-sponsored activities, or during intermission, or recess periods.

Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

\*All discipline actions are to be handled by the discrepancy of administrative staff.

Disciplinary actions outlined in this plan are to be viewed as general guidelines and subject to modifications based on the situations.

## LIBRARY PROCEDURES

*Checking Out/Renewing Materials:* Students in kindergarten may check out 1 book per week; students in grades 1 through 6 may check out 3. These materials will be due in one week. No due dates will be stamped in the book; students should return their books during their weekly scheduled

library time. If the student has not finished reading the book in the 1 week time period, he/she needs to return it to the library to renew it for another week.

*Overdue Materials:* If a student has any overdue books, he/she may read books in library class, but will not be able to check out a book until the overdue books are returned to the library.

Overdue notices will be sent to parents periodically, informing them of the title, original due date and price of the book. The book must be paid for if it cannot be found. The money paid for the book will be refunded in the event that the book is found later.

*Damaged Materials:* If library materials are accidentally damaged, do NOT attempt to repair them at home. Please have students bring the damaged item back to the elementary library to be repaired. Replacement cost of materials, which are destroyed or damaged, will be charged to the student.

## TEXTBOOKS

Textbooks on which assignments are based will be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. Students will be assessed a replacement fee for a fair value of any lost or damaged books. No student will be penalized if the book is lost because of factors beyond his/her control.

## DISPLAY OF STUDENT WORK OR BULLETIN BOARDS

1. No tape on floors, unless painters' tape.
2. No tape on ceiling tiles.
3. No tucking materials under ceiling tiles, you can use paper clips under tile frames to hang lightweight materials.
4. No hot glue on lockers.
5. No tacks or construction staples, paper staples only in walls.
6. Place cardboard under paper when using permanent markers.
7. Request eye hook installation work order at least 1 week prior to Courtwarming.
8. Tear down carefully and be sure all tape and staples are removed and locker signs returned.

## MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP)

The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Beginning with the 2019-2020 school year, students will be able to 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, flexibility in scheduling, and interactive online learning. Please contact the school counselor for more information.

### LITTLE RED SCHOOL HOUSE

STUDENTS ARE ALLOWED TO PURCHASE SUPPLIES FROM THE "LITTLE RED SCHOOLHOUSE" EACH MORNING BEFORE SCHOOL STARTS. IN ORDER FOR YOU TO KNOW THE RIGHT AMOUNT OF MONEY TO SEND, THIS LIST IS FOR YOU TO REFER TO DURING THE YEAR.

CRAYON 24 COUNT	\$1.00
GLUE STICKS	\$.75
RULERS-WOODEN OR PLASTIC	\$.35
PROTRACTORS	\$.50
SAFETY SCISSORS	\$.85

#### PENCILS

FUN ASSORTMENT	\$.15
COLORED PENCILS	\$1.00
PENCIL TOP ERASERS	\$.05
PINK ERASERS	\$.50
MECHANICAL PENCILS	\$.50-\$1.00
Lead .05 – .07 -- .09 size	\$.50
Pencil grippers	\$.25

#### PAPER

100 COUNT FILLER PAPER	\$1.00
THEME PADS	\$.50
70 COUNT SPIRALS	\$.85
PRIMARY TABLETS	\$.90
50 COUNT NEAT BOOKS	\$.50
70 COUNT COLLEGE RULED SPIRAL	\$.85
PLAIN FOLDERS	\$.35
NOVELTY FOLDERS	\$1.00
KINDERGARTEN PAPER	\$1.50

WORTH COUNTY R-III LIST OF MATERIALS & SUPPLIES 2022-2023 SCHOOL YEAR  
STUDENT NAME SHOULD BE PUT ON ALL OF THEIR SUPPLIES.

