

Crisis Management Procedures and Drills:

Drills will be held according to the steps outlined in this staff handbook. Various drills will be held periodically. The various drills will be regularly held the first two weeks of the school year.

Teachers and students will be notified of these drills. Later in the year, only the teachers will be informed of the time for the second drills. All other drills will be an element of surprise. However, no drills will be called in inclement weather.

Please review the various drills located in the Staff & Student handbooks and instruct your students in their part of the drill. A walk through drill should be held in each room during the first week of each semester. These drills are to be scheduled by the teacher.

During the drill there should be no talking, pushing, or shoving. All students should walk to the proper exit. The signal for return to class will be a verbal recall from the person who called the drill.

EMERGENCY - EARTHQUAKE PROCEDURES

Plan of action once the earth starts shaking:

- Teacher will direct students to “drop and cover” where falling items will not strike the students.
- Teacher will keep calm and give precise directions to students.
 - Students/Teachers should stay away from and face away from windows.
 - Students/Teachers should be aware of light fixtures and other objects that might fall.
- If a class is outside during such an occurrence the teacher should instruct students to do the following:
 - Move away from the building; avoid utility poles, and overhead wires.
- Once the earth stops shaking, instruct students to exit the building in same manner as a fire drill. Teacher should grab their emergency bag upon evacuation
 - Flashlight
 - Red/Green Construction Paper
 - Class Roster including Emergency Contact Information for parents
 - time occupying, age appropriate games
- Once at designated location the teacher will take attendance and establish the class’s status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
 - Orally report if you have an extra student from another class with you
- Any teacher without a class will report to designated fire drill assembly area.
- Action to Secure School
 - Once the earth has stopped shaking, personnel have been designated to shut off all electrical, gas and water from the school.
 - No outgoing calls will be allowed until the situation stabilizes.

EMERGENCY - FIRE EVACUATION PROCEDURE

All staff personnel, students and building visitors will be warned of a fire by an announcement over the phone system.

- When the fire signal sounds, all occupants of the building will rapidly evacuate all students to their classroom's designated area.
 - See classroom evacuation route
 - Do not attempt to cross or break into another line but wait until it passes.
 - Students should remain quiet at all times.
- When exiting the teachers will make sure that all doors are closed when they evacuate their classrooms.
- The classroom emergency bag will accompany the class upon evacuation
 - (see above description)
- Once at designated location the teacher will take attendance and establish the class's status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
 - Orally report if you have an extra student from another class with you
- Teachers will remain with their class at all times.
- The administrator or other school district official (lead teacher) will give the all-clear signal and provide further instructions.

OTHER EVACUATIONS

Other evacuations may occur due to utility outage, gas leak, chemical spill, hazardous material incident, and/or flooding. Students and teachers will follow the same procedure as a fire evacuation.

An off-site evacuation may be necessary depending on the extent of damage caused by the incident. If this occurs, school district officials will coordinate bussing students to a safe off-campus location (Middle Grove Christian Church). Instructions to pick up students will be sent out by the district automated phone & text system.

EMERGENCY - TORNADO WARNING

The tornado warning signal will be an announcement over the phone system. This means that a tornado has been sighted and protective measures should be taken immediately.

- Teachers will evacuate students to their classroom's designated shelter area
 - (Please see tornado evacuation map for your classroom location)
 - All students should bring a **textbook** with them
 - All students should remain quiet.
- The classroom emergency bag will accompany the class upon evacuation
 - (for emergency bag contents see above)
- When classes have reached their designated shelter areas students will:
 - Line the interior hallways/assigned designated area as quickly and safely as possible, avoiding areas with glass and doorways. Students shall sit facing the interior wall in a crouched position covering their head/neck area with their **textbook**.
 - Teachers should help remove any carts on wheels into classrooms or nearby rooms to avoid possible flying debris

- All doors in the hallway should be closed and locked
- All students shall remain quiet and wait for instructions
- Once at designated location the teacher will take attendance and establish the class's status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
 - Orally report if you have an extra student from another class with you
- The administrator or lead teacher will give the all-clear signal and provide further instructions.

THREE-TIER INTRUDER PLANS

• Tier 1: Intruder Plan-Precaution

- If while in/out of the building a staff member sees a suspicious individual on school property they are to contact the office and remove their class from that location.
- If suspicious activity has been identified and warranted but safety of school is not threatened:
 - Announcement over the intercom: specific language identifying intruder/situation
 - Staff will:
 - Account for all students- If a student is unaccounted for, contact office via intercom
 - No unnecessary hallway passes
 - No Recess
 - No outside P.E.
 - Passing Periods- Teachers on high alert as students transfer to classes.
 - Lock classroom door
 - Cover windows
 - Locate Emergency bags
 - Exterior doors locked
 - Parent check out students at the door
 - Continue with classroom activities until the all clear announcement is made over the intercom: specific language to continue and/or stop at level 1 procedures.

Tier 2: Intruder Plan

- If the safety of the school is threatened the following actions will be taken:
 - Announcement over the intercom: specific language identifying intruder/situation
 - School personnel will contact 911 and school administrator.
 - All staff members will immediately lock their classroom door.
 - No students leave the classroom.
 - Verify all students entering classroom before unlocking door.
 - No students will be allowed to leave building. Parent requests not allowed.
 - Classroom lights will be shut off and windows will be covered.
 - Students will be directed to a corner in the room.
 - Students will be kept calm and NO TALKING will be allowed.
 - Listen for further instructions.
 - PREPARE for TIER 3 OR
 - All teachers will remain in their classrooms until an all clear is given by a school administrator: specific language addressing either to continue to level 2 or stop at level 2 procedures.
 - Text alert will be sent out through the office after Board & Administrator have conferred

Tier 3: Active Shooter- specific language identifying intruder/situation

Active Shooter An active shooter is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no apparent pattern or

method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate assistance of law enforcement officers to stop the shooting and prevent harm to innocent victims.

