

# 2023-2024 Sarcoxie R-II Schools Parent-Student Handbook





## The School District of Sarcoxie R-II

101 South 17<sup>th</sup> Street  
Sarcoxie, Missouri 64862

**Mr. Dusty Feather**  
Elementary Principal  
Ph. 417-548-3421  
Fax 417-548-6445

**Mr. Philip Lewis**  
Superintendent of Schools  
Ph. 417-548-3134  
Fax 417-548-6165

**Mr. Zach Staples**  
HS/MS Principal  
Ph. 417-548-2153  
Fax 417-548-7193

Mr. Chris Metlach *Alternative School Director* ; Mrs. Ashley Lambeth, *Federal Programs Coordinator*

July 25, 2023

Dear Students, Parents, and Guardians:

Welcome to the 2023-24 school year. I am honored to be the Superintendent of this great school. We are thrilled to have your student at our school. Sarcoxie has numerous opportunities for our children to develop lifelong skills, and we hope your child participates in all the district has to offer. This will be a great year, and the students will achieve outstanding accomplishments. I am also very excited about several new teachers and staff who have joined our Sarcoxie instructional team. We are blessed to have great people who love students working in our district!

This handbook contains two sections. The first section is a district-level handbook covering policies, procedures, and notices common to all preschoolers through 12th grade. The second section is a handbook pertinent to either high school or elementary, depending on the child to which it has been issued.

These handbooks cover essential information regarding your child and their school experience. The Board of Education has approved this handbook as school policy. The policies in this handbook do not supersede the official district policy manual available in the central office and on the district website.

These policies and procedures ensure your child is treated fairly and equitably and kept safe during hours under district supervision. The purpose of this school is to serve your child as well as allow them to be a part of the school community. Your child must act as a responsible citizen and participant governed by the established practices and guidelines outlined in this handbook.

Please review the handbook carefully and sign and return the acknowledgment at the back of the handbook to the respective building office. Thank you, and have a great year.

Sincerely,

Phil Lewis

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# Sarcoxie School District 2023-2024 Calendar



(Board Approved 2/16/2023)

Stu Tchr

August 2023					7	12
M	T	W	R	F		
		1	2	3	4	
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

September					17	17
M	T	W	R	F		
					1	
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

October					17	18
M	T	W	R	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

November					16	17
M	T	W	R	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

December					12	12
M	T	W	R	F		
					1	
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

## First Semester

August 15	New Teacher Orientation
August 16	All Staff Orientation
August 16-21	Teacher Professional Development
August 22	First Day of School
September 4	Labor Day - No School
October 19	End of 1st Quarter
October 24 & 26	Parent Conferences 4-7pm
November 22-27	Thanksgiving Break - No School
December 20	End of 1st Semester - Half day of class
December 21-Jan 2	Christmas Break - No School

## Second Semester

January 3	Classes resume
January 15	Martin Luther King Jr Day - No School
February 19	Presidents Day - No School
March 7	End of 3rd Quarter
March 18-22	Spring Break
March 29	Good Friday - No School
May 10	Graduation (7:30pm)
May 14	8th Grade Promotion (6:00pm)
May 17	Last day of school

**Monday Attendance Weeks:** Oct 23, Nov 20, Dec 18, Mar 25

**Snow Make Up Day - First day is forgiven-**

Jan 22, Feb 12, Mar 11, Apr 15, Apr 22, May 6, May 20-24

\*Teacher work days may also be used for Make Up Days when needed

### Student Days

Aug	7
Sep	17
Oct	17
Nov	16
Dec	12
Jan	17
Feb	17
Mar	13
Apr	17
May	11
<b>Total</b>	<b>144</b>

### Teacher Days

Aug	12
Sep	17
Oct	18
Nov	17
Dec	12
Jan	18
Feb	18
Mar	14
Apr	17
May	11
<b>Total</b>	<b>154</b>

- No School
- Teacher Days (No Students)
- Snow Make Up Days
- First / Last Day for Students
- Half Day of Class
- End of each quarter
- Parent Teacher Conferences

### Starting / Dismissal Times

<b>MS / HS</b>	<b>7:55 - 3:35</b>
<b>Elementary</b>	<b>8:05 - 3:45</b>
<b>Teachers</b>	<b>7:40 - 4:00</b>

Tchr Stu

January 2024					18	17
M	T	W	R	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

February					17	18
M	T	W	R	F		
					1	2
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29			

March					14	13
M	T	W	R	F		
						1
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

April					17	17
M	T	W	R	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					

May					11	11
M	T	W	R	F		
					1	2
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

### Teacher Days

144 Days in session (1053 Hours)  
5 Teacher Work Days (35 Hours)

5 PD Days (35 Hours)

2 Parent/Teacher Conference Evenings

### Quarter Dates

<b>1st - October 19</b>	<b>35</b>
<b>2nd - December 20</b>	<b>34</b>
<b>3rd - March 7</b>	<b>38</b>
<b>4th - May 17</b>	<b>37</b>

### Student Days

## Faculty and Staff

### Elementary

**Phone:** 417-548-3421

Early Childhood	-	Ami Hall
Kindergarten	-	Kara Orton, Jenna Phelps, Madelyn Stuart
1 <sup>st</sup> Grade	-	Charity Barwick, Lydia Krikke, Jennifer Zuniga
2 <sup>nd</sup> Grade	-	Brooklyn Renkoski, Taylor Thurston
3 <sup>rd</sup> Grade	-	Jasmine Garrison, Kimberly Sims, Angie Wagner
4 <sup>th</sup> Grade	-	Christa Stokes, Kerri Wood
5 <sup>th</sup> Grade	-	Ginger Lackey, Jeanne Ott, Amy Perry
Art	-	Celsey Brown
Music	-	Manda Moore
P.E.	-	Korey Gordon
Library/Media	-	Ashley Baker
Behavior Interventionist	-	Rachel McNeely
Counselor	-	Lori Robinson
Resource Teachers	-	Alexis Gulick, Lori Jones
Title 1 Reading	-	Edwina Parrigon
Speech/Language	-	Katherine Mitchell
Gifted	-	Sharon Bramwell
Nurse	-	April Jones
PAT	-	Melinda Feather
Special Ed. Director	-	Brendi Stevens
Secretary	-	Stephanie Heckmaster
Office Assistant	-	Missy Cobine
Cooks	-	Kyah Boothe, Randi Straw, Tiffany Straw
Custodians	-	Janelle Caddick, Vickie Hall, Josh Whitely
Title 1/Federal Programs	-	Ashley Lambeth
Principal	-	Dusty Feather

### High School

**Phone:** 417-548-2153

Middle/High School Principal	-	Mr. Zachary Staples
Assistant to the Principal/ A.D.	-	Mr. Jeff Kabance
Special Education Director	-	Mrs. Brendi Stevens
Special Education Process Coordinator	-	Mrs. Ashley Baker
Middle/High School Counselor	-	Mrs. April Ellis
Alternative School Instructors	-	Ms. Kallie Tilton, Mr. Chris Mettlach
Librarian/Library Aide	-	Ms. Laura Luviano
Nurse	-	Mrs. Krissy Endicott
District Director of Technology	-	Mr. Gerod Hall
Secretary	-	Mrs. Zelma Chrisman
Special Education Office	-	Mrs. Kristy Barnard
Academic Coach	-	Mrs. Laura Lewis
Technology	-	Tanner Rice
Maintenance	-	Jerry Fischer, Kevin Guinn
Transportation	-	Russell Ogle

Sixth Grade

Mrs. Ogle

Mr. Busselman

Mr. Hall

Language Arts

Mrs. Jenny

Mrs. Bauer

Mrs. Deaton

Mrs. McDaniel

Science

Mr. Recker

Ms. Sommer

Mr. Dyke

Math

Mr. Freeman

Mr. Green

Mrs. Law

Social Studies

Mr. Kinder

Mr. Oxendine

Dr. Brigham

VO-AG

Mr. Fizette

Mr. Rush

Business

Mrs. Kaiser

Mrs. Dobbs

Fine Arts

Ms. Carney

Mrs. Neher

Mrs. Norwood

At Risk

Mr. Rice

Physical Ed.

Mrs. Dobbs

Mr. Roth

Mr. Ellis

Mr. Gordon

Family & Con. Sciences

Mrs. Spittler

Computer Lab

Mrs. Woolsey

Special Services

Mrs. Baker

Ms. Braden

Central Office

Phone: 417-548-3134

Bookkeeper

-

Jody Chance

Administrative Assistant-

Tammi Cain, Natalie Florio

Superintendent

-

Mr. Philip Lewis

Board Members

-

Dustin Sommer, Nathan Dawson, Candi Bowman, Josh Dodson  
Eugene Meyer, Josh Phillips, James Ogle

**HISTORY**

The first school in Jasper County was most likely the Sarcoxie Township Center on Center Creek about three miles below Sarcoxie. Not much is known about this early school. Around 1840, a second school was opened at Cave Springs where a Civil War skirmish took place. Another school was built in 1882-83 and used until it was replaced in 1911 by the brick building that used to be at the corner of ninth and center streets. This building was used until 1960 when the present high school was built. Wildwood Elementary was built in 1939 as a WPA project.

**School colors:** Purple and Gold

**School mascot:** Bear



# **BEARS** **SARCOXIE R-II**

## **MISSION**

The mission of the Sarcoxie R-II School District is to serve, educate, and empower our students, staff, families, and communities to strive for success.

## **BELIEFS**

We believe in providing safe, supportive, and secure learning facilities in which safety procedures are taught and reviewed consistently.

We believe in providing foundational skills to be lifelong learners and successful citizens.

We believe that all kids are unique, want to succeed, and will meet expectations.

We believe in using our community finances to invest in our students, staff, and facilities.

We believe all employees of Sarcoxie R-II should continue to learn and improve everyday to achieve success.

We believe in engaging with parents and the community for successful partnerships to benefit our kids.

## **VISION**

The vision of the Sarcoxie R-II School District is to set the standard for success.

## **PRIORITIES**

Character, Culture, & Climate  
Teaching & Learning  
Staffing  
District Operations.

**SERVE**

**EDUCATE**

**EMPOWER**

## **A+ Program**

This program provides money to students to help pay for post secondary training to any Missouri Vocational/Technical or Community College provided they meet the following criteria;

1. Attend an A+ designated school for 3 years prior to graduation;
2. 95% attendance overall;
3. 2.5 cumulative GPA;
4. 50 hours unpaid mentoring/tutoring;
5. Maintain good citizenship records,
6. Be free of drug/alcohol violations;
7. 18 year old males must be registered for the selective services.

\*state funds are contingent on SHS A+ designation and subject to legislative appropriation\*

The guidelines for the A+ Schools Program are determined by the State, and they may change at any time. Certification is dependent upon the standards that are in effect at the point the student graduates. SHS will provide information on student A+ Eligibility to the Missouri Department of Elementary and Secondary Education (DESE) and assuming state funds are made available by the state legislature, disbursement of funds will be under the direction of DESE.

8. Must score proficient or advanced on Algebra 1 EOC or other test qualification designated by MDHE or DESE.

## **Academic Letter Award**

The district will award at the end of the year an academic letter to any student (grades 7-12) who maintains an A-average (3.67 gpa) for the first and second semesters. Only one hour of music or PE grades will be figured in the average. The initial bar will be provided by the school. Students will be furnished all succeeding bars. Only one letter will be provided by the school and may be acquired by the student at any point or grade level 7-12.

## **ACTIVITIES AND ATHLETICS**

### **PHILOSOPHY**

Students who participate in the activities programs as a player or a spectator are reminded that their actions are a reflection of Sarcoxie Middle/High School. Students are expected to support their team in a positive manner, accept the decisions of the officials and maintain self-control at all times.