KINDERGARTEN- MRS. SCHLAPIA/MRS. RUSH

12 #2 pencils  
3 boxes of 24 Crayola crayons  
1 pkg. of 10 Crayola washable markers  
1 pkg. black dry erase markers fine point  
2 large erasers  
3 folders with pockets & brackets  
2 spiral notebooks, wide lined  
6 glue sticks  
1 pkg baby wipes  
1 school box for supplies  
1 set headphones  
1 Back pack  
Ziploc bags – girls-sandwich bags, boys-gallon bags  
Pair of Tennis Shoes to keep in classroom

FIRST GRADE – MRS. LISCHER

6 #2 pencils  
1 box (24 or less) Crayola crayons  
1 glue stick  
1 pkg. dry erase markers  
2 large erasers  
2 folders with pockets  
1 spiral notebook, wide lined  
1 set headphones  
1 back pack  
1 pencil box  
Pair of Tennis Shoes to keep in classroom

SECOND GRADE - MRS. HIGHTSHOE

1 package #2 pencils  
1 box 24 Crayola crayons  
1 glue-stick  
2 large erasers  
1 set of headphones/ear buds  
4 folders with pockets  
1 spiral notebook  
2 pkgs. (6-8) dry erase markers  
1 pencil box  
1 back pack  
Pair of Tennis Shoes to keep in classroom

THIRD GRADE – MRS. SHERER

2 pkgs 12 #2 pencils  
2 highlighters  
1 box colored pencils (24 count or less)  
1 pkg. 3-4 dry erase ma  
3 glue stick  
2 LARGE erasers  
1 school box for supplies  
1 spiral notebooks  
2 folders with pockets  
1 back pack  
1 set personal headphones  
Pair of Tennis Shoes to keep in classroom

FOURTH GRADE – MISS LEWIS

2 highlighters  
1 set of ear buds (NO Headphones)  
2 red ink pen  
1 box pencils with erasers  
1 box 24 Crayola crayons  
1 med-sized glue stick  
2 spiral notebooks, wide lined, 70 pgs or more  
1 pkg. wide lined loose leaf paper  
1 large eraser  
5 folders with pockets & brackets  
1 art box  
1 pair of scissors  
1 pkg. dry erase markers  
1 back pack  
1 three ring binder (1.5 inch with pockets)  
Pair of Tennis Shoes to keep in classroom

FIFTH GRADE – MISS RUNDE

1 box pencils with erasers  
1 box Crayola crayons (24 count) OR colored pencils  
2 glue sticks  
3 spiral notebooks, wide lined, 70 pages  
1 art box  
1 pair scissors  
1 large eraser  
4 folders with pockets  
1 pkg. of 6 BLACK dry erase markers  
1 pkg. loose leaf paper (not more than 150 sheets)  
1 pkg. 100 count index cards (3x5)  
1 three ring binder (1.5 or 2 inches)  
1 back pack  
1 set headphones or ear buds  
1 pkg. post it notes 3" x 3" (no more than 90 sheets)  
Pair of Tennis Shoes to keep in classroom

SIXTH GRADE – MISS ARENDS

1 box 24 Crayola crayons  
1 glue stick  
2 red ink pens  
2 highlighters  
1 box pencils  
1 pkg. dry erase markers  
1 large eraser  
1 pair scissors  
1 art box  
1 pkg. loose leaf paper  
3 folders with pockets only  
2 3x5 rules index cards  
3 spiral notebooks, wide lined, 70 pgs or more  
1 back pack  
1 set of ear buds  
1 three ring binder (1.5 inch with pockets)  
Pair of Tennis Shoes to keep in classroom

## DISTRICT POLICIES

### FERPA Educational Rights Annual Notification

Each year the Worth County R-III School 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 education 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 Worth County R-III School 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 Worth County R-III School District in compliance with FERPA. A copy may be obtained in person or by mail from: Abby Hern, 510 East Avenue, Grant City, MO 64456

### NOTICE OF NONDISCRIMINATION (POLICY 1310)

Worth County R-III School does not discriminate on the basis of race, color, national origin, sex/gender, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation. Individuals will be given equal opportunity for educational development, admission to district programs, services, or activities in any aspect of their operations. Worth County R-III School also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints or requests for additional information regarding these laws may be forwarded to:

Name/Title: Mr. Chris Healy, Superintendent of Schools  
Address: 510 East Avenue  
Grant City, MO 64456

Phone Number: 660/564-3389

This notice is available in additional alternative formats upon request.