Active Shooter Procedures: If faced with an active shooter incident, there are **THREE** things you can do that make a difference. **RUN, HIDE, FIGHT.**

ACTIVE SHOOTER EMERGENCY PROCEDURES

RUN – When an active shooter is in your vicinity.

- Activate the SafeDefend alarm
- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Activate the SafeDefend alarm, if there is one in the room with you
- Silence your cell phone.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do not trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger.

- Activate the SafeDefend alarm, if there is one in the room with you
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

POLICE RESPONSE – When law enforcement officers arrive.

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on the way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

BOMB THREAT

When threat is received via telephone all calls will be directed to an administrator if possible.

- Personnel will immediately note time of call.
- While personnel is on telephone with caller other school personnel will be directed to contact 911.
- While on the call personnel will try to keep the caller on the phone as long as possible in effort to obtain the following information:
 - location of bomb

- time of detonation
- description of device
- clues to identify the caller-age, sex and mental condition
- group or person responsible
- when and how bomb was placed in school.
- Administrator will signal alarm to clear the building by orally making an announcement over the phone system.
- Students will evacuate the building according to fire drill procedures.
- Any classroom teacher without a class will locate their class according to the evacuation plan.
- Any teacher or without a class should report to the flag pole to receive further instructions.
- In the case of inclement weather students will be taken to the Middle Grove Christian Church.

School Hours

7:00 Arrival Time: Students enter the building and go to assigned area.

7:05-7:20: Breakfast

7:30: School begins

7:35: Tardy bell. Students arriving in their room after the 7:35 tardy bell will be considered tardy.

11:00-11:25: 1st Lunch Shift (K-3)

11:30-11:50: 2nd Lunch Shift (4-8)

2:45: Dismissal: Students will be called over the intercom to report to designated area for dismissal.

Arriving late or leaving early: If it is necessary for a child to arrive late to school or leave school before the regular dismissal time, it is **REQUIRED** that the parent come to the office and sign their child in or out of school. A parent, or a **note** from the parent, must be **brought to the office** to verify that the child has a reason for being late or for leaving early. If someone else, besides the parent, is going to pick up the student, **a written notification or a phone call must be made to the office prior to pick up.**

(Middle Grove School Discipline Plan) STUDENT CODE OF CONDUCT

Referrals are cumulative; they will not start over at the beginning of the next quarter nor new semester.

Offense	1 st Referral	2 nd Referral	3 rd Referral
Academic Dishonesty	Teacher calls home to parents	No credit for the work, grade reduction, & replacement assignment; Behavior Contract conference	No credit for work, grade reduction, course failure, & removal from extracurricular activities
Boisterous Conduct/Horseplay	Teacher calls home to parents	Parent Conference with Principal	Behavior Contract Implementation
Bullying/Harassment	Principal's Conference	Teacher, Parent, Principal, Student Conference & Behavior Contract Implementation	
Bus Misconduct	Any offense committed by a student on the bus shall be punished in the same manner as if the offense had been committed at school. In addition, bus privileges may be suspended or revoked upon 2 nd or 3 rd referral.		
Inappropriate Clothing	Change of clothes; call home to parents	Change of clothes; Principal's conference with parents	
Fighting/Assault	Principal, parent & student conference	Call to Juvenile Officer & Implementation of Behavior Contract	Referral to Board/Expulsion
Nuisance Items (Toys, I-pods, tablets, cell phones, etc.)	Confiscated & call/return to the parent <ul style="list-style-type: none"> • K-1 	Confiscated & Teacher's Detention	
Swearing/Vulgar Language	Principal's Conference & Phone call home	Principal, parent, & student conference	
Tardies/Truancy (per semester)	5 = Warning & phone call home from principal	6 – Principal's conference with parent	7 = Referral to the Board & Notify Family Services
Technology Misconduct	Restitution & Conference with parents	Confiscation/Loss of User Privileges	

- K-1 or K-3 consequences to be determine by teacher &/or administrator on an individual basis

Definitions:

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

Behavior Contract: The behavior contract is a simple positive-reinforcement intervention that is widely used by teachers to change student behavior. The behavior contract spells out in detail the expectations of student, parents, and teacher in carrying out the intervention plan, making it a useful planning document. Also, because the student usually has input into the conditions that are established within the contract for earning rewards, the student is more likely to be motivated to abide by the terms of the behavior contract than if those terms had been imposed by someone else.

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

Bus Misconduct: Students are expected to follow the supervision of the bus driver at all times. Students are to stay seated while the bus is in motion. No food, gum, drinks, etc. are allowed on the bus. Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the school. In addition, transportation privileges may be suspended or revoked. More detailed rules are listed on the next page in this handbook.

Boisterous Conduct/Horseplay: Throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.

Fighting/Assault: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action including but not limited to: hitting, slapping, punching, and/or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to a person.

Nuisance Items: Possession or use of toys, games, tablets, cell phones, etc. and other electronic devices that are not authorized for educational purposes.

Swearing/Vulgar Language: Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Tardiness/Tuancy: Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, **even with the consent** of the parents/guardians; arriving after the expected time class or school begins, as determined by the district

Teacher Detention: Whenever a student is placed in detention, at least a one (1) day's notice is given to the parents/guardians in order for them to arrange transportation for the student. Students will report to detention from 2:50-3:50 and are required to sit quietly and study. Failure to do so will result in an office discipline referral. Students are to report for a regular detention with their regular teacher. Lunch detentions may be assigned and served the day of the misbehavior. **Students receiving an after school detention must serve the detention before attending any practice, meeting, contest, or activity.**

Rules for Detention

1. Students are to report to the Teacher's Detention at 2:50 p.m., at which time they will be supervised by an appointed teacher.