\*Athletics is an effective tool in preparing our youth to enter and contribute in our society. Our coaches instill in our athletes the understanding that self-discipline is a necessary quality in the development of a citizen's character and work habits.

\*The leadership of our coaches reflects, by example and attitude, the type of character we wish to develop in our athletic program. As coaches we will constantly strive to develop a well-rounded individual capable of living our modern society.

### **ELIGIBILITY STANDARDS**

For participation in athletics, music, cheerleading, and speech the Missouri State High School Activities Association requirements for eligibility will be followed. Contact the activities or athletic director, appropriate coach or sponsor for specifics.

### **PHYSICAL EXAMINATIONS AND INSURANCE**

Physical exams and proof of insurance is required for all students in order to participate in interscholastic athletics and cheerleading. School insurance shall be made available to all students at the beginning of each school year. Such insurance is optional and at student expense. Although not required, insurance is recommended if you are enrolled in any one of the following: physical education, vo-tech, and agriculture classes.

### **STUDENT ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES**

Students attending extra-curricular activities will be expected to remain for the entire activity. Students, who choose to leave before its completion without permission of the supervisor, forfeit their right to return. Students absent from school the day of an activity may not attend or participate in that activity unless pre-excused by the principal.

Students may be excluded from these activities due to discipline infractions.

## **SCHOOL SPONSORED DANCES**

Students will not be allowed a guest that is 21 years of age or older to any school dances.

## **STUDENT ACTIVITIES**

Classes or other groups may form organizations upon approval of the principal. Each organization must have a sponsor from the faculty who is approved by the principal. All organizations must be democratic in structure and must provide that all currently enrolled students who met reasonable membership requirements can be members. Currently enrolled students are eligible for membership according to the constitution of that group. No initiations may be held without the specific permission of the principal.

## **NATIONAL HONOR SOCIETY**

Sarcoxie High School has an established and active chapter of the National Honor Society. The selection process for NHS inductees is as follows: a) be a sophomore, junior, or senior with at least a "B" average b) if academically eligible, the student has the option, if they wished to be considered for induction, of filling out an activities sheet and returning it to the sponsor by the published deadline, c) from the returned sheets, a list of students names is developed and given to teachers so as to rate each student on leadership, service, and character using a number scale of one to five, d) Using teacher input numbers, a faculty council figures a percentage in each category, adds the percentages together and then divides by three to arrive at an overall at an overall percentage. The names of students, after reviewing the activity sheets, with an overall 80% with no individual category percentage in the sixties are presented to the NHS sponsor for induction. The principal shall receive appeals in cases of non-selection of candidates.

## **QUEEN SELECTION**

Queens will not be selected by any organization upon the basis of money accumulation. This policy will apply to any and all queen positions at Sarcoxie High School. The academic eligibility requirement for queen candidates will be the same as the requirement for athletic eligibility.

\*In the selection of Homecoming and Annual queens, three (3) senior candidates will be nominated for the queen position with one attendant chosen from each of the junior, sophomore, and freshman classes. The three senior queen candidates nominated by the senior class will then be voted upon by the entire student body for the selection of the queen.

## **Administration of Medications to Students**

### **Definitions**

*Medications*—For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

*Authorized Prescriber*—Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with Board Policy JHCD. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

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

**Prescription Medications** - The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

**Self-Administered Medications** - An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

**Possession of Self-Administered Medications** - An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

**Emergency Medication** - In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine, naloxone (Narcan), and albuterol inhalation in good faith and according to standard medical practice. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine, naloxone (Narcan), albuterol inhalation. A current copy of the list will be kept with the devices at all times.

**Consequences** - Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

## **Alternate Dismissal Plans (Elementary School)**

Your child must have a dated note and/or personal verification from you if your child will be picked up or is going somewhere different after school or the child will be kept on their regular schedule. However, we ask that notes about alternative plans be limited to emergency situations only. We stress that if there is no personal verification or note from you that your child is not to ride the bus home from school; your child **WILL** ride the bus home as usual.

## **Alternative Methods of Instruction (AMI)**

The Missouri Department of Elementary and Secondary Education (DESE) allows school districts to implement a plan to make up for time lost due to exceptional or emergency circumstances. Sarcoxie R2 School District will be using this system in the event of snow days, illness, and possible other aspects that cause school closure. Students will be responsible for all work/activities for AMI days and this will impact student grades and attendance.

## **Alternative School**

Sarcoxie HS/MS has established an Alternative School for grades 6-12. Students are referred to the Sarcoxie At-Risk Committee by teachers, staff or administration and selected to be in this program. Reasons for selection can be but are not limited to attendance, grades, credits, discipline, and classroom disruption.

Goals of the program include:

- \*To help students earn credits on the pathway to timely graduation
- \*To work with students in developing the skills to reenter the traditional educational setting
- \*To provide rigorous alternative instruction strategies that best fit the student learning process
- \*To provide a complete education that addresses a students curricular, character, emotional, and attentendence/discipline needs

## **Asbestos Public Notice**

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in June of 1988, we performed inspections of each of our school buildings for asbestos containing material. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos materials every three years. Accredited asbestos inspectors performed these re-inspections. An accredited Management Planner reviewed the results of the re-inspections and recommended actions we should take to safely manage each asbestos material in our buildings.

The results of the re-inspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (M-F, 8 a.m. to 4 p.m.). The Asbestos Program Manager, Jerry Fischer, is available to answer any questions you may have about asbestos in our buildings.

All areas that contain asbestos, either friable or non-friable, are monitored constantly and are checked by an accredited AHERA inspector every (6) six months to insure no deterioration of their condition. This inspection is performed to assure proper health and safety conditions for all employees and constituents of the school system.

## **Assessment Program**

The district will use assessments as one (1) 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.

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).

The district will administer a reading assessment to students in third, fourth, fifth, and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

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

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education.

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 will determine what percent of the course grade will be decided by performance on EOC assessments.

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

## **AT RISK PROGRAM**

Students who are determined to be at-risk educationally due to various factors may be placed in an alternative classroom situation for some or all of their classes. The Alternative Placement Team will be responsible for determining who will be allowed to participate in the program.

**Attendance Policy (High School)** Each student will be allowed eight days per semester to be absent. These days shall cover personal illness, doctor/dental appointments, work at home, funerals, suspensions, truancy, etc. Skip days are not part of the eight days and would be handled as an unexcused truant absence. A note specifying the exact reason for the absence, with the parent's signature, must accompany the student upon his/her return to school. Lack of contact with a parent concerning a student's absence being declared unexcused. In addition, seniors will be allowed one additional day during the school year for college visit, vocational school visit, job interview, job fair, military, etc. This day must be verified by the college, school or prospective employer. \*Any student missing more than eight days in a semester shall receive a grade "F" in that class for that semester. However, extenuating circumstances on absences over eight are available for review by the Attendance Committee may be appealed to the principal. The principal's decision may be appealed to the Superintendent. \*Failure to communicate by way of note or phone call by the parent when the student returns to school will result in an 8<sup>th</sup> hour. Students must maintain a full course load to be considered a student at Sarcoxie MS/HS. If a student misses or skips any part of the school day discipline will occur.

- Perfect Attendance: Students will receive a certificate and recognition for not missing any part of any school day for the entire year.
- Outstanding Attendance: Students will receive a certificate and recognition for not missing more than the equivalent of one full day (7 periods) for the entire year.

**Attendance Policy(Elementary School)** We ask all parents to call the school if their child will not be at school. The school number is 417-548-3421. This call needs to be made by 9:00 a.m. so that we know where each child is. If we have not heard from you by this time, we may call to check on your child. In order for the student to earn a class grade, the student must not only satisfy academic and related requirements, but must also exhibit good attendance habits. The student cannot accumulate more than 8 absences per semester or 16 per year. A student exceeding 8 absences during the first semester will be placed on probationary status. Grades will be withheld pending completion of the year. If total absences do not exceed 16 days, a grade will be given. Should absenteeism for the year exceed 16 days, (and not fall under the exceptions listed below) the student will not receive a grade for that year and will be retained. Parents or guardians of students will be notified by a letter from the principal's office when the student approaches 8 absences during the first semester and/or 16 for the year.

The following exceptions can be considered if the parent notifies the office and a meeting is held to consider the reason. These reasons would not be counted as accumulated absences resulting in retention or withholding of a grade.

Hospitalization-unusual or extended illness-verified with a doctor's statement.

Verification of such an absence should be made through the principal's office upon return to school.

Doctor or dental appointments-verified with proper appointment card or note from the doctor.

Death in the immediate family.

Extenuating circumstances including, but not limited to:

- Serious family emergencies
- Student contracting a communicable disease
- Inclement weather preventing bus transportation

**Elementary TARDIES**

Students who are tardy will have a letter sent home to parent/guardian for **every third tardy** they receive in a quarter. If the tardy problem persists the principal will then request a meeting with the parent/guardian and from that point can assign a detention or contact the School Resource Officer or be referred to the Jasper County Truancy Officer.

Any tardy over thirty minutes will be counted as an absence.

Before School: Students on a late bus will not be counted absent or tardy.

**Before and After School Supervision of Students**

Normal, daily schedule Start and Dismissal Times are as follows:

Middle School/High School	7:55—3:35
Elementary	8:05—3:45

Supervision will begin at both buildings at 7:35 a.m. and students will be expected to be off campus by 3:45 p.m. The district is not responsible for students outside of these times. Parents are not to drop off or leave children at the school during unsupervised periods.

- High school students arriving early to school must remain in the gym or cafeteria until the 7:55 a.m. bell rings. Students late on a bus will not be counted absent or tardy. Students who sleep late, have a flat tire, run out of gas, work at home, etc., will be either tardy or absent from class per policy.
- Elementary students can enter the building at 7:35 and must go directly to their classroom. At dismissal, bus students are dismissed on the north of the school building at 3:45. Car riders are dismissed on the west side of the school at 3:45. Students that walk or ride bikes will be dismissed after car and bus riders leave the school.

**Elementary Dismissal Bells**

Parent calls to change how their child gets home must be made before 2:30pm.  
 Car and Bus Riders will begin dismissal at 3:45  
 Walkers will be dismissed after buses leave the parking area.

**Elementary Procedures for Dismissing Car Riders**

- Please remain in your vehicle and pull into the loading zone. Teachers will escort your child to your vehicle. In order to help the dismissal run smoothly, **do not walk up to get your child.**
- The loading zone is single file. Cars must come from the South to get on 11<sup>th</sup> Street to enter the south driveway. Cars will exit out the north driveway to turn south onto 11<sup>th</sup> Street. Cars will not be able to exit and turn north due to buses crossing 11<sup>th</sup> Street. *Watch for signs and parking cones.*
- Children are to enter the cars on the passenger side only.
- Students will be escorted to the cars in the loading zone.
- Staff loading car riders will instruct your child where to stand in the loading zone, please pull your car up next to your child. If you have a student who is not present when you pull forward into the loading zone, please pull your car around the circle to wait for your child so that other students may be loaded into their cars.
- Parents need to send a note, if students will be picked up by someone not listed on the enrollment form. The teachers will send the note with the student at the end of the day so car rider staff will be aware of the change.
- Students will not be released to adults not listed on the enrollment form. You may send a note to school with your child giving permission for your child to leave with the listed adult. If you phone the school’s office during the day giving permission for your child to ride home with an adult not listed on the enrollment form, the office will write a note for the student. The student will then need to give the note to the car rider staff.
- Students not picked up by **3:55**, will be taken to the school’s main office to be picked up.