#### NOTICIA DE NO DISCRIMINACION (VERSION DE ESPANOL)

Worth County R-III School no discrimina raza, color, nacionalidad, genero, edad, o incapacidad de admision a sus programas, servicios. O actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. Worth County R-III School tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973. Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades coordinador de quejas.

Nombre/Titulo: Mr. Chris Healy, Superintendent  
Dirreccion de Oficina: 510 East Avenue,  
Grant City, MO 64456

Numero Telefono: 660/564-3389

Los distritos escolares daran noticia de que los formatos adicionales o alternativos pueden ser entregados segun pedido.

#### TITLE IX

As in compliance with Title IX policies, all courses and activities offered in the Worth County School are open to any interested student assuming all prerequisites have been met. If any student feels that a formal grievance should be files concerning these policies, the contact person is the Superintendent.

## DIRECTORY INFORMATION

### FERPA Notice of Designation of Directory Information (Policy 2400)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Worth County School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Worth County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Worth County School 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;
- 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 Worth County School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 4. Worth County School District has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| ▪ Student's name          | ▪ Grade Level  |
| ▪ Address                 | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing       | ▪ Weight and height of members of athletic teams               |
| ▪ Photograph              | ▪ Degrees, honors and awards received                          |
| ▪ Date and place of birth |  |
| ▪ Dates of attendance     |  |



## PUBLIC NOTICE ON IDEA (Public Law 94-142)

Public Law 94-142 guarantees that Worth County R-III will provide free and appropriate educational services to ALL handicapped students, ages 3 through 20, who reside within the district. Services are provided to hearing impaired, learning disabled, mentally retarded, physical/health impaired, deaf, blind, speech disordered, language disordered, visually impaired, behavior disordered/emotionally disturbed, multi-handicapped, autistic, traumatic brain injured, and early childhood special education students. If more information is desired on handicapping conditions and services, contact either the elementary or secondary school office.

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

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

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

This notice will be provided in native languages as appropriate.

## EQUAL EDUCATIONAL OPPORTUNITY (POLICY 2110)

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.

### GENERAL ADMINISTRATION (Form 1300)

#### Equal Opportunity

#### Notice of Nondiscrimination

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 and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

#### District Compliance Officer:

Chris Healy  
Superintendent  
510 East Avenue  
Grant City, MO 64456  
(660) 564-3389

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

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### DRUG-FREE SCHOOL (POLICY 2641)

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 program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

#### PARENT NOTIFICATION OF TEACHER QUALIFICATIONS (Every Student Succeeds Act of 2015)

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

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

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

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

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

Requests by parents for this information must be provided in a timely manner.

#### PARENT/FAMILY INVOLVEMENT IN EDUCATION (LEA Plan)

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following features:

1. Regular two way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
2. Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
3. Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
4. Involve parents in meaningful activities to enhance student learning.
5. Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
6. Affirmatively involve parents in school decisions which affect their children.
7. Utilize community resources to promote and strengthen school programs, family practices, and student learning.
8. The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.

### COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

Communications between employees and students will be primarily direct, oral or written in nature. Appropriate, school related communication with two or more students receiving the same electronic message will be permitted. If the communication must be made to only one student, a copy of the message will be sent to the principal or to the student's parents/guardian. Such notification is not required if (1) the communication is between the teacher and his/her children or siblings or (2) if the student's parent/guardian via the school district computer and internet acceptable use agreement has agreed to allow district staff to communicate electronically regarding school related matters. School appropriate usage should be followed at all times when using the internet for school projects. Failure to use good judgment will result in loss of internet privileges. (See acceptable use policy for technology).

### ACCEPTABLE USE POLICY FOR TECHNOLOGY/INTERNET/ELECTRONIC RESOURCES

The Worth County R-III School District strongly believes in the educational value of technology and electronic services and recognizes the potential of such to support our curriculum and student learning. The use of technology and information systems is a privilege not a right.

Students using a School's computers are expected to abide by the following rules: I have read the Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school. The rules include, but are not limited to:

- Do not use computers or any other technology to harm other people or their work.
- Do not damage computers, the network, or other form of technology in any way.