2. Bring all books and materials, and bring a library book.
3. No talking or disruptive noises.
4. No candy, food, or gum will be allowed.
5. Students are to stay in their assigned seats.
6. No tablets, cell phones, etc. will be allowed.
7. Students must serve their full time. Absences for any reason must be made up. Unexcused absences will result in further disciplinary action.
8. There will be no restroom breaks. Be sure to use the restroom before beginning regular detention.
9. Violation of these rules will result in added days of Principal's Conference.

Technology Misconduct: Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure higher level or privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable filtering/block device. Using, displaying or turning on pages, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

MIDDLE GROVE SCHOOL TRANSPORTATION (Discipline Policy) CODE OF CONDUCT

Riding a school bus is a privilege and not a right. It is a privilege, which each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Administrator or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

Student Misconduct	1 st Referral	2 nd Referral	3 rd Referral
Possession of any illegal substance, controlled substance, drug (other than epi-pin, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of bus privileges and school discipline		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises	Warning and parent contact	5 days loss of bus privileges	Loss of bus privileges
Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Harassment and bullying	5 days loss of bus privileges & school discipline	10 days of loss of bus privileges	Loss of bus privileges
Vulgar/cursing, inappropriate language on bus or bus stop	Warning & parent contact	5 days loss of bus privileges	10 days of loss of bus privileges
Weapons as defined in handbook	Loss of bus privileges & school discipline		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges & school discipline	Loss of bus privileges & school discipline	
Fighting/violent physical contact	Loss of bus privileges & school discipline		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism	Loss of bus privileges until restitution made for repairs/replacement and school discipline	+5 days loss of bus privileges and school discipline	+10 days of loss of bus privileges and school discipline
Horseplay, disrupting conduct	1 day loss of bus privilege	3 days loss of bus privilege	5 days loss of bus privileges

(GENERAL POLICIES) STUDENTS' RIGHTS & RESPONSIBILITIES

Attendance

Attendance at Middle Grove School, conforming to established attendance regulations as recommended by the State Department of Education, established a rigid attendance policy for the student body. It is sincerely hoped by the administration and faculty that all parents/guardians will cooperate in making certain that their children will be present at all times when in good health. This, of course, is the only right way of assuring each child the full benefits of their education. We shall proceed on the theory that all parents/guardians are desirous of their child receiving the most from their educational experience and are expecting the schools to make certain that their children are in attendance each day.

Regular attendance is very important to all students who wish to do their best work in school. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with excused absences are allowed to do make-up work, it is very difficult, if not impossible, for students to make up material brought out in class discussions. This fact alone is enough to indicate the importance of regular attendance.

With this in mind, the following attendance regulations will prevail:

1. When students are absent from school, it is the responsibility of the parent/guardian to notify the school by phone by 8:00 a.m. Parents/Guardians will be contacted at the designated home or work phone number by a Middle Grove staff member when a student is reported absent.
2. Notes from doctors should be presented to the teacher(s) and then filed at the office when possible to provide proof of illness or injury.
3. Students will **not** be considered truant for illness, bereavement, doctor's appointment, certain emergencies, and family vacations. Family vacations are discouraged and students should obtain assignments in advance. Upon a student's return to school, all work is to be made up. Students are responsible for obtaining make-up assignments. If a student knows in advance that he/she will be absent, he/she is responsible for obtaining assignments in advance. Students will have one (1) day to make up missed assignments for each day absent, unless extenuating circumstances exist. Long range out of class assignments designated as such by the teacher will be due on the day the student returns to school.
4. Tests will be made up when the student returns to class if the test was announced before the absence. Other make-up tests will be arranged with the teacher.
5. Make-up work for extended illness will be arranged with each teacher. Teachers should be contacted in the event of extended illness or serious injury if a student is unable to do any academic work. Students who have missed five days in a row for medical reasons and are not sure of their return to school will apply for homebound instruction.
6. If a student has an extended medical problem that will cause ten (10) or more consecutive days of absence, the parents/guardians may notify the principal who will assist the student in obtaining homebound instruction. Upon approval of homebound instruction, the student will be counted present in school.
7. Regardless of the reason for the absences, students will be dropped from the District's roll after 20 consecutive calendar days of absences if the parent/guardian fails to make contact during that period with the secretary or an administrator (exceptions include homebound students).
8. Tardies - A student will be considered tardy to school if he/she has not reported to his/her assigned classroom by 7:35 a.m. A student is considered tardy to class if he/she has not reported to their classroom when the tardy bell rings. Appropriate consequences under the discipline policy may be administered per quarter as follows:

5th tardy- Warning & Principal Phone Call

6th tardy- Principal's Conference

7th tardy and subsequent tardies- Referral to the Board & notification to the Board & Family Services

Exclusions and Exemptions from School Attendance

Students may be exempted from school attendance under the following conditions:

1. Suspension for behavioral reasons. This suspension may be assigned by the principal for up to ten (10) days, Superintendent up to one hundred eighty (180) days, or the Board of Education may suspend permanently.
2. Handicapped students may be excluded according to policies outlined in the District Compliance Plan and in accordance with Board Policy JG-1.
3. Excused by court on the basis that daily equal instruction is provided similar to that of children of the region.
4. Excused because physical or mental condition renders education or attendance inadvisable.
5. Illness may cause temporary exemption

Attendance Notification Letters

1. Upon five (5) days of absence from school in a semester, parents will be notified that an attendance problem is developing. The District considers five (5) days of absence to be excessive unless unusual circumstances exist.
2. Upon seven (7) days of absence from school in a semester, parents will be notified that an attendance problem is continuing. The District considers seven (7) days of absence to be excessive unless unusual circumstances exist.
3. Upon nine (9) days of absence from school in a semester, parents will be notified that an attendance problem is evident and the referral process begins.
4. Referral process: May include one or more of the following items:
 - a. Referral to the appropriate supporting agency—Randolph &/or Monroe County Juvenile Office
 - b. Parent /Guardian conference with the Administrator of the school
 - c. Referral for possible retention
 - d. Referral for program modification
 - e. Legal action to enforce RSMO Section 167.031 Legal Note: Middle Grove School considers the administrator as the attendance officer and legal agent of that school in charge of attendance.