## **BUS TRANSPORTATION**

The bus driver has the responsibility for the safety and conduct of students riding his/her bus. Students are to obey their drivers at all times. Students are expected to help keep buses clean and neat. Instructions for students riding the buses are posted in each bus and will be given to each student. Students should know the arrival time of the bus and be ready. Drivers will make every attempt to be on time.

**To avoid losing your privilege of riding the bus, follow these rules:**

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not possess or use tobacco products.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus drivers are authorized to assign seats.

Do not bring radios, CD players, etc. on the bus.

**Bus Misconduct (see Discipline Code below)**

In addition to regular discipline consequence, the following consequences may be followed:

1. The “first” note is a warning about what has taken place on the bus. This note must be signed and returned to the driver the following morning in order for the student to ride the bus.
2. The “second” note will bring Disciplinary action resulting in the suspension of bus riding privileges for three (3) school days.
3. The “third” note will result in a suspension of riding the bus for five (5) school days.
4. The “fourth” note will result in suspension of riding privileges for the remainder of the semester.

\*Student discipline consequences related to transportation can be adjusted based on the severity of the action at the discretion of the building principal.

## **Honor’s System**

GPA for honor’s system will be determined after the fall semester of the student’s senior year. Any student receiving Summa Cum Laude will have the opportunity to speak at graduation.

\*If no students are designated as Summa Cum Laude speakers will be determined at the discretion of administration.

- Summa Cum Laude—GPA 4.0 and higher will graduate “with highest honor”
- Manga Cum Laude—GPA 3.75-3.99 will graduate “with great honor”
- Cum Laude—GPA 3.5-3.74 will graduate “with honor”

## **Classification of Students**

Freshman: 0-5 credits; Sophomore: 5.5-12 credits; Junior: 12.5-18.5 credits; Senior: 19 credits and up. Note: Results of achievement test may be utilized for the purpose of promotion, retention or graduation. These results would not be the sole factor but could become one of several factors in the above areas. Therefore, test results could affect classification. Students will participate in activities corresponding to their grade level. (Ex. A student must be classified as a junior or senior to attend prom.)

**Closed Campus** Upon arrival at school you are not permitted to leave the school building without permission.

**Cell Phones** It is recommended students do not bring cellphones to school. Students may turn cell phones on during lunch period. Cell phones may be turned on for an educational purpose with permission from the teacher during class. Consequences for using cell phones without permission will include confiscation of the phone until the end of the day. A second offense will result in a parent coming to pick up the confiscated cell phone. Subsequent offenses will result in 8th hour progression.



## **Corporal Punishment**

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

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

## **District Accountability Report Cards**

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards.

## **District Searches and Student Expectation of Privacy**

Under the 4<sup>th</sup> Amendment of the Constitution and Board Policy JFG, the Sarcoxie R-II School District notifies students of the following:

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

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonable believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

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

## **DRESS CODE: High School**

Students are expected to dress in modest and/or appropriate apparel with modest referring to the chest, trunk and thighs being covered in such a way the undue attention is not brought to the student.

- \*All clothing must be of modest length. Shorts and skirts must reach a minimum of 12 inches in length from the top of the waist band to the bottom of the short or 3 inches above the knee when standing.
- \*No blankets, or similar wraps, may be “worn” at school.
- \*All students shall be required to wear some type of shoes. No slippers or house shoes are to be worn.
- \*All students are expected to be clean and well groomed.
- \*Tank tops are not to be worn. All shirts must have sleeves that cover the shoulder and are not cut off. Shirts that expose the midriff and muscle shirts are not to be worn. No backless or revealing, low-cut blouses are to be worn.
- \*No chains are to be worn that in the principal’s judgment can be used as a weapon.
- \*No trench coats or large oversized coats are to be worn in the public buildings.
- \* No hats, bandanas, or headgear of any type are to be worn or carried inside the school building. No clothes that advertise alcohol, tobacco, drugs or firearms are to be worn.
- \* No clothes that have distasteful slogans, pictures, or improper language are to be worn.
- \*No exposed undergarments, no mesh or any materials which are “see through” are to be worn. Pants with holes must have shorts or tights under them.
- \*No accessories or clothing that is associated with gangs will be allowed. No excessively baggy clothing. Waistbands must be worn at the hips. No ragged dirty clothing should be worn including clothing exposing areas consistent with our other clothing policies (i.e. shorts).
- \*Rings may be worn only in ears. A small stud in the nose is allowed. **No eyebrow, lip, belly or tongue rings.** All piercing must not be a distraction, cause undue attention or present a safety hazard.
- \*Dress and grooming which tend to distract from the educational process will be handled on an individual basis. All questions concerning appropriateness of dress or grooming are left to the discretion of the principal. The principal has the authority to ban any item he/she sees fit as an undue distraction to the educational process. Violators, at the discretion of the principal, may also be given a T-shirt or sweats to wear until the violation can be corrected.

### **DRESS CODE POLICY FOR GRADUATES-**

-No flip flops or shorts are to be worn during the ceremony. It is recommended that all gentlemen wear a dress shirt and tie.

## **DRESS CODE: ELEMENTARY**

Wildwood Elementary expects students’ dress and grooming to be neat, clean, and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school.

Students’ dress and groom will be the responsibility of the individual and his parents within the following guidelines:

Dress and grooming will be clean and keeping with health, sanitary, and safety requirements.

All students must wear shoes, boots, or other types of footwear (No Heelys). Students **must wear tennis shoes** on the day they have their **Physical Education** class or they will not be allowed to participate.

Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student.

Class activities, which present a concern for student safety, may require the student to adjust his hair and or clothing during the class period in the interest of maintaining safety standards.

No backless or revealing, low – cut blouses are to be worn.

No hats, bandanas or headgear of any type are to be worn inside the school building.

No accessories or clothing that is associated with gangs will be allowed. No excessively baggy clothing. Waistbands must be worn at the hips.

Earrings may be worn only in ears. No nose, eyebrow, lip, belly or tongue rings.

### **Specific Regulations**

Fishnet shirts or stomach exposing shirts will be prohibited.

Clothing with inappropriate saying such as references to drugs, alcohol, sex, etc. will not be worn at school.

No tank tops are to be worn. All shirts must have sleeves that cover the shoulder.

## **Education of Homeless and Migrant Students and English Language Learners**

The Sarcoxie R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homes, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

The board designates the following individual to act as the district's homeless coordinator and ELL coordinator:

Federal Programs Coordinator, 101 South 17<sup>th</sup> Street, Sarcoxie, MO 64862; Phone 417-548-3134

## **ELEMENTARY RULES AND REGULATIONS**

- 1) Running is not permitted in the building or to and from the buses.
- 2) Students are not allowed to bring drugs, alcohol, tobacco, knives, guns, sharp objects or dangerous instruments to school. These will be confiscated and returned only to parents or guardians.
- 3) Chewing gum or drinking pop is allowed based on individual classroom rules and special occasions.
- 4) Pupils are not to bring playthings or pets to school unless permission is given by the teacher. The school is not responsible for losses.
- 5) Good manners and table etiquette are to be practiced at all times in the lunchroom.
- 6) Children are not to be in the playground area before school.
- 7) Touching another student during an argument will result in disciplinary action.
- 8) Public display of affection is prohibited in school.
- 9) Students will not use profanity in school, or at any school function.
- 10) Hats will not be worn in the school building.
- 11) Students are not to use cell phones at school. The cell phone will be confiscated if a student has their cell phone out and/or using their phone during the school day.
- 12) Wildwood Elementary School is a well-kept building and students hopefully will be very proud to attend classes here. It is the responsibility of each student to practice good citizenship in the care of the facilities.

### **Playground Rules**

- 1) No fighting or pushing.
- 2) No profanity.
- 3) Go down slide feet first.
- 4) No jumping off slides.

- 5) No pushing or passing another person on the ladder of the slide.
- 6) No tackle football, hardball, or soccer.
- 7) No standing on swings.
- 8) No jumping from the swing while it is in motion.
- 9) Students will obey teachers or adults supervising the playground at all times.
- 10) Students will obey and respect all teachers.
- 11) No skateboards.
- 12) No toy guns.
- 13) No sharp instruments or dangerous objects (knives, pencils, rat-tail combs, etc.)
- 14) No matches.
- 15) No throwing rocks, dust, or gravel.
- 16) No playing with sticks.
- 17) No entering the building without the teacher's permission.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

## **FEMA Earthquake Preparedness**

Although Sarcoxie R-II is not located within the designated New Madrid fault zone, district residents are encouraged to understand the procedures necessary to protect oneself during an earthquake. For more information, please visit: <http://www.dese.mo.gov/divimprove/sia/msip/documents/EarthquakeSafetyHandoutAug08.pdf>. The flyer outlines the following information: Prepare a Home Earthquake Plan; Eliminate Hazards; Prepare a Disaster Supplies Kit for Home and Car; Know What to Do When the Shaking BEGINS; Know What to Do AFTER the Shaking Stops.

**Food and Drink** Students are not to have any open containers of food or drink in the halls or in the classroom.

## **Free and Reduced Lunch Guidelines**

The federal Free and Reduced Lunch Guidelines will be sent home with students upon enrollment, at the beginning of each school year, and upon request. These guidelines change every year, so parents are encouraged to review the income thresholds every year to see if their children qualify. Children who eat enough and eat healthy foods achieve at higher levels than children who do not. The school will work with families to ensure their children are participating in the National School Lunch Program.

## **GRADUATION REQUIREMENTS**

Students who earn a minimum of 26 units of credit (17 required credits & 9 elective credits) according to the following guidelines are eligible to graduate from Sarcoxie High School:

<u>AREA</u>	<u>CREDITS</u>	<u>AREA</u>	<u>CREDIT</u>
Language Arts (Must include English I, II)	4	Fine Arts	1
Mathematics	3	Per. Finance	½
Science (must include Biology I)	3	Practical Arts	1
Social Studies (Must include Gov., World and American History)	3	P.E.	1
		Health	½
		Electives	9
	Total Units of credit		26

Students must also pass the Missouri and U.S. Constitution tests.

Students must complete 30 minutes of CPR training prior to graduation.

Students who complete 3 agricultural science courses, determined by administration, can fulfill one science course requirement. Students must complete Biology and one other science course for graduation in addition to the 3 agricultural courses.

For any senior to participate in the graduation ceremony, the student must complete all coursework and complete all credits necessary to earn a diploma prior to the final day the seniors are required to attend class.

Eighth grade students completing Algebra 1 will be required to complete three additional math credits in grades 9-12.

**Early Graduates-** Seniors that wish to graduate in December must maintain 90% attendance in the fall semester in order to be eligible for early graduation. If students do not have a 90% attendance rate at the conclusion of the fall semester, they will be required to return for the spring semester in order to meet the requirements for graduation.

**Graduation: Presentation of Diplomas:** Diplomas at graduation may only be presented to graduates by current board members, administration, or the high school counselor.

### **Credit Recovery**

- \*A student may earn a maximum of one credit per semester after school from 3:00-5:00 PM in Credit Recovery.
- \*A student may make up a maximum of one credit during summer school if they attend morning and afternoon sessions.
- \*Alternative School students will be put on individual academic plans.

### **Grading Scale and Report Cards**

Students will be graded according to the District Grading Scale:

A = 93.5%-100%	C = 76.4%-73.5%
A- = 93.4% -89.5%	C- = 73.4%-69.5%
B+ = 89.4%-86.5%	D+ = 69.4%-66.5%
B = 86.4%-83.5%	D = 66.4%-63.5%
B- = 83.4%-79.5%	D- = 63.4%-59.5%
C+ = 79.4%-76.5%	F = 59% and below

**High School:** Grade cards will be distributed at the end of each grading period (normally nine weeks). Only semester grades are made a part of the student’s permanent record. Report cards will be distributed to students at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarters. Fourth quarter grade cards are mailed home.