- Do not interfere with the operation of the network by installing software
- Do not violate copyright laws.
- Do not access, keep, or send material or email that would not be appropriate for teachers or parents to see.
- Do not share your password with another person or allow anyone else to use your logon.
- Do not trespass in anyone else's files, or email.
- Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
- Do not store any file that is not school related including music, games, etc. on district assigned drives
- Do logoff when leaving your computer to prevent others from using your logon.
- Do not use school equipment for any project that is not school related.
- Use of district technology to threaten or harass another person or to violate any state or federal law could result in prosecution.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Usage Agreement is violated.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me. *Please sign on signature sheet.*

### HOMELESS STUDENTS (POLICY 2260)

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.

### MIGRANT STUDENTS (POLICY 2270)

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.

## NONDISCRIMINATION AND STUDENT RIGHTS (POLICY 2100)

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

## HARASSMENT – NONDISCRIMINATION AND STUDENT RIGHTS (POLICY 2130)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, 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, age, 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, sex, national origin, age, 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, sex, national origin, age, 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, age, 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.

#### STUDENT WELFARE: WELLNESS (POLICY 2750)

The Worth County R-III School 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 improve 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. Wellness (Nutrition & Physical Activity) Advisory Committee
  - The Worth County R-III Board of Education has established a district-wide Nutrition & Physical Activity Advisory Committee that meet a minimum of two times annually. Any

stakeholder (parent, community member, or student) interested in participating in the work of this committee should contact the Superintendent of Schools.

Community members will work with the school district staff to give the Board of Education oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity

#### NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.



These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

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

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

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

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

### NONDISCRIMINATION STATEMENT REGARDING USDA

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202)

720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington,  
D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### SENATE BILL 319

Parents, especially parents of 3<sup>rd</sup> and 4<sup>th</sup> graders need to be informed about Senate Bill 319. The law seeks to do two things. First, to insure that public schools check the reading ability of students and provide extra help for kids who need it. Secondly, the law seeks to prevent the “social promotions” of students who are reading at more than a year below grade level.

The law states, in plain English, that districts must assess the reading ability of 3<sup>rd</sup> graders. Most students will be reading at the 3<sup>rd</sup> grade level – some a little above and some a little below. The assessment will help schools identify children reading below 2<sup>nd</sup> grade level. Schools will create a “Reading Improvement Plan” for students reading below 2<sup>nd</sup> grade level at the end of third grade. Part of each plan will be 30 hours of additional reading instruction or reading practice outside the regular school day. The 30 hours can take place during the 4<sup>th</sup> grade year or over the summer between 3<sup>rd</sup> and 4<sup>th</sup> grade.

Then, at the end of the 4<sup>th</sup> grade year, those who received the special help are assessed again. Many will have improved their reading significantly – and for them – it is business as usual. However, 4<sup>th</sup> graders still reading below 3<sup>rd</sup> grade level will attend Summer School for more reading instruction. At the end of Summer School, they will be assessed again. Students still reading below 3<sup>rd</sup> grade level will not be promoted to 5<sup>th</sup> grade. According to the law, mandatory retention may only be imposed once.

### SCHOOL DISTRICT ANNUAL REPORT

The School Accountability Report shall be available in the district office and is also available on the Missouri Department of Elementary and Secondary Education website.

## MISSOURI PARENT INFORMATION RESOURCE CENTER

The Missouri PIRC (<http://www.Missouri-pirc.org>) serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. The Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school.

The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement
- to expand and strengthen partnerships among parents, schools, and community organizations
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

## TITLE I COMPLAINT PROCEDURE

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

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

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<sup>1</sup> *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*

Revised 4/17

<sup>2</sup> *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

### SEARCHES BY SCHOOL PERSONNEL (POLICY 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.

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.