Attendance in regards to Extra-Curricular Activities

To attend any extra-curricular activities as a participant or spectator, such as sporting events, dances, concerts, field trips, family fun nights, etc., students must have attended school a minimum of 4 hours the day of the event. If a student is sent home for a fever and/or illness they may not attend any activities for a 24-hour period, in accordance with the medicine policy. For Saturday events, students must have attended school a minimum of 4 hours the day before the event.

Truancy

Any unauthorized absence from school is to be considered truancy. Although this is commonly thought of as an absence of which the parent/guardian is unaware, certain absences of which the parent/guardian are aware will be treated in the manner of truanies. Any student who tells his parents/guardians that there will be no school, etc., on a particular day and stays home will be considered truant. In addition, any student leaving the school grounds before school starts, after

being brought to the school grounds by bus or other transportation, will be considered truant whether or not they return to school before the tardy bell rings.

Athletics-Eligibility

Any Middle Grove student who meets the eligibility requirements may participate in interscholastic sports or activities.

They must meet these requirements:

- Student must maintain a C average during the sports season (grades will be monitored & sent home every 2 weeks). If a student's grades fall below a C average, they will sit out for 2 weeks, until the next grades come out & have improved.
- Student must have a MSHAA physical turned in before the first day of practice
- Student must attend at least 12 practices before the first contest in order to play (basketball and softball)
- Student must attend the practice before a contest in order to be eligible to start
- Any disciplinary action taken against a player, will result in sitting the bench that next contest (i.e. school, bus, or practice situations)
- Student must attend entire session of school the day of the contest in order to play or if game is on weekend, the student must attend the entire session of school the previous day
- Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting in illness or other special circumstances during the last week or two of a grade period may be exempted.
- Students displaying unacceptable citizenship behaviors may be suspended from participation.

Commented [1]: Need to change this to align with whichever school we're co-opting with

Book bags and Heavy Coats

Book bags and heavy coats should be placed in designated areas.

Candy & Drinks

To maintain a clean facility and promote an alcohol and drug-free school, students will not be allowed to bring candy, coffee, tea, soda or energy drinks to school. Water bottles are allowed, but must be filled after entering the school. If a teacher gives students such items as part of their team activities, the gum, candy, or drinks must be used in the classroom and properly disposed of before leaving the room. This building rule will be enforced building-wide. (Teachers may choose not to allow gum in their classroom – including lunch.)

Dress Code

Good grooming is encouraged at Middle Grove School. Whatever is worn should be clean, appropriate, and in good taste.

- Clothing that promotes alcohol, tobacco, drugs, wrestling, weapons, or implies sexual innuendo are prohibited
- Students may wear appropriate length shorts on very warm days
- Shirts with spaghetti straps, muscle shirts or shirts that show a bare midriff will not be allowed. All straps must be at least 2" in width for both shirts and dresses.
- Holes in jeans/pants must be below a student's fingertips, have patching, or a garment (leggings) worn under the jeans/pants.

Students should wear appropriate clothing to stay warm and dry as we go outdoors for recess throughout the school year. During the winter months we go out if the combined wind chill/temperature is 20 degrees or higher (teacher's judgement).

We ask that students wear tennis shoes while playing sports during P.E., recess and after school activities. We also ask that students leave their shirts on while playing sports as well.

Any student who is dressed in such a way that the educational process is being disrupted, will be referred to the building administrator, who will make the final determination as to the appropriateness of the student's dress. Repeated issues will result in consequences under the discipline policy.

District/Statewide Assessments

Students may earn advanced-standing credit by successfully completing high school level courses prior to entering the ninth grade. This advanced-standing credit may be counted toward meeting the subject-area requirements. If a student demonstrates mastery by performing at the Advanced or Proficient level on the state assessment, Algebra I End of Course (EOC) exam, it will be counted toward the minimum number of credits required by the State Board. The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Schedule The professional development committee & Title One teachers shall ensure that the district has a written assessment plan that will test competency in the subject areas of spelling, reading, writing, and mathematics. The purposes of the districtwide assessment schedule are to facilitate and provide information for the following:

1. Student Achievement – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. Student Guidance – To serve as a tool for implementing the district's student guidance program.
3. Instructional Change – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. School and District Evaluation – To provide indicators of the progress of the district and individual schools toward established goals.
5. Accreditation – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment schedule and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

English Proficiency Assessments The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

Statewide Assessments The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent in corroboration with the classroom teacher will determine what percent of the course grade will be decided by performance on EOC assessments.

Commented [2]: Ensure that this is what's on the district's assessment schedule

National Assessment of Educational Progress If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Early Dismissal

When it is necessary to close schools due to inclement weather or other emergencies, the local radio stations (KRES 104.7), and social media will be notified immediately following the decision. In times of bad weather, parents/guardians should listen to the radio to hear such announcements. Text alerts will also be sent out informing parents/guardians who are registered.

DO NOT CALL THE SCHOOL, as phone lines cannot handle the large influx of inquiries. In the event of an early school closing, students will be sent home by their regular mode of transportation unless a signed statement is on file in the school office concerning alternate arrangements previously made by parent/guardian and child. Please make sure your child knows where he/she is to go in case of early dismissal.

Early dismissal times:12:00 p.m.