**Elementary School:** First quarter grade card(s) will be given to parents at the parents/teacher conferences in October. Second and third quarter grade cards will be given to the students to take home for their parent(s) to sign and the student will return the grade card envelope to their teacher. Fourth quarter grade card(s) will be sent home the last day of school with the student.

### **Guidance and Counseling Department**

The guidance and counseling program provides services to students, teachers, parents, and community members. The guidance and counseling department is an informational center for the entire school district. Students and parents are encouraged to take advantage of the guidance program for their own benefit.

The guidance and counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by certified professional school counselors with the support of teachers, administrators, students and parents. The guidance and counseling program includes: Guidance curriculum which utilizes classroom and group activities to provide students with knowledge of normal growth and development and to promote positive mental health and to assist in the development of life skills.

Individual planning activities, which help students, manage their own learning as well as their personal and career development. Students will evaluate their educational, occupational and personal goals and plans through individual and group activities.

Responsive service activities include individual counseling, support group counseling, and consolation with parents, teachers, and related community resources.

System support is management of the total guidance program. Activities include professional development, research and evaluation, use of an advisory committee and program planning and operations.

**Outside Counseling Services:** The district may offer outside counseling services to students based on determination by school officials. Currently, Psychological Associates of Southwest Missouri, LLC will have scheduled times to meet with Sarcoxie students grades K-12. If you would prefer that an outside counselor not be available for your child it is the responsibility of the parent to notify the high school office for refusal of these services.

**Hall Passes** You are not permitted in the halls during class periods unless a teacher accompanies you or you have a hall pass that states your exact destination and is signed by an authorized staff member. You must have a hall pass before you can go to the restroom during class time. A student will be put on no hall pass list for chronically being in the halls without permission.

**Head Lice** Because school attendance brings a number of children into close contact daily, it often results in transmission of communicable diseases, including head lice infestation.

Head lice do not carry any disease, nor does their presence mean that your child is dirty. However, to prevent further spread, the condition must be treated at once. If you notice your child is bothered by itching on the head or neck area, you should examine the area for white nits or small black lice.

Everyone in the family must have washed hair with special shampoo, all bedding and clothing in contact washed in extra-hot water, and rugs and upholstery vacuumed very thoroughly. The school nurse is available for consultation or you may contact your family doctor. Any suspected cases should be reported to the school nurse, who will keep the information confidential. This is a great aid in control of this persistent problem.

The Board of Education has adopted a “No Nits” policy, which means that a student will not be allowed back in school until all visible nits are removed. Children sent home with head lice must be accompanied by a parent/adult to be checked by the school nurse before they may reenter the classroom. An empty box of the special shampoo used must be brought to the nurse so documentation can be obtained to verify treatment. After being checked by the nurse, the child will either be sent back to class or home for continued treatment.

**Honor Rolls** Each quarter three honor rolls will be determined. Students must be taking at least six classes in which credit grades are given. The quarter grade will be converted to a number by the district grading scale. Principal’s Honor Roll – 4 point GPA; Honor Roll of Distinction – 3.67 – 3.99 GPA; Honor Roll of Merit – 3.33-3.66. Any D or F in any class will disqualify a student from being on the Honor Roll.

## **Immunization Requirements**

**Immunizations must be completed by the first day of school. The Missouri School Immunization Rule requires, that all Missouri public school children K-5<sup>th</sup>, must have the following immunizations in order to attend school: 4-5 DPT’s and 3 Polio’s – the last dose must be given after the 4<sup>th</sup> birthday if a combination of OPV/IPV is received (4) doses are required: 2 MMR’s and 3 doses of Hepatitis B.**

All K-6<sup>th</sup> students must have (2) Varicella (chickenpox) vaccine or proof of the disease. All 7<sup>th</sup>-11<sup>th</sup> grade students must have (1) Varicella vaccine.

One dose of MCV (Meningococcal) is required before a student begins the 8<sup>th</sup> grade and 2 doses are required for 12<sup>th</sup> grade students.

The Tdap (one dose) is required for 8<sup>th</sup> – 12<sup>th</sup> grade students. If your child’s immunizations are not up-to-date, this must be taken care of as soon as possible. It is our policy, according to Missouri Law, that a child may not enter school until **ALL** immunizations are completed

## **INJURIES REQUIRING MEDICAL ATTENTION**

In case of a serious accident at school, the parents are called immediately. Upon failure to locate the parent, we will contact any other individual that you indicate should be called in case of an emergency listed on the Emergency Procedure Form. Please be certain we have your correct home and employment phone numbers, and as a safety measure, please give the phone number of a near neighbor or friend that can be called in case of an emergency.



**Leaving School** If it is necessary for you to leave school during the day, you must have a note from your parent stating why you are leaving and what time you need to leave. This note must be turned in to the office before school on the day you are going to be gone. Parents may also telephone or come to the office to ask that the student be dismissed. **Parents are to report to the office upon entering the building.** Students that leave without having permission from the office are considered Truant.

**Lockers** Lockers are assigned and may be changed only through the principal's office. To change lockers, there must be a good reason and all parties involved must agree. Students are to use only the locker assigned to them. A student may not use more than one locker. Decals and other items are not to be put on lockers. Each student is responsible for the condition of his/her locker. Any repairs needed to be done to the lockers should be reported to the principal's office immediately. Locker doors are to be closed at all times except when you are removing or placing items in your locker. Locker doors are not to be slammed. Students are expected to keep their lockers reasonably clean and not write in or on their locker. Lockers continue to be the property of the school district. As such, it remains ownership and control of them, and they are subject to search anytime with or without student consent, and with or without a warrant. All locks kept on lockers must be accessible by the office or the lock may be cut and removed.

**Lost and Found** Lost and found articles will be handled through the principal's office. Articles will be kept only for a short time. Students are urged to be prompt in reporting or claiming anything that is lost.

**Make-up Work** When you have an excused absence, you will be allowed to make up work you missed in each class. It is your responsibility to obtain all make-up work from your teachers immediately upon returning to school. Students will be responsible for making up all the work within time limits at the discretion of the teacher.

\*Students absent for any reason will be expected to make-up work missed. Students will have one day plus one day for every day absent to make up work (e.g., 3 days absent four days to make up work). Exception: work/tests that the student was aware of prior to the absence are due the first day the student returns. It is the responsibility of any student who knows in advance of an absence to get make-up work prior to the absence. Students with unexcused absences in a class and will be given a "zero" for any work in that class.

\*The attendance officer will notify the parents or guardians when a student has four absences in a class and when that student goes over eight absences in a class.

\*In case of extended illness for three days or more, assignments may be requested through the office. Please allow one day for this material to be compiled.

## **MEDIA CENTER POLICY**

**Books:** One week with unlimited one week renewal unless the book has been reserved by another student. Students are responsible for books checked out to them and must pay for lost or abused books. **Lost books or abused books must be returned to the school library within two months to receive a refund.**

**Magazines and reference materials:**\*Students may check out magazines and reference materials overnight, returning them the next day school is in session. Students who are working on teacher assigned projects may check out magazines and reference material for a longer period at the librarian's discretion.

\***Computer usage:** All students must sign an acceptable use policy to use any school computer. Computers are for educational use only. Students will not be allowed to check email during the school day; mail must be checked before or after school. Students viewing inappropriate sites on the internet will lose computer privileges for the rest of the year

## **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Sarcoxie R-II, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sarcoxie R-II 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 Sarcocie R-II to include this type of information from your child's education 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* (ESEA) to provide military recruiters, upon request, with the following information – 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 Sarcocie R-II to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1**. Sarcocie R-II has designated the following information as directory information:

- Students in kindergarten through eighth grade—Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- High school and vocational school students—Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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)-

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of -
- Any other protected information survey, regardless of funding;
- 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
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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.
- Sarcoxie R-II has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Sarcoxie R-II will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Sarcoxie R-II will also directly notify, such as through U.S. Mail, email, or letter home with students, 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. Sarcoxie R-II 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 requirement:
- Collection, disclosure, or use of personal information 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, S.W.  
 Washington, D.C. 20202-5901

## **Parents' Bill of Rights**

*This document does not confer any right or rights beyond those conferred by federal or state law and is intended for informational purposes only. For additional information, contact the Department of Elementary and Secondary Education, Division of Special Education at*

*(573) 751-0699 or [webrepliespeco@dese.mo.gov](mailto:webrepliespeco@dese.mo.gov). January 1, 2010*

### **As a parent of a child with a disability, you have the right to:**

1. Attend individualized education program (IEP) meetings and represent your child's interests.
2. Have an advocate or expert present at individualized education program (IEP) meetings.
3. Receive a copy of your child's evaluation, disagree with it, and request one independent educational evaluation at public expense.
4. Provide a written report from outside sources as part of the evaluation process.
5. Examine all education records pertaining to your child and be provided with a copy of the individualized education program.

6. Disagree with the decision of the individualized education program (IEP) team and pursue complaint procedures, including: filing a child complaint with the Department of Elementary and Secondary Education, state paid mediation, have an impartial due process hearing, and appeal the due process decision to the court.
7. Participate in reviews of the individualized education programs (IEPs) and in any decision to change any aspects of the IEP, as well as receive a written notice of action before a change in your child's educational placement or the provision of a free and appropriate public education.
8. Have your child placed in the least restrictive environment and in a general education classroom to the greatest extent appropriate.
9. Request an accommodation to provide effective communications if you have limited English language proficiency.
10. A free appropriate public education for your child with an individualized education program designed to meet your child's unique needs, which may include, but not be limited to, special education and related services, such as assistive technology devices and services; transportation; speech pathology services; audiology services; interpreting services; psychological services, including behavioral interventions; physical therapy; occupational therapy; recreation, including therapeutic recreation; counseling services, including rehabilitation counseling; orientation and mobility services; school health services; school nurse services; social work services; parent counseling and training; and, medical services for diagnostic or evaluation purposes.

## **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT**

Please Keep This Explanation for Future Reference

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities\*.

The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (PL 94-142) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim; and,
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Special Education Director

Telephone number 417-548-2153

\*(Section 504 of the Rehabilitation Act statute and regulations: 29 U.S.C. 706(7), Section 794; 34 C.F.R. Part 104, the Individuals with Disabilities Education Act statute and regulations: 20 U.S.C. Section 1232g; 34 C.F.R. Part 99)

## **Parent Right to Know**

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.

## **PERSONAL PROPERTY**

The school district is not responsible for items brought from home by students, whether by loss or by being stolen or destroyed. You may want your child to leave valuable or personal items at home.

## **PROGRESS REPORTS**

Progress reports will be sent to all parents at mid-quarter of the grading periods. These notices are to advise parents of the student’s progress at the end of fourth week. Parent’s are encouraged to call the teacher to set up a conference if a student is failing or in danger of failing a subject, if a student’s grade drops significantly from previous grades or if a student’s work is considerably below the grade normally made by the student.

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

(See Board Policy AC)

The Sarcoxie R-II School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment.

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

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district’s nondiscrimination policies:

Superintendent of Schools

101 S. 17<sup>th</sup> Street, Sarcoxie MO 64862  
417-548-3134

In the event the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

High School Principal  
101 S. 17<sup>th</sup> Street, Sarcoxie MO 64862  
417-548-2153

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

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
1-816-268-0550 TDD:1-877-521-2172  
E-Mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Robert A. Young Federal Building  
1222 Spruce St., Rm 8.100  
St. Louis, MO 63103

Gateway Tower II  
4<sup>th</sup> & State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
1-800-669-4000 TTY:1-800-669-6820

US. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, NW  
Disability Rights Section--NYAV  
Washington, DC 20530  
1-800-514-0301 TTY:1-800-514-0383

Missouri Commission on Human Rights  
P.O. Box 1129  
Jefferson City, MO 65102-1129  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

Missouri Commission on Human Rights  
111 N. 7<sup>th</sup> Street, Suite 903  
St. Louis, Mo 63101  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

## Promotion or Retention

The welfare of each individual child will be the primary consideration for promotion or retention. Age, achievement, social, physical and mental development will all be taken into consideration. If a child is to benefit by retention, it is usually best for the child to be retained at the earliest stage of his school development when the problem is recognized.