## **Parent/Guardian Notification to Access Public Insurance**

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

### **What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

### **What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

### **What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

### **Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

### **Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

### **What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

### **Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

### **What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.

First Reading 1-20-21  
Second Reading 2-17-21

Draft 1.1

Adopted

## Worth County R-III School District

### 2022-2023 School Year Calendar

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

7/31-8/7 - MSHSAA Dead Period

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

8/8 - MSHSAA Fall Sports Season

8/10 - New Teacher Orientation

8/16 - District Wide Registration Day

8/17, 8/18, 8/22 - Staff Development Days

8/18 - Back to School Night

8/23 - First Day of School

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

9/5 - Labor Day - No School - District Closed

9/26 - Staff Development - No Classes

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

10/14 - 1st Quarter Ends - 37 Days

10/20 - P/T Conferences - Early Dismissal

10/21 - No Classes

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

11/7 - Staff Development - No Classes

11/23-11/25 - Thanksgiving Break

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

12/21 - Early Dismissal

12/21 - 2nd Quarter Ends - 43 days

12/21 - 1st Semester Ends - 80 Days

12/22-1/3 Christmas Vacation

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

1/4 - Staff Development - No Classes

1/5 - 2nd Semester Begins

1/16 - MLK Day - District Closed

February						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/6 - Staff Development - No Classes

2/20 - Presidents' Day - District Closed

March						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/10 - Third Quarter Ends - 44 Days

3/16 - P/T Conferences - Early Dismissal

3/17 - No Classes

3/20 - Staff Development - No Classes

April						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/6 - 4/10 - Spring Break - District Closed

4/18 - Tiger Relays - Early Dismissal

Student Attendance Days - 166

Staff Attendance Days - 175

May						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/14 - Graduation

5/16 - Early Dismissal

5/16 - 4th Quarter Ends - 42 days

5/16 - 2nd Semester Ends - 86 days

5/17 - Staff Development

5/18 - Summer School Starts

5/29 - Memorial Day - District Closed

June						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/1 - Summer School Ends