The Middle Grove Text Alert System is also utilized to inform parents of inclement weather closings and school events. You may sign up at through the office

Extra Help

Students or parents who wish to talk with a teacher about any problem may request a conference with the teacher before or after school or at any time convenient to both during the day. A teacher may sometimes request that a student stay after school if it is apparent the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as an indication of the desire of a teacher to help the student progress at his/her own rate of learning.

Food Service Program

A breakfast and hot lunch program is provided for students in the Middle Grove C-1 School District. We encourage all parents/guardians to find out through an application at registration if their child qualifies for free or reduced-price food service. The district asks that all meals be paid in advance. Checks are encouraged and should be made payable to Middle Grove School.

Eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost if they are unable to pay the regular price. The criteria for determining a student's need and the procedures for securing "no-cost" and "reduced-cost" lunches for the student will be outlined and made known each year by the Board of Education. The criteria and procedure are established at the state/federal level. Applications for "Free and Reduced-Price Meals" may be picked up in your child's school office.

Parents/Guardian may apply anytime throughout the school year for "Free and Reduced-Price Meals." If required by law, the district will establish a school breakfast program and summer food service program for eligible students or will adopt a resolution requesting a waiver excusing the district from these requirements. Such writing shall be filed with the Missouri Department of Elementary and Secondary Education and shall be valid for a period of three (3) years.

The students who participate in "no-cost" or "reduced-cost" meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to

make the special arrangements for the students. Students may pay on account, or they may pay daily. Free and reduced meals must be approved each year.

All students have twenty (20) minutes to eat lunch.

We expect the students to behave in the lunchroom as they are expected to act while eating at home. Our rules are few and very simple:

1. Students may not cut into lines nor have friends save them a place at a table.
2. Students may visit quietly while eating their lunch.
3. Children should keep their arms and legs to themselves.
4. Students should remain sitting, in their seats, and raise their hands if they need assistance.
5. Students should respect and obey lunchroom supervisors.
6. Ask permission to leave the room
7. Students will put all silverware in the bucket when they are finished eating.
8. Students are not to bring soda or energy drinks to school.

The price of the lunch will be \$2.50 with or without milk (\$.40 reduced fee). Breakfast will cost \$1.25 (\$.30 reduced fee). Additional milks are \$0.40. Adult lunches will be \$3.04 and breakfasts will be \$1.25.

Grading

A grade report will be issued at the end of each quarter and mailed to the parents. First and third quarter reports will also be available at Parent/Guardian and Teacher Conferences. These reports allow students and their parents/guardians an opportunity to seek additional assistance, if needed. Conferences to keep the communication between parents/guardians and the team of teachers is both desired and encouraged. To schedule a conference, please call the school (291-8583).

Hall Lockers

Each student will have his/her own locker. These are **not** to be considered the private property or possession of the student to whom they are assigned for use, any more than is a textbook, desk, or chair. Lockers are Middle Grove School property and are to be managed by the faculty and administration to best suit the needs of the school. Students may be reassigned to another locker as the occasion may require by the office or teacher. Lockers will be subject to periodic inspections. Students' lockers will have combination locks, and this sometimes presents a problem for persons who have never worked them. Every effort must be made to keep assigned combinations confidential, so that other students cannot get into someone else's locker. Here are some very basic suggestions which, if followed, should minimize these problems:

1. Money or other valuables are not safe and should not be kept in student lockers. Bring all valuables to the office to be put away for safekeeping.
2. Share your combination with no one, not even your best friend.
3. Never let anyone use your locker. You may not change lockers unless you have office or teacher approval.
4. Realize that other students can learn your combinations if you make no effort to protect the face of the lock when opening it.

Students are reminded that they have only a few minutes passing time between classes. This amount of time is sufficient provided they do not waste it by making frequent trips to their hall lockers.

Homework Policy

Homework is important and is assigned with a definite purpose. The practice of homework teaches responsibility, self-reliance, self-direction, and fosters a sense of individual initiative. Coming to class with appropriate materials, books, pencils, paper, etc. is also essential to excellent classroom performance. Homework is the student's responsibility, and we expect every student to complete all assignments. Not understanding an assignment is generally an unacceptable excuse for incomplete work. Students usually have time to begin assignments in class under the direction of the teacher and also may see teachers before and after school by appointment. Expectations are high for all students in regard to homework and arriving to class prepared. If a student does not have the assignment completed when the teacher asks for it, the student will be docked 10% of the grade. If it is a 2nd day late, an additional 10% will be taken off. If an assignment is still not complete on a 3rd day, a Teacher Detention will be given and the assignment will receive a zero in the gradebook. They will also complete the work at the next earliest time period available, or at the teacher's discretion.

Honor Roll

A list of the Middle Grove School honor roll students will be published in the Moberly Monitor-Index following each quarter. A grade point average (GPA) of 3.70 is required to be listed on the "High Honor Roll" for grades 3-8. The "Honor Roll" requires a GPA of 3.0 for grades 3-8. Teachers will be using the following scale to calculate their grades:

A	96-100% = 4.00	C	73-76% = 2.00
A-	90-95% = 3.84	C-	70-72% = 1.67
B+	87-89% = 3.67	D+	67-69% = 1.34
B	83-86% = 3.00	D	63-66% = 1.00
B-	80-82% = 2.67	D-	60-62% = 0.66
C+	77-79% = 2.34	F	59% and below = 0.00

Playground Rules

All children will go out to recess unless it is raining, snowing, or the wind chill/temperature is below 20 degrees. They are to exit out the east doors for recess, walking in a line. To enter, they are to line up at the east doors, and then walk to class.

Please make sure that appropriate season attire is worn or the teacher may decide that an indoor recess would be better for your child.