The teacher recommends promotion or retention, but the final responsibility rests with the principal.

As soon as the teacher recognizes the fact that a child is in danger of retention, the parents will be notified and a conference requested.

## PTO INFORMATION

The Sarcoxie PTO works closely with the school to help provide an environment that is conducive to learning. They provide special programs, help find volunteers, help procure room mothers, purchase equipment and materials for the school and do numerous other neat things. In order to continue the worthwhile programs initiated by the PTO, your attendance and support is needed at the PTO meetings. PTO information is available at the school and also at the regular PTO meetings during the school year. We welcome you to help support our students, teachers and school.

### **PTO Officers (Contact Wildwood for Info):**

**President – Kelsey McKee**

**Vice President – Delci Layman**

**Secretary – Liz Heman**

**Treasurer – Brenna Staples**

**Publisher – Melinda Feather**

## **PUBLIC NOTICE: Child Find**

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 Sarcoxie R-II 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, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Sarcoxie R-II 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 Sarcoxie R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Sarcoxie R-II 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 in the Special Education Director's Office.

This notice will be provided in native languages as appropriate.

## **Schedule Changes**

Schedule changes will only be done the first two days of each semester, unless determined by the principal. The counselor will work with students to see if it is an educationally wise decision.

- Make an appointment with the counselor to discuss the proposed change.
- Pick up a change of class form from the counselor.
- Have all required signatures sign the form.

After getting parental approval, return the form to the counselor. You will be advised as to when, if applicable, the change will take place.

Changes will be educationally sound and must be appropriate considering the student's educational program.

Any student dropped from a course for any reason shall have a grade of "F" for that semester posted to the student's permanent record.

## **School Breakfast and Lunch**

To stay in federal compliance, the school breakfast and lunch prices must be amended annually. This year's meal prices are as follows:

Type	Meal	Price
Reduced	Breakfast	\$0.30
Reduced	Lunch	\$0.40

Adult	Lunch	\$3.01
Adult	Breakfast	\$1.25
High School	Lunch	\$2.25
High School	Breakfast	\$0
Elementary	Lunch	\$2.15
Elementary	Breakfast	\$0

Students eat lunch in the cafeteria. They may bring their lunch from home or purchase a hot lunch each day. In case of an emergency at home the parent may phone the school office for a child to eat, or if money is lost, the child may charge his lunch on that day and is expected to bring the money the next day of school attendance. A pupil may not have more than ten (10) unpaid lunch charges. See District Procedure EF-API regarding Meal Charges included at the end of this handbook.

The breakfast program operates the same as the lunch program with two exceptions: 1. The breakfast program is voluntary; 2. There are no charges allowed.

Breakfast will be served during the following times:

High School	Elementary
8:50-9:10	7:45-8:05

### **School Dismissal Due to Inclement Weather**

Morning dismissal before school: When severe road and weather conditions exist, the Superintendent of Schools and Bus Supervisor will meet and inspect conditions. If the decision is made to close school that day there are five different ways to find out:

1. A message will go out via School Messenger (must be signed up for phone, text, & email in office).
2. An announcement will be made on the district Facebook page.
3. TV Stations in Joplin (KODE 12 and KSN 16) and Springfield (all) will be called.
4. ZIMMER Radio will be called and they will announce closings on KIX 102.5, KISSIN 92.5, LITEROCK 93.9, BIGDOG 97.9, FM 102.9, and AM 1310.

It is extremely important that each student be given instructions from their parents on what to do if it is raining at the close of school. Prior arrangements need to be made. It is impossible for all students to call home and ask for directions as to what they are to do. This would also be true when ice or snow necessitates early closing of school. In case of tornado warning or severe storm warning at the close of school, students will not be dismissed until parents or an adult responsible for them is here to pick them up. Your help in these matters will be greatly appreciated. By making early arrangements, less confusion will result.

### **School In Need of Improvement Under Title I**

The district will notify parents at the beginning of each year through a newsletter as the district and school status under ESSA and Title I.

### **SEXUAL HARASSMENT**

Sexual Harassment is a form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:



1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

The Sarcoxie R-II School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the Districts' Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

## **SNACKS AND TREATS (Elementary)**

Due to health concerns please do not send homemade food items for birthdays or parties. Snacks and treats must be purchased from a store or bakery.

Use healthy items, rather than soda pop, candy, ice cream, cake, etc. for rewards and /or snacks during classroom parties, celebrations and recognition events.

There will only be three parties/celebrations during the school year that students will receive sweet treats. The three celebrations/parties are Fall Parties, Christmas Parties and Valentine Parties. There must be healthy snacks provided for students for other parties or celebrations during the school year.

## **STUDENT RECORDS**

Parents of students or eligible students may inspect and review the student's educational records upon request. A parent may be denied access to their child's record if a court order or divorce decree removes that parent's right to have knowledge about and/or participate in the child's education. Parents or eligible students should submit to the principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

\*Disclosure of information from a student's education records will be made only with the written consent of the parent of eligible student, subject to the following exceptions: the district may disclose student record information without consent when disclosure is to school officials who have a legitimate educational interest in the records, officials of another school, upon request, in which a student seeks or intends to enroll, to comply with a judicial order or lawfully issued subpoena, to individuals requesting directory information so designated by the district, in connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid, and to appropriate parties in a health or safety emergency.

\*the district may disclose student record information if the parent and eligible student has been notified and provided at least 3 working days within which to view such records when the disclosure is to organizations conducting certain studies for or on behalf of the district, to accrediting organizations to carry out their functions, and to parents of an eligible student if the student is a dependent for income tax purposes.

\*the district may disclose student record information to governmental entities if the school district has obtained within the current school year and has on file prior permission of the parent or eligible student has been notified and provided at least three working days within which to view such records.

\*Pursuant to the Family Educational Rights and Privacy Act, the district may disclose student record information to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state and federally supported education programs as allowed by law. The district may consult with legal counsel prior to releasing student information to such officials.

\*a fee per copy of official records may be assessed to all graduates or other students who have terminated their education. The fee represents copying charges and postage only.

\*The following is a list of the types of school records that the district maintains, their location, and their custodians:

Cumulative school records, including discipline records-HS office-HS principal.

\*Health records –Nurse-Nurse’s office

Occasional Records (student education records not identified above, such as those in the Superintendent’s office, in the school attorney’s office, or in possession) – as appropriate for specific records-HS principal.

**Student Vehicles** - Students who elect to drive to school are to park only in the designated areas between the white lines east of the gym area, perpendicular to the school building. Student parking behind the building is not permitted without permission.

Students driving to school must register their vehicles in the high school office the first time they are brought on campus.

Failure to do so can result in the loss of the privilege of bringing a vehicle on school grounds. Any vehicle parked on school grounds is subject to search by school officials when they have reasonable suspicion that weapons or any type of contraband is present.

**Tardies-** Tardiness to class is defined as not being in the proper seat with all needed materials as the bell rings. Any tardiness over ten minutes shall be counted as an absence. Students will be allowed two tardies to any one class per semester without penalty. After that, an 8<sup>th</sup> hour will be assigned for a third and fourth tardy in any one class and Saturday schools for five or six tardies in any one class. Beginning with the 7<sup>th</sup> tardy, O.S.S. progression will result. Students, who have personal problems, etc. must see the teacher first, before being tardy and be unexcused to take care of the problem or they will be counted tardy. If talking to a teacher, counselor, etc., it will be the responsibility of the student to obtain a note from the teacher or otherwise be counted tardy.

## Teaching About Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexual education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

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

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

**Telephone Messages** The school telephone is for business and emergency calls. To protect the teachers and pupils from interruptions and to ensure the best use of telephone service in our school, good judgment suggests some reasonable restrictions in the use of the school telephone. Necessary messages will be taken in the office and related to pupils or teachers. Requests from parents for a teacher to call are given to the teacher so that a return call can be made when the teacher is free from class assignment. Please make any special arrangements for the afternoon with your child before he/she leaves home in the morning. Pupils will not be allowed to use the office phone. Pupils and teachers are called directly to the phone only in cases of emergency. Messages to students, unless an emergency will be delivered by 2:45 PM.

**Telephone Use** The phone in the office is only to be used when authorized by the office. Students will not be allowed to leave class to use the phone. Students late to class because they were using the phone will be given an unexcused tardy.

**Transportation to School Sponsored Activities** No student shall be permitted to take his or her vehicle and transport other students to or from away school activities where the student is participating as a representative of the school.

Students shall go and return in the same matter of transportation. No exception shall be made unless previously arranged with the activity's sponsor. Students will only be released to a parent or guardian and then only with a written request. To be eligible to ride the pep bus a student must have a clean discipline record for the week. Students who refuse to abide by the rules shall be dropped from the respective activity.

### **Virtual Learning (MOCAP)**

Students have the right to participate in virtual learning through MOCAP. Details can be found in a link on the school website and in board policy. A student must notify the school of plans to participate in MOCAP at each respective building.

**Visitors** Students are not allowed to have visitors accompany them to classes. Nor are students permitted to visit with out of school people during lunch or at any other during the school day without permission from the office. The school day, for visiting purposes, means from the time the student comes to school grounds until the time he/she leaves school for the day. All visitors must register in the office upon entering the building (exception: if going directly to the Superintendent's office). Parents are welcome to visit their child's classroom for observation. We believe it is beneficial for parents to have a good understanding of what their children are doing in school. Parents who want to observe their child's classroom and/or have a conference with the teacher should arrange an appointment through the school office.

### **Weighted Grade Point System**

When calculating GPA, the weighted classes shall receive one (1) bonus point (per semester) each on a 4- point scale. However, this is applicable only if the student makes a C- or above.

\*The weighted classes are Anatomy Physiology, Biology II, College preparatory English, Calculus I, College Alg. /Trig., And Spanish III & IV.

\*\*The actual grade earned in the class (not the weighted grade) shall be recorded consistently in the grade book, the grade card, grade sheet, and permanent record.

\*Students who transfer from Sarcoxie High School should be aware that the school couldn't guarantee the weighted grade earned would be honored in another system.

\*The Sarcoxie School District may honor weighted grades earned in another school if official written verification is obtained and approved by a committee.

\*The weighted grade is not utilized for Honor Roll qualifications. It is used in calculating grade point average for class rank only.

## **Weapons in School**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school busses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. §921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in §571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. §930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

## **Student Discipline**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in §160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

**Prohibited Conduct**

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

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

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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**Automobile/Vehicle Misuse**—Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicles at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, In-school suspension, or 1-10 days out-of-school suspension.

**Bullying or Cyberbullying (see Board policy JFCF)**—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.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)**—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

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

First Offense:	Nullification of forged documents. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged documents. Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under Schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**—

Violating the conditions of suspension, expulsion or other disciplinary consequences including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

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

First Offense:	Verbal warning, detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also “Threats or Verbal Assault”)**—Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, “Assault”)**—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling**—Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	In-school suspension, or 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

First Offense:	In-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

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

**Nuisance Items**—Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

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

**Public Display of Affection**—Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense:	Confiscation. Principal/student conference, detention, in-school suspension.
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Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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**Sexual Activity**—Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

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

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, 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.

First Offense:	Confiscation. Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Confiscation. Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, 1-10 days out-of-school suspension.