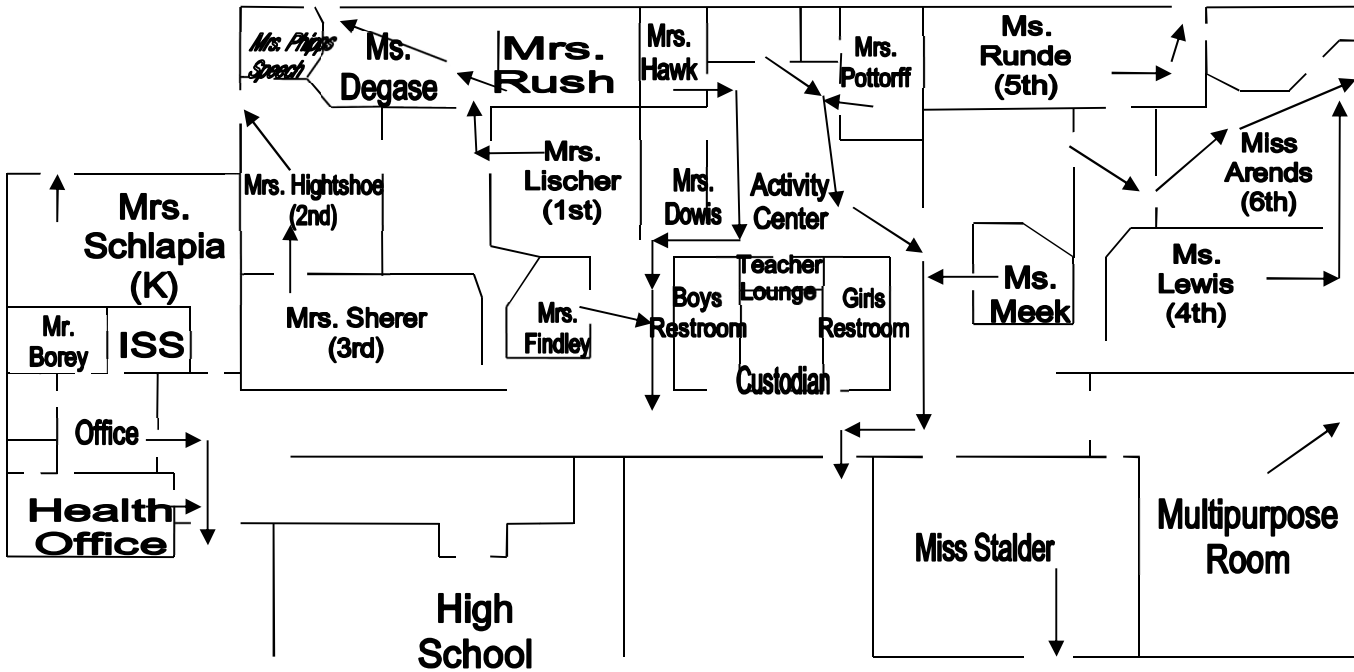
#### Possible Make Up Days

5/17/2023      5/22/2023  
5/18/2023      5/23/2023  
5/19/2023      5/24/2023



## Fire Evacuation Procedures (bell will be series of short rings)

The fire horns will be used to signal a fire drill. At the sound of the fire horns, students and teachers are to orderly leave the building by the exits indicated on the diagram unless a fire is obstructing the way. Teachers should always take their grade books with them and take roll after exiting the building. Any missing students(s) should be reported to the principal immediately.

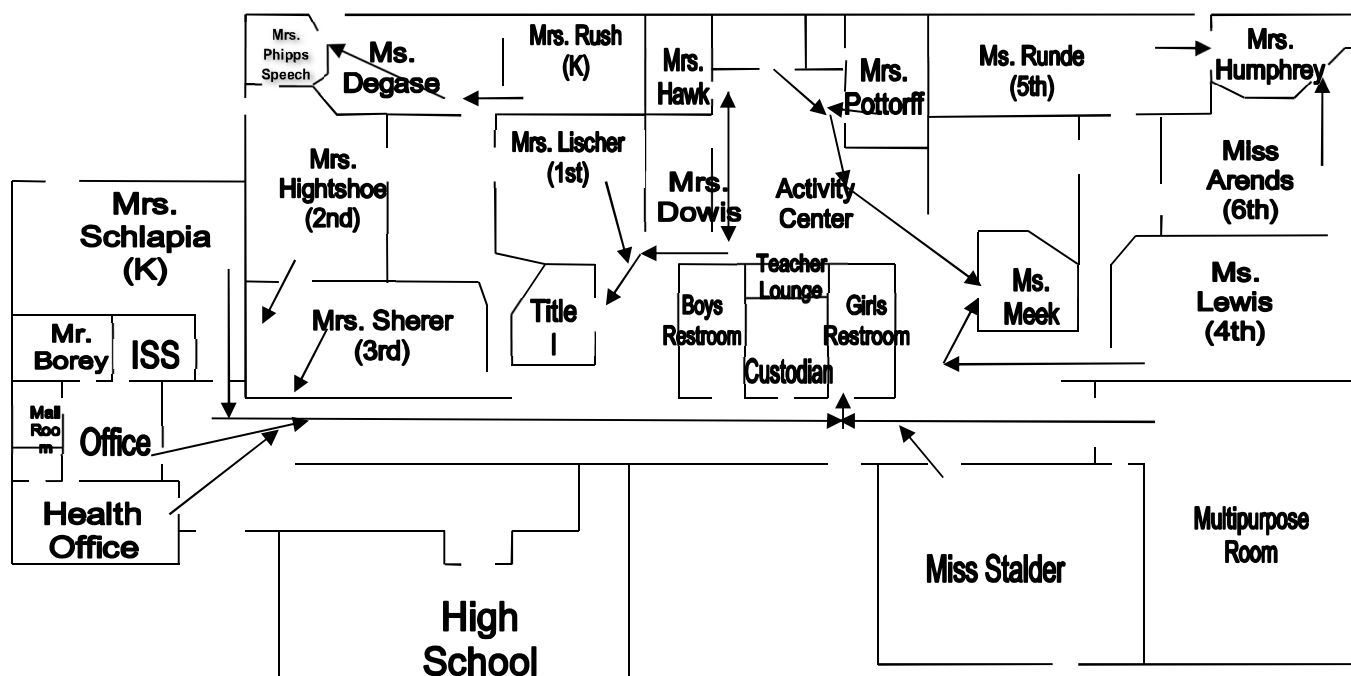


## Earthquake Drill Procedures (announcement will be made over intercom)

At the command teachers should have students move under desks or other heavy furniture. Students should be moved away from objects that might fall, break or topple. Students located in the gymnasium should move outside. When you are outside with students, stand away from building, trees and power lines. When those still in the building are instructed you should evacuate the building using the fire evacuation procedures. Any missing students should be reported to the principal immediately.