- Please walk carefully on the gravel when leaving the building and when lining up.
- Students and teachers are responsible for returning all equipment back in the shed (in an orderly way) at the end of recess.
- Students are expected to play without fighting, unintentional fouling in a sport, using inappropriate language or excessive/inappropriate horseplay.
- Students may slide down the slide facing forward on their bottoms only. They may not climb up the slide either on the outside or the inside.
- Students may swing by sitting on their bottoms. Only one child per swing is allowed.
- When the field is wet, snow covered, or freshly mowed students are to remain on hard surfaces.
- Students may play only on the east side of the school within the fenced area and up to the woods, but not in the woods. If a ball goes into these areas, the student must ask permission to retrieve it.
- The shed is off limits to the student during recess. Only specified recess items are to be brought out of the shed.
- If softball is being played, batters need to wear helmets.

Promotions & Retentions

At Middle Grove School the teaching team of the teacher(s), the administrator, and the counselor will determine promotion and retention of a student. When appropriate, a special education teacher will be included in this process.

Commented [3]: need to add care team & steps to take before notification

Qualifications: Any student who does not maintain a 60% average in two (2) core subjects (reading, writing, math, science, and social studies) over the course of two (2) quarters will be considered a candidate for retention. Students with an IEP will be given special consideration based on his/her disability. Efforts to help the student avoid this undesirable circumstance are explained in the following text.

If a student has failed to maintain a 60% average in two (2) of his/her core subjects, at the end of the first semester or two consecutive quarters, they will become a candidate for retention. The student's parents will receive a registered letter requesting a parent/teacher conference to implement the following academic program.

- Progress review every two weeks during the third quarter. We highly encourage a parent to attend one conference during this time.
- A contract will be developed that will stipulate what the student must accomplish to avoid retention.

Any additional step considered appropriate may be added by agreement between the parents and teachers.

At the end of the year, a final review of each student who has failed to achieve a 60% average, in two core subjects, will take place. This meeting will include a committee of the specific student's parents, teachers, administrator, and/or counselor. During this review the administrator will present the recommendation of the staff and its basis. The student's parents will have the opportunity to ask questions and request information to support or refute the recommendation of the administrator.

Appeal of Retention: Any parents/guardians who wish to appeal a decision regarding a student's retention must be made in writing to the office of the administrator within ten (10) days of receipt of notification of promotion/retention.

Criteria: The following criteria will be considered when there is a possibility of retention.

1. Classroom Performance
 - a. Daily Assignments
 - b. Unit/Chapter tests
 - c. Modified program as recommended by the special program teacher.
2. Tests
 - a. Individual diagnostic tests
 - b. Light's Retention Scale (LRS) assessment will be used and is designed to provide the school with information to determine if the student would benefit from retention.
3. Personal Development
 - a. Physical
 - b. Social immaturity
 - c. Emotional (indifference or lack of effort on the part of a capable student)

School Communication and Information Procedures

It is very important for emergency and administrative reasons that every student maintain up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year.

1. Parent(s)/Guardians(s) name;
2. Complete and up-to-date address;
3. Home phone &/or cell phone and parents/guardians work phone;
4. Name, address, and phone number of a person to contact in case parent/guardian cannot be reached;
5. Physician's name and phone number; and
6. Medical alert information.

Please update this information as soon as changes occur to ensure the safety needs of your child will be met throughout the school year. In case of emergency, school authorities will use their own judgment in seeking the best treatment. In this event, parents/guardians will be contacted at the earliest possible time. Parents/Guardians who do not want their child cared for in accordance with this statement should indicate this in writing to: Administrator of Middle Grove C-1 School 11476 Rt. M Madison, MO 65263

Health Services

Immunizations:

State Law requires all students meet the immunization standards established by the Missouri Department of Health in order to enroll in and attend school (MO State Law Section 210.003 RSMO, 19CSR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Additional information about immunization schedules may be obtained by contacting the school nurse or local Public Health Department.

For school attendance at Middle Grove C-1 School District, required child immunizations are: diphtheria-tetanus-pertussis (DTaP), measles-mumps-rubella (MMR), polio (IPV), hepatitis B (HepB), and varicella and tetanus-diphtheria-pertussis booster (Tdap).

School Age Children (K-12): Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll in or attend school.

Preschool Students: Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school.

Student Health Information: Middle Grove maintains student health records and forms. The Health History form is required health documentation to be completed annually for all students. Medical history noted on the Health History form may require further documentation. ***Physician documentation (including an Emergency Action Plan) is required for all chronic or potentially life threatening medical diagnoses such as: Asthma, Life-threatening Allergies, Seizure, Diabetes, and others. Please be advised that without this necessary documentation, we cannot ensure proper care for the health and safety of your child at school unless the forms are filled out properly and returned annually.***

Student Health Screenings: Screening is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. ***Screenings for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, Hearing, Scoliosis, Growth (height, weight, body mass index) and Dental.*** Screenings will be performed at school. In addition, blood pressure screenings are sometimes conducted. Screenings will be performed during the current school year as time and resources permit. Parents/Guardians will receive a written notice for children whose results require follow-up with a physician. Those not receiving a notice should consider their child's screening results to be normal. Rescreening and follow-up is done after mass screenings have been completed and is coordinated with the overall school calendar as time and resources permit. If a parent or guardian has questions or concerns regarding any health screenings at school, please contact the school nurse in writing by the last day in August of said school year.

Office Guidelines: A Registered Nurse, from the Monroe County Health Department, oversees health care for students at Middle Grove C-1 School District every two weeks. Students who are injured or become ill at school will be sent to the office for observation. Many common minor illnesses and injuries can be managed in the school setting. Parents/Guardians of students who require specific health plans or procedures must communicate and provide documentation to the school nurse or health aide prior to the student attending school.