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

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco products. Principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco products. Detention, in-school suspension, 1-10 days out-of-school suspension.

2. Use of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco products. Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco products. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see Board policy JED and procedures JED-API and JED-AP2)**—Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

First Offense:	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension.

**Vandalism (see Board policy ECA)**—Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

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

First Offense:	In-school suspension, or 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

First Offense:	In-school suspension, or 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

## **Student Drug Testing**

Alcohol and drug use are serious problems today in America, and schools, including Sarcoxie R-II Schools, are not immune. The administration of Sarcoxie R-II Schools has noted and documented, both formally and informally, an increase in the use of drugs and alcohol by students, including those students participating in extracurricular and co-curricular activities. The administration and school board support a zero tolerance policy and believe that all students in the Sarcoxie R-II Schools have a right to participate in extracurricular and co-curricular activities in a safe and drug-free environment. Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol.

The goal of this policy is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. A goal of this program is to open the lines of communication among the parents/guardians, students and school in dealing with drug and alcohol abuse.

In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Sarcoxie R-II Schools adopts this policy to govern the random drug testing of all students in grades 7-12 who participate in co-curricular and extracurricular activities. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy.

### **Definitions**

*Alcohol*-Ethyl alcohol or any beverage containing ethyl alcohol.

*Illegal drugs*-The synthetic or generic equivalent or derivative drugs that are illegal under federal state or local laws, including but not limited to marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for the user. Illegal drugs include steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but shall not be limited to all drugs listed in Narcotic Drug Act, section 195.101, RSMo, and section 202 of the Controlled Substances Act, 21 U.S.C. 812.

*Random testing*-Students covered by this policy will be subject to random selection for testing. Each student participating in extracurricular or co-curricular activities will be assigned a number. On each testing day, a predetermined number of those students will be selected using a table of random numbers (done by an outside firm). If a student selected in this manner is absent, the next number will be selected.

*Co-curricular activities*-Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

*Extracurricular activities*-Activities that take place outside the regular course of study in school and are sponsored by the school.

*Pending positive test*-Any test that shows a positive result that has not yet been verified by a lab.

*Positive drug test*- A drug test administered under this policy, a toxicological test result that is considered to demonstrate the presence of alcohol or an illegal drug or the metabolites thereof using the standards customarily established by the testing

laboratory administering the drug test. This term may alternatively be referenced as a “positive,” a “positive test” or a “positive result.”

### **Violations**

Any student who tests positive in a drug-use test under this policy will be subject to the following restriction:

First Offense- The student shall be suspended from participation in or attendance at all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 28 calendar days from the date of the positive drug tests.

Second Offense- The student shall be suspended from participation in or attendance at all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for 26 successive weeks from the date of the positive drug test.

Third Offense- The student shall be suspended from participation in or attendance at all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for the remaining length of the student’s enrollment at Sarcoxie R-II School District from the date of the positive drug test.

Students who participate in both types of activities will be suspended from both types activities.

### **Drug Counseling and Assistance**

One goal of the district’s random drug testing program is to educate students regarding the serious problems associated with drug and alcohol abuse. Another goal is to give students a reason to reject pressure to use drugs and alcohol. The district also provides information on available counseling and education programs for students with drug or alcohol problems. Many of these programs accept insurance. This information will be shared with parents/guardians who seek treatment for their students. However, the district does not recommend a particular program or advise parents regarding the efficacy of any program. Further, the district will not assume any financial responsibility for the cost of any program.

### **ZAP (Zeros Aren’t Permitted--Middle/High School)**

If students fail to turn in an assignment they will be required to spend Bear Time in the Library and their Lunch Period in the ISS room until the assignment is completed and the ZAP form is signed by the teacher. If ZAP is not completed, after school detention will be assigned.

# **Computer and Internet Use Agreement—Sign and Return Last Page**

## **Sarcoxie R-II School District Student Acceptable Use Policy**

The Sarcoxie R-II School District provides access for students, teachers, and staff to state-of-the-art computer technology and access to the Internet. The use of this technology must be in support of education and consistent with the educational objectives of the Sarcoxie R-II School District and the MOREnet Acceptable Use Policy.

The District computer systems may be stand-alone or attached to instructional computer networks. All users must share the responsibility for seeing that the District computer facilities are used in an effective, efficient, ethical and lawful manner.

A student will be issued a network user account and password at Sarcoxie Middle School and Sarcoxie High School. After this Acceptable Use Policy has been signed by the user and the user's legal guardian, it must be returned to the school office, at which point the user's account will be activated by District Technology Staff. Wildwood Elementary students will not be issued user accounts, but will be permitted to access the network with direct adult supervision.

It is a privilege to use the equipment and to have access to the Internet. This privilege carries with it a number of responsibilities. Therefore, all users must agree to comply with these policies. These include, but are not limited to, the following:

### **Section I: General Computing Policy**

- User will keep his user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts the level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will not use USB memory sticks for transferring data to or from District equipment.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the Sarcoxie R-II School District.

- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).

## **Section II: Electronic Mail**

- In 2006, the U.S. Supreme Court's amendments to the Federal Rules of Civil Procedure (FRCP) created a category for electronic records that, for the first time, explicitly named emails and instant message chats as likely records to be archived and produced when relevant. When you send electronic mail, your name and user account are included in each message. You are responsible for all electronic mail originating from your user account. Therefore:
  - Forgery of e-mail messages is prohibited and subject to penalty under law.
  - Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
  - User should not reveal personal information on the Internet or through email.
  - User will not send harassing, obscene and/or threatening messages.
  - The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.
  - MOREnet, following the guidelines provided by FRCP, will store e-mail for 3 years.

## **Section III: Google Apps for Education**

- The students of the Sarcoxie R-II School District use Google products daily to complete educational goals. These platforms include, but are not limited to, Google Mail, Google Classroom, and Google Drive. In signing this Acceptable Use Policy, you are agreeing to the terms and conditions from Google for Education and those set out by the Sarcoxie R-II School District.

## **Section IV: Summary of Consequences for Violations**

- Violating any of the guidelines or prohibitions listed above can result in:
  - Restricted network access
  - Loss of network user account
  - School disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws
  - All damages incurred by the District due to a user's intentional or negligent misuse of the District's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

## **Sarcoxie R-II School District Student Acceptable Use Policy**

Sign and return the last page of the handbook to the school office. Once returned, District Technology Staff will activate the user account. Summarily, the Acceptable Use Policy states:

- User will keep their user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts the level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will not use USB memory sticks for transferring data to or from District equipment.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the Sarcoxie R-II School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations.
- User will not be permitted to change configurations (savesaver, wallpaper, shortcuts, etc.).
- Forgery of e-mail messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The students of the Sarcoxie R-II School District use Google products daily to complete educational goals. These platforms include, but are not limited to, Google Mail, Google Classroom, and Google Drive. In signing this Acceptable Use Policy, you are agreeing to the terms and conditions from Google for Education and those set out by the Sarcoxie R-II School District.
- The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.

***I have read the Sarcoxie R-II School District Acceptable Use Policy, understand and accept my responsibilities as a user of District computer equipment, and I am aware of the consequences that will result for not adhering to the policy.***

**Sarcoxie R-II School District**  
**1:1 Program Policy**

After careful consideration and planning, the Sarcoxie R-II School District is pleased to announce that it will be offering a 1:1 program starting in August 2021. This program will allow every student in grades 6-12 to have exclusive access to a device. These devices will be used in educational environments on-campus and will be taken home by the students. This document outlines the program and acceptable use of the devices by students. It is not possible to cover every scenario, therefore this document should not be considered all-inclusive. Rather, it expresses the District's philosophy and sets forth general principles that all users should apply when using these devices. The Sarcoxie R-II School District is the custodian of the devices and must take steps to ensure use of these devices meets expectations and educational goals. This document is intended to support existing District policies including the Acceptable Use Policy.

**Technology Department Mission**

Sarcoxie R-II School District will incorporate technology into the educational environment to better prepare our students for an ever-changing technological world.

**Qualifications**

Middle School and High School students who are enrolled in at least one in-person class at Sarcoxie Middle/High School qualify for the use of a District-owned device. Students must comply with expectations in this user agreement and the Acceptable Use Policy in order to maintain possession of the device.

**Devices**

Students will receive a chromebook in a protective case along with a power adapter. This District-owned device allows for personal use, but sets limits on such use. District resources are to be used primarily for school-related purposes and must not violate any rules contained in this policy or any other District policy, and must not damage the District hardware, software, or other network systems. Students will use the same device each school year unless otherwise specified. District devices should not be loaned to another student or household member. The passwords provided to each user are intended for the exclusive use of that person. Any problems arising from the user sharing his/her password are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other discipline. Once a student is no longer attending Sarcoxie Middle or High School, whether by withdrawal from classes, graduation, or any other means, the device must be immediately returned to the District Technology Department. All devices and accessories must be returned no later than the student's last day of school. Devices not returned by the designated deadline will be disabled and may be considered stolen property.

**Insurance**

The device is the property of the Sarcoxie R-II School District and should not be considered as owned by the student. An insurance policy is required to be purchased for \$10 per student. This is an annual purchase. The premium must be paid in full prior to students receiving a device for take-home use. Additional financial obligation will be assumed by student/parent/guardian if loss or damage is a result of handling, transport, storage, usage, or if reporting of loss/damage is not in complete compliance with the 1:1 Program Policy. Failure to meet financial obligation will result in repossession of the device. See the table on page 3 of this document for more information on insurance and pricing.

**Responsible Care**

Students are responsible for safely transporting, storing, and caring for the device.

- Do not remove the device from the protective case
- Avoid placing heavy objects on top of the device
- Avoid extreme temperatures
- Do not leave the device in automobiles
- Do not eat or drink near the device
- Connect/disconnect accessories and power cords carefully
- Store in a secured area to avoid theft
- Keep out of reach of pets and small children
- Do not alter the device or protective case with stickers, writing, labels, skins, etc.
- Do not attempt to remove, alter, or deface stickers, asset tags, serial numbers, etc.
- Devices must be brought to school daily and charged at home overnight
- Do not bring chargers to school
- Do not purchase replacement parts for the device
- Devices in need of repair must be immediately returned to the Sarcoxie R-II School District Technology Department
- All repairs must be performed by the Sarcoxie R-II School District Technology Department and never attempted by the user or any third party

**Summer**

Students will turn in their chromebooks at the end of each school year. Chromebooks will be cleaned, serviced, and returned to the students at the start of the following school year.



**No Expectation of Privacy**

Users do not have a legal expectation of privacy in the user's electronic communications or other activities involving District technology resources including, but not limited to, internet usage, email, and network drives. By using the District's network and technology resources, all users are consenting to having their technology usage monitored. All electronic communications and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time. Any such search, access, or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand.

**Damage, Loss, or Theft**

If the device is damaged, lost, or stolen, a report must be filed with the school administration within one school day. If the device has been stolen, a police report must be filed within 24 hours of the incident. Documentation of the police report must be submitted to the school office the next school day. If a stolen device is not reported in the aforementioned fashion, it will be considered lost. Students will be financially responsible for the total cost of a lost or carelessly-handled device.