## Tornado Drill Procedures (announcement will be made over intercom)

An announcement from the office over the intercom will be used to signal a tornado drill. Students are to leave their classroom and proceed to the part of the building indicated on the diagram. Any missing students should be reported to the principal immediately.



## APPENDICES

### OPEN COMMUNICATION

Open lines of communication are a must for each child's success. Please call, e-mail or write your child's teachers for classroom concerns, success or questions. Please notify the principal for other comments or when you are not satisfied after speaking with the teacher about your child.

Arends	Baylee	<a href="mailto:barends@wc.k12.mo.us">barends@wc.k12.mo.us</a>
Borey	Chuck	<a href="mailto:cborey@wc.k12.mo.us">cborey@wc.k12.mo.us</a>
Briner	Ashley	<a href="mailto:abriner@wc.k12.mo.us">abriner@wc.k12.mo.us</a>
Campbell	Amanda	<a href="mailto:acampbell@wc.k12.mo.us">acampbell@wc.k12.mo.us</a>
Degase	Jamie	<a href="mailto:jdegase@wc.k12.mo.us">jdegase@wc.k12.mo.us</a>
Dowis	Frances	<a href="mailto:fdowis@wc.k12.mo.us">fdowis@wc.k12.mo.us</a>
Drury	Nanci	<a href="mailto:ndrury@wc.k12.mo.us">ndrury@wc.k12.mo.us</a>
Findley	Jackie	<a href="mailto:jfindley@wc.k12.mo.us">jfindley@wc.k12.mo.us</a>
Hawk	Amber	<a href="mailto:ahawk@wc.k12.mo.us">ahawk@wc.k12.mo.us</a>
Hightshoe	Leena	<a href="mailto:lhightshoe@wc.k12.mo.us">lhightshoe@wc.k12.mo.us</a>
Humphrey	Megan	<a href="mailto:mhumphrey@wc.k12.mo.us">mhumphrey@wc.k12.mo.us</a>
Hutchcraft	Ryan	<a href="mailto:rhutchcraft@wc.k12.mo.us">rhutchcraft@wc.k12.mo.us</a>
Jackson	Jina	<a href="mailto:jjackson@wc.k12.mo.us">jjackson@wc.k12.mo.us</a>
Lewis	Ashton	<a href="mailto:alewis@wc.k12.mo.us">alewis@wc.k12.mo.us</a>
Lischer	Patty	<a href="mailto:plischer@wc.k12.mo.us">plischer@wc.k12.mo.us</a>
McClellan	Anita	<a href="mailto:amcclellan@wc.k12.mo.us">amcclellan@wc.k12.mo.us</a>
Meek	Harlee	<a href="mailto:hmeek@wc.12.mo.us">hmeek@wc.12.mo.us</a>
Moellenberndt	Malori	<a href="mailto:mmoellenberndt@wc.k12.mo.us">mmoellenberndt@wc.k12.mo.us</a>
O'Connor	Selina	<a href="mailto:soconnor@wc.k12.mo.us">soconnor@wc.k12.mo.us</a>
Phipps	Linda	<a href="mailto:lphipps@wc.k12.mo.us">lphipps@wc.k12.mo.us</a>
Pottorff	Amanda	<a href="mailto:apottorff@wc.k12.mo.us">apottorff@wc.k12.mo.us</a>
Runde	Rachel	<a href="mailto:rrunde@wc.k12.mo.us">rrunde@wc.k12.mo.us</a>
Rush	Allie	<a href="mailto:arush@wc.k12.mo.us">arush@wc.k12.mo.us</a>
Schlapia	Brittany	<a href="mailto:bschlapia@wc.k12.mo.us">bschlapia@wc.k12.mo.us</a>
Sherer	Keely	<a href="mailto:ksherer@wc.k12.mous">ksherer@wc.k12.mous</a>
Smith	Caleb	<a href="mailto:csmith@wc.k12.mo.us">csmith@wc.k12.mo.us</a>
Stalder	Jamie	<a href="mailto:jstalder@wc.k12.mo.us">jstalder@wc.k12.mo.us</a>
Tracy	Nicki	<a href="mailto:ntracy@wc.k12.mo.us">ntracy@wc.k12.mo.us</a>