Illnesses: Students experiencing an illness at school are to report to the office. Most common health ailments can be managed in the school setting. Students with a specific plan of care or treatment plan must submit a HealthCare Action Plan to the school. Parents/Guardians may bring over-the-counter medications in their original containers for the office

or health aide to store and dispense to treat common health complaints like headache, pain, stomach upset, cough, and congestion. If there is a concern of a communicable disease, the child may be sent home at the discretion of the office or health aide under the following circumstances:

- A temperature of 100 degrees or greater
- Other ongoing symptoms of illness or discomfort after consultation with the school nurse or health aide

To decrease the spread of communicable diseases, students may not return to school until they are fever free for 24 hours without medication given to reduce the fever.

Communicable Diseases: Middle Grove C-1 School District follows the Missouri Department of Health and Senior Services Communicable Disease guidelines. For any questions, contact the school nurse or the local Public Health Department.

Injuries: All school related injuries are to be reported to the school nurse & office. Assessment and care of students with injuries will be coordinated or supervised by a Registered Nurse or designee. **If needed**, the nurse or trained district personnel will provide appropriate first aid and emergency treatment and contact Emergency Medical Services (EMS) for any individual who is injured or becomes ill while on district property, on district transportation, or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the parent/guardian or individual requiring the care.

Medication: The administration of medication at school, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act, along with the Missouri Safe Schools Act. Middle Grove C-1 School District will only administer necessary medication that cannot be given on an alternate schedule. A Registered Nurse will review all medication requests presented for administration at school. The District retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in writing when this occurs. Appeals will be reviewed by registered nurse and the school building administrator.

Medication Procedures at School: Medication should be given at home whenever possible. Most medications prescribed for three times a day or less can be given before the child leaves for school, when the child gets home from school, and at bedtime. Please discuss any questions or concerns with your school nurse or health aide.

If ANY medication is needed during school or at school sponsored activities, the following procedures will apply:

- A Medication Form must be completed, signed, and returned to school with the medications by a parent or authorized adult. Prescription medication must also be accompanied with a physician's order for administration for the school.
- Students may not possess or self-administer medication while on Middle Grove C-1 grounds, transportation, or during activities unless they have obtained appropriate authorization by the school nurse, parent, and physician per the Missouri Safe Schools Act.
- All medication (including cough/throat lozenges) is kept in an assigned, secure area at all times.
- The Registered Nurse, using his or her professional judgment and in consultation and authorization with the parent, may allow students who have demonstrated appropriate skills to carry their own inhalers, insulin, and epinephrine auto injectors. A physician will need to provide a written treatment plan and authorization for students to carry such medication at school. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.

Prescription Medications:

- All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses.
- The prescription label must contain the child's name, name of the medicine, dosage, and directions.
- The first dose of any medication should be given at home.

- Any changes to a medication dosage must have an updated Medication Administration Form at School and the updated prescription label and updated physician documentation with the medication.
- Parents/Guardians will receive a medication refill schedule when medications are authorized for administration at school. It is the parents'/guardians' responsibility to maintain a supply of ordered medications at school.
- Should your child require controlled pain medication at school, the parent must meet with the Registered Nurse to develop an Individualized Health Plan in order to ensure a safe and appropriate plan of care.

Nonprescription/Over-the-Counter Medications (acetaminophen, ibuprofen, cold/cough medicine, cough/throat lozenges, etc.):

- Medication must be in the original container clearly labeled with the student's name and accompanied by the completed Medication Form.
- No medication will be given past the expiration date on the container.
- Medication will only be administered per label directions.
- Due to the risk of dangerous side effects from long-term use of medication, a physician's order may be required if the student needs to take more than 25 doses of any combination of non-prescription medication in a given school year.
- Medications and supplements not approved by the Federal Drug Administration (FDA) will not be given at school.
- Aspirin or medications containing aspirin will not be administered to children due to the risks of Reye's Syndrome.

Injectable/Inhaled Medications (for asthma, allergies, diabetes, life threatening allergies to bee stings, or certain food):

- If a medical condition exists requiring injectable or inhaled medication, whenever possible the student should self-administer the medication.
- To properly identify symptoms and treat your child during an emergency, an Emergency Action Plan must be on file at the school.
- A current prescription label and written care plan from the physician, along with written parent authorization, is required for the administration of all injectable medication or for a student to self-manage and administer medication for a life threatening chronic health condition.
- All inhalers must be labeled with a prescription label, or the inhaler must be carried in the prescription box with the child's name legibly written on the inhaler.

Emergency Medications

· Each school building is equipped with an epinephrine auto-injector (Epi-Pen) and albuterol nebulizer medication. In the event of a suspected student anaphylactic reaction (a life threatening allergic reaction that may be triggered by a food allergy, insect bite, drug allergy or asthma attack), an Epi-Pen will be administered by the school nurse or trained school personnel, and 911 will be notified. Epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication is not readily available. In the event of a suspected student asthma related breathing emergency, albuterol nebulizer treatments will be administered by the school nurse or trained personnel. Written standing orders will be obtained annually from the District's consulting physician for the administration of epinephrine and albuterol in emergency situations.

· **Please inform the school or building principal if your child CANNOT be administered either epinephrine or albuterol during an emergency situation.**

End of the Year Procedures for medications:

- Medications must be picked up by a parent or responsible adult prior to the end of the school day on the last day of the school year. Medications left in the office will be destroyed according to standard procedure.

Pediculosis (Head Lice): The Centers for Disease Control (CDC) and the Missouri Department of Health and Senior Services removed head lice from the contagious disease advisory because head lice do not spread any type of disease causing bacteria or virus that directly results in an infection or illness. Middle Grove C-1 School District does not perform routine, regularly scheduled schoolwide screening for head lice with the exception that the Kindergarten-Second grade population will be screened upon return to school from periods of closure greater than five (5) days. Additional screenings may occur when two or more cases of live lice are identified in the same classroom. The school nurse or designee may screen any student when deemed appropriate and necessary.