Insurance Covers:	Insurance DOES NOT Cover:
<ul style="list-style-type: none"> <li>• Unintentional Damage</li> <li>• Theft (Copy of Police Report required)</li> </ul>	<ul style="list-style-type: none"> <li>• Intentional Damage</li> <li>• Lost or damaged power adapter</li> <li>• Lost Chromebook</li> </ul>

Item	Cost
Screen	Claim #1 - \$0 Claim #2 - \$40 Claim #3+ - \$50
Power Adapter	\$25
Power Jack	Claim #1 - \$0 Claim #2 - \$5 Claim #3+ - \$15
Keyboard/Touchpad	Claim #1 - \$0 Claim #2 - \$40 Claim #3+ - \$50
Protective Case	\$30
Cleaning	\$10
Intentional Damage	Full cost of repair
Full Replacement Cost	\$250

*I have read the Sarcoxie R-II School District 1:1 Program Policy, understand and accept my responsibilities as a user of District technology equipment, and I am aware of the consequences that will result for not adhering to the policy.*

Printed Name of User:	Printed Name of Parent/Guardian:
Signature of User:	Signature of Parent/Guardian:
Date:	Date:
User's Grade Level:	



District/LEA: 049-140 SARCOXIE R-II Year: 2022-2023



Funding Application: Plan - LEA Parent and Family Engagement Version: Initial Status: Submitted

Number

Name

Select District

All check boxes and/or radio buttons marked in this plan and policies indicate an assurance on the part of the LEA and school.

ESEA Plan Home Print Cancel Print Mode

### LEA PARENT AND FAMILY ENGAGEMENT

Section 1112 (b) (3) and (7) and Section 1116

- The LEA will conduct outreach and engage parents of participating children, including parents of migrant and EL children, in meaningful consultation to plan and implement parent involvement programs, activities, and procedures.

### LEA Parent and Family Engagement Policy

#### Policy Development

- The LEA parent and family engagement policy is developed jointly with, agreed on with, and distributed to parents of participating children. Section 1116 (a)(2)

Describe how the LEA involves parents in the joint development of the LEA parent and family engagement policy

Annual meetings are held to review and update the LEA parent and family engagement policy and LEA plans. Surveys are sent to receive feedback to inform changes or updates to the policy. Important information is listed on the school website and social media sites.

Describe how the LEA seeks and obtains the agreement of parents with the parent and family engagement policy

Parents are encouraged to read the Policy in the handbook sent out annually at the beginning of the year and then sign the back page of the handbook indicating that they have read and understand the policy.

Describe how the LEA distributes the LEA parent and family engagement policy to parents of participating children

The LEA parent and family engagement policy is located on the school website and in the student/parent handbook distributed at the beginning of each year to every student.

#### Plan Development

The LEA parent and family engagement policy establishes expectations and objectives for meaningful parent and family involvement Section 1116(a)(2)

- The LEA involves parents and family members in jointly developing the local educational agency plan Section 1116 (a)(2)(A)

Describe how the LEA involves parents and family members in jointly developing the local education agency plan

Annual meetings are held to review and update the LEA parent and family engagement policy and LEA plans. Surveys are sent to receive feedback to inform changes or updates to the policy.

Check all that apply:

- No Comprehensive Accountability and Targeted Accountability schools have been identified in the LEA. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)
- The LEA will involve parents and family members in the development of Comprehensive Accountability Plans. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)
- The LEA will involve parents and family members in the development of Targeted Accountability Plans. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)

**Capacity Building**

- The LEA provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, (which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.) *Section 1116 (a)(2)(B)*

Describe coordination, technical assistance, and other support

District administration, counselors and teachers collaborate to provide parent and family involvement activities. Such activities include parent nights during Parent Teacher Conferences, FAFSA and scholarship informational nights, kindergarten readiness nights, etc.

**Coordination & Integration**

- The LEA coordinates and integrates parent and family engagement strategies under this part with parent and family engagement strategies, if feasible and appropriate, with other relevant Federal, State, and local laws and programs. *Section 1116(a)(2)(C)*

Mark all relevant Federal, State, and local laws and programs that are coordinated and integrated with the Title I.A program

**ESEA**

- Title I School Improvement (a)
- Title I.C Migrant
- Title I.D Delinquent
- Title II.A
- Title III EL
- Title III Immigrant
- Title IV.A
- Title V.B
- School Improvement Grant (g) (SIG)

**Other Acts**

- Spec. Ed. State and Local Funds
- Spec. Ed. Part B Entitlement
- Perkins Basic Grant - Postsecondary
- Perkins Basic Grant - Secondary
- State and Local Funds
- Workforce Innovation and Opportunity Act
- Head Start
- McKinney-Vento
- Adult Education and Family Literacy
- Others

Describe how the LEA will coordinate and integrate family engagement strategies with these laws and/or programs

The LEA will work with the representative from each program/and or law to provide parent and family engagement strategies. Strategies and/or activities will include parent dinners with representatives and presentations from all departments, academic fun family nights such as MAP/EOC Nights, and STEM/Math Labs, Open House, etc.

**Annual Evaluation**

- The LEA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part. *Section 1116 (a)(2)(D)*

Describe annual evaluation

The LEA will hold an annual meeting at the end of the year to discuss the parent and family engagement policy and the end of the year climate survey. Based on the surveys, strengths and weaknesses will be identified. These will be addressed in the policy and changes or updates will be made as necessary.

As part of the annual evaluation of the content and effectiveness of the parent and family engagement policy, the LEA identifies;

- Barriers to greater participation by parents of participating children (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Describe method(s) for identifying barriers

The LEA will conduct surveys after each event and gather data according to the participation rate of the above groups. The LEA will also gather student feedback and input to determine barriers to greater participation.

- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

Describe method(s) for identifying needs

Surveys and discussions at parent/teacher conferences.  
Quarterly progress reports with comments/questions sections from parents.  
Conference and plan times made known to parents so they can contact teachers.

- Strategies to support successful school and family interactions

Describe method(s) for identifying strategies

Collaboration among administration, teachers, staff and parents  
Notes, newsletters, surveys, all call system, website and other forms of social media

- The LEA will use the findings of the annual evaluation of the parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. *Section 1116 (a)(2)(E)*
- The LEA will involve parents in the parent and family engagement activities of the Title I served schools (*which may include establishing a parent advisory board for the purpose of developing, revising, and reviewing the parent and family engagement policy.*) *Section 1116 (a)(2)(F)*

**District/LEA Comments**

**DESE Comments**

Email: [misty.lawson@dese.mo.gov](mailto:misty.lawson@dese.mo.gov)

Current User: DESEPUBLIC

Improving Lives through Education

Ver. 5.199.3065

## Wildwood Title I Compact

The faculty, staff, administration and the students of Sarcoxie High School are dedicated to providing each student with the opportunities and challenges necessary to achieve their highest potential. To accomplish this task, parents, teachers and students need to work together. We are asking each party to make this commitment by signing the section of the compact that applies to him/her.

As a student, I promise to...	As a parent/caring adult, I promise to...	As a school, we promise to...
<p>Attend school regularly and arrive on time.</p> <p>Show respect for myself, my school, and other people.</p> <p>Turn in classroom and homework assignments.</p> <p>Come to school prepared to learn.</p> <p>Obey and respect the rules in the classrooms and throughout the school.</p>	<p>Encourage my child to complete his/her class work and insist that all homework assignments be done on time</p> <p>Make sure my child gets adequate sleep, has a healthy diet, and attends to his/her personal hygiene</p> <p>Be available and maintain positive ongoing communication by attending parent meetings and reading notes/newsletters sent home</p> <p>Provide a home environment with a quiet time and place to study that will encourage my child to learn.</p> <p>Remind my child of the necessity of discipline in the classroom, especially self-discipline.</p> <p>Ensure my child attends school regularly and arrives on time</p> <p>Encourage my child to accept responsibility for his/her choices.</p> <p>Volunteer in my child's classroom as needed.</p> <p>Show respect and support for my child, teachers, staff and school rules</p>	<p>Provide high-quality curriculum and instruction in a supportive and effective learning environment.</p> <p>Provide quarterly grade cards on your child's progress.</p> <p>Hold annual parent/teacher conferences to discuss your child's progress.</p> <p>Be accessible to parents through phone calls, emails, and scheduled meetings.</p> <p>Maintain positive communication with students and families to support students' learning.</p> <p>Observe and respond to the needs of your child.</p>

## Middle/High School Title I Compact

The faculty, staff, administration and the students of Sarcoxie High School are dedicated to providing each student with the opportunities and challenges necessary to achieve their highest potential. To accomplish this task, parents, teachers and students need to work together. We are asking each party to make this commitment by signing the section of the compact that applies to him/her.

As a student, I promise to...	As a parent/caring adult, I promise to...	As a school, we promise to...
<p>Attend school regularly and arrive on time.</p> <p>Show respect for myself, my school, and other people.</p> <p>Turn in classroom and homework assignments.</p> <p>Come to school prepared to learn.</p> <p>Obey and respect the rules in the classrooms and throughout the school.</p>	<p>Encourage my child to complete his/her class work and insist that all homework assignments be done on time</p> <p>Make sure my child gets adequate sleep, has a healthy diet, and attends to his/her personal hygiene</p> <p>Be available and maintain positive ongoing communication by attending parent meetings and reading notes/newsletters sent home</p> <p>Provide a home environment with a quiet time and place to study that will encourage my child to learn.</p> <p>Remind my child of the necessity of discipline in the classroom, especially self-discipline.</p> <p>Ensure my child attends school regularly and arrives on time</p> <p>Encourage my child to accept responsibility for his/her choices.</p> <p>Volunteer in my child's classroom as needed.</p> <p>Show respect and support for my child, teachers, staff and school rules</p>	<p>Provide high-quality curriculum and instruction in a supportive and effective learning environment.</p> <p>Provide quarterly grade cards on your child's progress.</p> <p>Hold annual parent/teacher conferences to discuss your child's progress.</p> <p>Be accessible to parents through phone calls, emails, and scheduled meetings.</p> <p>Maintain positive communication with students and families to support students' learning.</p> <p>Observe and respond to the needs of your child.</p>

# Wildwood Title 1 Parent Involvement Policy

Parental involvement is important for the academic, social, and emotional growth of each student in the Sarcoxie R-II School District. As educators and professionals, it is our duty to sustain and encourage the participation of parents within our community. When students have parents who have a vested interest in our school, they too will participate and become stronger students overall.

Wildwood Elementary will build parents' capacity by meeting the following requirements:

## 1. Strategies for Involvement

- At the annual Open House meeting, parents will be informed of their school's participation in Title1, Title 1 requirements, and their right to be involved.
- Meetings will be offered at various times during the school year which will include, but not be limited to:
  - Family Math and Reading Nights
  - Title 1 Committee Meetings
  - Parent Education Programs
  - MAP Family Night
- Parents will be invited and encouraged to participate in the Title 1 Meeting held during the school year. They will be involved with: planning, reviewing, and improving the programs under

Title 1, including the school *Parental Involvement Policy* and the development of the *School-Wide Plan*.

- The Sarcoxie Title 1 Program will provide parents with:
  - timely information about Title 1 Programs and activities
  - an interpretation of the school's annual performance report and their child's individual assessment results
  - a description and explanation of the curriculum in use at the school
  - the forms of assessment used to measure student progress and the proficiency levels students are expected to meet
- Parents will be invited to meetings and activities held throughout the year so they may:
  - formulate suggestions for the program
  - share experiences with other parents
  - participate, when appropriate, in decisions relating to the education of their child
- Parent suggestions will be taken into consideration and have timely responses.
- Complaints from parents of participating children who find any aspect of the school wide plan unsatisfactory when it is submitted to the LEA will be kept on file.

## 2. Shared Responsibilities for High Student Academic Achievement

The Sarcoxie R-II School District has developed a school-parent compact for each building. This compact developed by teachers, school administration, parents and other committee members, will outline how parents, the entire teaching staff, and students will share the responsibility for improving student achievement. The compact describes the following roles and responsibilities:

- School/Teachers will:
  - provide high-quality curriculum and instruction
  - observe and respond to the needs of the child
  - provide a safe, healthy and positive learning environment
  - build a partnership with parents to help children achieve success
  - provide opportunities for parents to visit with staff and teachers through, at a minimum:
    - parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
    - frequent reports to parents on their child's progress
    - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities
- Parents will be responsible for supporting their child's learning by:
  - Encouraging their child to complete his/her class work and insist that all homework assignments be done on time
  - Making sure their child gets adequate sleep, has a healthy diet, and attends to his/her personal hygiene
  - Being available for ongoing communication by attending parent meetings, reading notes/newsletters sent home
  - Providing a home environment with a quiet time and place to study that will encourage their child to learn.
  - Reminding their child of the necessity of discipline in the classroom, especially self-discipline.
  - Ensuring their child attends school regularly and arrives on time
  - Reminding their child to accept responsibility for his/her choices
- Students will:
  - commit to their own education
  - be a part of the educational process so they can be informed and dedicated to school and the importance of the institution
  - support and respect academics and school rules

## 3. Expanding Opportunities for Involvement

To ensure effective involvement of parents and to support a partnership with the school, parents, and the community, Wildwood Elementary will:

- Provide assistance to participating parents with such topics as: understanding state standards, the MAP test and local assessments, understanding how to monitor a child's progress and knowing how to work with teachers to improve the performance of their child.

**Activities/Strategies**

- MAP Family Night
- Open House
- Provide information about MAP test and how to help prepare their child
- Parent-Teacher conferences
- Parent nights to discuss curriculum and expectations at each level
- Provide parents the Wildwood Elementary School Compact

- Provide parents with the training and materials necessary to improve their child's achievement, such as literacy training and using technology, as appropriate to foster parental involvement

**Activities/Strategies**

- Information on accessing STI
- Fall into Math and Reading Night during Parent-Teacher Conferences
- Encourage parents to participate in their child's conferences throughout the school year.

- Educate, with parental assistance, all school personnel in valuing parent contributions; communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school

**Activities/Strategies**

- Discuss with teachers the Wildwood Elementary School Compact
- Offer Parent Education Nights in conjunction with PAT
- Volunteer Program

- Coordinate and integrate the Title 1 parent involvement program and activities with other existing parent involvement programs

**Activities/Strategies**

- Offer Parent Education Nights in conjunction with PAT and PTO
- Perform Kindergarten Screenings
- Provide Kindergarten Information night in the spring for enrolling Kindergartens
- Coordinate Kindergarten Readiness Days with PAT

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of Title 1 children in a format and language they can understand. Information includes:

- Access to the district's annual performance report
- Parent's Right to Know
- Grievance Procedures
- School Parent Compact
- Letters and flyers in a timely fashion which notify parents of Title 1 meetings and workshops
- End of the year evaluation surveys to parents
- Year-end Title 1 Program evaluation results to parents
- Invitations to parents to be a part of Title 1 Program meetings and end of year program review

School Messenger and Website updates



# Middle School/High School Title 1 Parent Involvement Policy

Parental involvement is important for the academic, social, and emotional growth of each student in the Sarcoxie R-II School District. As educators and professionals, it is our duty to sustain and encourage the participation of parents within our community. When students have parents who have a vested interest in our school, they too will participate and become stronger students overall.

The Sarcoxie Middle School/High School will build parents' capacity by meeting the following requirements:

## 2. Strategies for Involvement

- At the annual Open House meeting, parents will be informed of their school's participation in Title 1, Title 1 requirements and their right to be involved.
- Meetings will be offered at various times during the school year which will include, but not be limited to:
  - Title 1 Committee Meetings
  - Parent Education Programs
  - College Scholarship Meetings
  - FAFSA Meetings
  - 6<sup>th</sup> grade Orientation
  - Middle School Science Fair
  - 8<sup>th</sup> Grade Promotion
- Parents will be invited and encouraged to participate in the Title 1 Meeting held during the school year. They will be involved with: planning, reviewing, and improving the programs under Title 1, including the school *Parental Involvement Policy* and the development of the *School-Wide Plan*.
- The Sarcoxie Title 1 Program will provide parents with:
  - timely information about Title 1 Programs and activities
  - an interpretation of the school's annual performance report and their child's individual assessment results
  - a description and explanation of the curriculum in use at the school
  - the forms of assessment used to measure student progress and the proficiency levels students are expected to meet
- Parents will be invited to meetings and activities held throughout the year so they may:
  - formulate suggestions for the program
  - share experiences with other parents
  - participate, when appropriate, in decisions relating to the education of their child
- Parent suggestions will be taken into consideration and have timely responses.
- Complaints from parents of participating children who find any aspect of the school wide plan unsatisfactory when it is submitted to the LEA will be kept on file.

## 2. Shared Responsibilities for High Student Academic Achievement

The Sarcoxie R-II School District has developed a school-parent compact for each building. This compact developed by teachers, school administration, parents and other committee members, will outline how parents, the entire teaching staff, and students will share the responsibility for improving student achievement. The compact describes the following roles and responsibilities:

- School/Teachers will:
  - provide high-quality curriculum and instruction
  - observe and respond to the needs of the child
  - provide a safe, healthy and positive learning environment
  - build a partnership with parents to help children achieve success
  - provide opportunities for parents to visit with staff and teachers through, at a minimum:
    - parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
    - frequent reports to parents on their child's progress
    - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities
- Parents will be responsible for supporting their child's learning by:
  - Encouraging their child to complete his/her class work and insist that all homework assignments be done on time
  - Making sure their child gets adequate sleep, has a healthy diet, and attends to his/her personal hygiene
  - Being available for ongoing communication by attending parent meetings, reading notes/newsletters sent home
  - Providing a home environment with a quiet time and place to study that will encourage their child to learn.
  - Reminding their child of the necessity of discipline in the classroom, especially self-discipline.
  - Ensuring their child attends school regularly and arrives on time
  - Reminding their child to accept responsibility for his/her choices
- Students will:
  - commit to their own education
  - be a part of the educational process so they can be informed and dedicated to school and the importance of the institution
  - support and respect academics and school rules

## 3. Expanding Opportunities for Involvement

To ensure effective involvement of parents and to support a partnership with the school, parents, and the community, Sarcoxie Middle School/High School will:

- Provide assistance to participating parents with such topics as: understanding state standards, the MAP test and local assessments, understanding how to monitor a child's progress and knowing how to work with teachers to improve the performance of their child.

**Activities/Strategies**

- Open House
- College Scholarship Meetings
- Provide information about MAP tests, EOC tests and how to help prepare their child
- Parent-Teacher conferences
- Provide parents the Parent-School Compact
- Science Fair
- 8<sup>th</sup> Grade Promotion
- College Week
- College trips for Middle and High School students
- Provide parents with the training and materials necessary to improve their child's achievement, such as literacy training and using technology, as appropriate to foster parental involvement

**Activities/Strategies**

- FAFSA informational meetings
- STI Parent Portal
- Encourage parents to participate in their child's conferences throughout the school year.
- Educate, with parental assistance, all school personnel in valuing parent contributions; communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school

**Activities/Strategies**

- Discuss with teachers the School-Parent Compact
- Offer Parent Education Nights
- Mentoring Program
- Coordinate and integrate the Title 1 parent involvement program and activities with other existing parent involvement programs

**Activities/Strategies**

- Provide 6<sup>th</sup> grade Orientation Night
- Weekly positive postcards from teachers
- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of Title 1 children in a format and language they can understand. Information includes:
  - Access to the district's annual performance report
  - Parent's Right to Know
  - Grievance Procedures
  - School Parent Compact
  - Letters and flyers in a timely fashion which notify parents of Title 1 meetings and workshops
  - End of the year evaluation surveys to parents
  - Year-end Title 1 Program evaluation results to parents
  - Invitations to parents to be a part of Title 1 Program meetings and end of year program review

School Messenger and Website updates

# Ethnicity and Race Self-Identification—Sign and Return (Optional)

FILE: JO-AF9  
Critical

## STUDENT RECORDS (Ethnicity and Race Student Self-Identification Form)

The district is requesting that this form be completed by the student or the student's parent (as defined in JO-AP). **Completion of this form is voluntary.** The district is required to submit an aggregate report on the ethnicity and race of all students in the district. The most accurate information comes from you. If this form is not completed, the district will be forced to assign each student to an ethnicity and race category based on whatever information the district has available, including visual observation.

Collection of this information is authorized by federal law, and the information collected will be used to satisfy federal and state reporting requirements and better serve the students of our district. All information provided will be kept confidential in accordance with law.

Student's Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_ School: \_\_\_\_\_

**Instructions: Please answer both questions.**

### Question 1 Ethnicity (Choose only one):

Is the student Hispanic or Latino?

- G Yes, Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South American, Central American or other Spanish culture or origin, regardless of race)
- G No, not Hispanic or Latino

### Question 2 Race (Choose one or more):

What is the student's race?

- G American Indian or Alaska Native (a person having origins in any of the original peoples of North America or South America, including Central America, and who maintains tribal affiliation or community attachment)
- G Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam)

FILE: JO-AF9  
Critical

- G Black or African American (a person having origins in any of the black racial groups of Africa)
- G Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific islands)
- G White (a person having origins in any of the original peoples of Europe, the Middle East or North Africa)

Please return the completed form to \_\_\_\_\_. Thank you for your assistance.

\*\*\*\*\*

**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Implemented:

Revised:

«AddressLine»

## **Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures**

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

### **General Information**

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.

### **Complaints Filed With LEA**

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.

### **Complaints Filed With 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.

This guide is also available on the district website.

## **FOOD SERVICE MANAGEMENT MEAL CHARGE PROCEDURE EF-AP1**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

### **Notice**

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

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

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

### **Employees**

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

### **Students**

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

### ***Alternative Meals***

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

## ***Interventions***

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

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

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

## ***Working with Parents/Guardians***

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

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

## **Debt Collection**

### ***Delinquent Debt***

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



### ***Bad Debt***

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

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

### ***Records***

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

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

**STUDENT DRUG TESTING—Sign and Return (Required for MS/HS Sports and Activities)**

*(Consent Form)*

**2023-2024 School Year**

Student’s Name (print) \_\_\_\_\_ Grade Level \_\_\_\_\_

I have received, read, understand and agree to abide by the Sarcoxie R-II School District drug testing policy and procedures. As a condition of participating in activities in the Sarcoxie R-II School District, I agree to provide urine specimens when directed and authorize the district to have the specimens tested for drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Sarcoxie R-II School District and to my parents/guardians.

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

I, \_\_\_\_\_, [name of parent/guardian] have received, read, understand and agree to abide by the Sarcoxie R-II School District drug testing policy and procedures. As a condition of my students participation in activities in the Sarcoxie R-II School District, I authorize the district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, performance-enhancing drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Sarcoxie R-II School District.

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

## HANDBOOK ACKNOWLEDGEMENT PAGE—Sign and Return

After reviewing the contents of the Sarcoxie R-II Student Handbook with your child, please sign and return this acknowledgement page to your child’s homeroom teacher.

Your cooperation with all of the policies of Sarcoxie R-II is appreciated.

\*\*\*\*\*

\_\_\_ I have received a Sarcoxie R-II Parent-Student Handbook and understand that all students will be held accountable for their behavior and for following all of the procedures and policies of Sarcoxie R-II.

\_\_\_ I have read the Title I compact and agree to the expectations outlined in it.

\_\_\_ I have read the Sarcoxie R-II School District Acceptable Use Policy, understand and accept my responsibilities as a user of District computer equipment, and I am aware of the consequences that will result for not adhering to the policy.

\_\_\_ I give permission for the Sarcoxie R-II School District to publish photos of my student on the school website and/or official school social media accounts.

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Name of Student (Please Print)

Grade Level/Homeroom Teacher

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Signature of Student

---

Signature of Parent/ Guardian

Date \_\_\_\_\_