Students with live lice: When live lice are found on a student, all other known students attending Middle Grove C-1 School District living in the identified child's household will be screened for the presence of live lice. The parent/guardian will be notified to pick up the student and meet with the school nurse or designee before the student is sent home. Instructions in current treatment, eradication methods, and school protocols will be reviewed with the parent. *Exclusion of the student(s) identified with live lice will not exceed 24 hours.* Students must be rescreened for lice with a parent/guardian present prior to returning to the classroom setting. An additional rescreening will be conducted 6-10 days following the original identification of live lice. Should live lice be found during the re-screenings, then the instructions, eradication, exclusion, and rescreening will be repeated until such time as there are no live lice on the student.

Students with lice eggs without live lice: Students identified with head lice eggs (commonly referred to as 'nits') will not be excluded from school. Parent/guardian will be notified and instructed in lice egg removal techniques. Students will be rescreened every five days until no lice eggs are found for three screenings. Parents/guardians of students identified with live lice or eggs for a third time may be referred for case management by Middle Grove C-1 School District Registered Nurse, Counselor, and Resource Coordinator. For subsequent identification of live lice or eggs, the matter will be referred to Building administration and may be reported to Missouri Social Services, Children's Division, for review and intervention. Confidentiality of student(s) will be maintained in accordance with FERPA and Board Policy. Prevention education will be distributed to families throughout the school year.

Student Allergy Prevention and Response: The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure, and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen. Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing, and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals. This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

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

Prevention: Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan, (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination. Staff members shall not use air fresheners, oils, candles, or other such items intended to add fragrance in district instructional areas, non-ventilated spaces, or if otherwise determined by the administration. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of

personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides, or other chemicals except those provided by the district. The district will not serve any processed foods, including foods sold in vending machines that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request. Prepackaged items used in concessions, fundraisers, and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training: All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice. Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs, and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

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

Response: Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy

Eighth Grade Class Trip Policy

1. The class will choose a sponsor (a full-time school employee) to work with to plan, fundraise, present, and account for the class trip, graduation and other 8th grade events. A class meeting must be had with parents before the September School Board Meeting.
2. Each class must submit to the principal and School Board a tentative plan concerning their class trip by mid-October. The plan will include the destination with designated events, a date, an estimated budget, and fundraising options. After the administrator and School Board approve the trip, the class will start fundraising activities that will generate no more than 10% over the estimated budget. All fundraising events will include disclosure of the trip's location & how money will be spent. Any appeal to the trip decision will be made to the administrator prior to the October Board meeting. The final budget that will detail expenditures throughout the school year up to trip completion and final expenditures must be submitted to the Board by their May meeting. The trip will consist of no more than 3 days, 2 nights. All decisions by the Board will be final.
3. It is the 8th grade student's responsibility through class meetings, to make preliminary decisions about their trip and fundraisers and then seek sponsor, administrator, and Board approval. Each student is responsible for raising funds to contribute to their trip. It is the parent's responsibility to attend class meetings, transport their child to fundraising events, and help them earn the money. It is the sponsor's responsibility to supervise the planning and fundraising (but not do the fundraising). The sponsors are assigned to manage the details of the trip and graduation, oversee the funds, and supervise the trip.
4. Fundraising may begin the first day of school, or over the summer preceding the 8th grade year, with Board approval. All fundraisers will be approved by the administrator through the class sponsor. All monies will be deposited with the school through the 8th grade sponsors in a timely manner. Any leftover funds, not to exceed \$30 can be retained in the 8th grade activity account each year for start-up use by the next year's class. All fundraising will be ended by graduation. 10% of the fundraising budget should be allocated for a gift to the school. Gift is voted on by each 8th grade class.
5. Any student not contributing equally either in time and money earned (except in special circumstances as agreed upon by the Board or its representative) will be referred to the administrator and/or Board for a decision on whether he/she will be allowed to attend the trip.
6. Any major offense, such as skipping school, alcohol or drug use or possession, smoking, or other major offense as decided by the administrator, will prohibit the student from going on the class trip. These offenses do not have to be on school property in order to apply.
7. Referrals and excessive absences could affect eligibility for the trip. A student must be a candidate in good standing for graduation to be eligible for the trip and must not have more than 9 absences in one semester.
8. On the class trip, (at the sponsor's discretion), any disruptive or disrespectful behavior in accordance to school rules will result in the immediate termination of the class trip or a student sent home early, with parents coming to pick them up.
9. There must be at least 2 adult sponsors on the trip. The class will pay the expenses of entrance fees and meals for the sponsors. There must be a minimum of 1 adult for every 5 students and any portion thereof going on the trip. There also must be a male & female sponsor if the class is of mixed genders.
10. The 8th grade class and sponsors are responsible for obligating any funds beyond the carryover amount by the end of the trip. It is acceptable to distribute, equally among the entire class, any monies not spent.
11. The 8th grade graduation's date, time & location will be determined at a class meeting, no later than November. The sponsor will be responsible for scheduling time for students to work on their picture slideshows (no more than 2 minutes/student), approve music selection for picture slideshow, decide on program covers & order of ceremony, arrange practice with the facility and music coordinator, work with the ELA teacher to ensure 8th grade speeches are ready before practice, coordinate with 8th grade teachers to ensure graduation requirements have been met & diplomas are filled out, and raise funds for a parent gift.
12. 8th graders have traditionally voted on a guest speaker for their graduation; however, discretion is advisable from the sponsor and approval will be required from the administrator. Current & past teachers, board

members, staff members, community members, and influential people from their lives have been candidates in the past.



Dear Parent or Guardian:

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.

Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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.

² Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17² in compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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.

Parent Notification

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives. 2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.

3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.

4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.

5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:

- a. the subject matter assessed;
- b. the purpose for which the assessment is designed and used;
- c. the source of the requirement for the assessment (statutory cite);
- d. the amount of time spent on the assessment;
- e. the schedule for administering the assessment; and,
- f. the time and format for disseminating results.