

Southern Boone County Primary Student Handbook 2017-2018

District Mission Statement *Excellence in Learning for ALL*



Welcome to the 2017-2018 school year. This handbook has been compiled so that students and parents can become familiar with the organization, rules and policies of the Southern Boone R-1 Primary Building. If there are any questions or concerns regarding the handbook, please do not hesitate to call the Primary office at 573.657.2148. You may also email by going to the school website at <http://ashland.k12.mo.us>. A complete copy of the Board Policies can be found under the School Board Link on our website.

We expect our students to be and do their best in and out of the classroom and to respect our school, the staff members, and fellow classmates. In fact, you will often hear us encouraging all students to become safe, respectful, and responsible learners.

I am sure that you noticed our school mission statement on the cover of this handbook. In addition, I wanted to include the vision statements we have outlined for our school.

- Our instruction will be differentiated and lead to the success of the whole student.
- Our child-centered environment will be safe and positive to support student learning, growth, and development.
- Our staff will create a supportive environment that promotes collaboration, reflection, and ongoing professional growth with a unified focus on student success.
- Our school will engage the community to work together and share the responsibility of educating students through effective means of communication and engagement.

I encourage you to become involved in your child's educational experience. Together, we can make this year a very productive and enjoyable one!

Sincerely,

Brandy Clark
Principal

Board of Education	Administration
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Price Nichols, Vice-President	Tim Roth, Assistant Superintendent
Steve Condron	Brandy Clark, Primary Principal
Joe Miller	Lucas Karr, Primary Assistant Principal
Craig O'Keefe	Karri Amelunke, Primary Counselor
Dawn Sapp	Missy Kirmse, Primary Secretary
Kevin Schupp	Robin Bullard, Health Services
	Dannette Liles, Director of Special Services
	Pat Lacy, Athletic/Activities Director

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Staff Directory

Name	Position	Email Address
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Anderson, Brenda	Lunch Accounts	banderson@ashland.k12.mo.us
Austin, Liz	Reading Support	laustin@ashland.k12.mo.us
Bach, Jessica	Reading Support	jbach@ashland.k12.mo.us
Blair, Stephanie	Speech/Language	sblair@ashland.k12.mo.us
Branch, Crystal	PE	cbranch@ashland.k12.mo.us
Bullard, Robin	Nurse	rbullard@ashland.k12.mo.us
Casey, Jessica	1 st Grade	jcasey@ashland.k12.mo.us
Catlin, Amanda	2 nd Grade	acatlin@ashland.k12.mo.us
Catron, Kristin	1 st Grade	kanderson@ashland.k12.mo.us
Clark, Brandy	Principal	bclark@ashland.k12.mo.us
Cockrell, Robyn	Preschool Aide	rcockrell@ashland.k12.mo.us
Cunningham, Megan	Paraprofessional	mcunningham@ashland.k12.mo.us
Dunn, Minna	Kindergarten	mdunn@ashland.k12.mo.us
Ebenroth, Christina	1 st Grade	cebenroth@ashland.k12.mo.us
Francis, Sarah	Kindergarten	sfrancis@ashland.k12.mo.us
Garriott, Sherie	Preschool	sgarriott@ashland.k12.mo.us
Gay, Kathy	Parents As Teachers	kgay@ashland.k12.mo.us
Gentry, Emily	2 nd Grade	eshelton@ashland.k12.mo.us
Glascok, Beth	Preschool	bglascok@ashland.k12.mo.us
Goddard, Kay	Learning Specialist	kgoddard@ashland.k12.mo.us
Hartman, Rachel	Kindergarten	rmartin@ashland.k12.mo.us
Hensley, Rachael	Speech/Language	rhensley@ashland.k12.mo.us
Heuer, Jessica	Paraprofessional	jheuer@ashland.k12.mo.us
Hill, Sherry	Paraprofessional	shill@ashland.k12.mo.us
Himmelberg, Karen	Kindergarten	khimmelberg@ashland.k12.mo.us
Jennings, Sharon	Preschool	sjennings@ashland.k12.mo.us
Karr, Lucas	Assistant Principal	lkarr@ashland.k12.mo.us
Kennish, Kristin	2 nd Grade	kkennish@ashland.k12.mo.us
Kirmse, Missy	Secretary	mkirmse@ashland.k12.mo.us
LaRose, Grace	Music	glarose@ashland.k12.mo.us
Fleetwood, Kim	Parents As Teachers	kfleetwood@ashland.k12.mo.us
Lepper, Kelly	SPED	klepper@ashland.k12.mo.us
Lindsey, Brianna	Art	blindsey@ashland.k12.mo.us
Meyer, Ashten	Kindergarten	ameyer@ashland.k12.mo.us
Moore, Becky	Kindergarten	bquinn@ashland.k12.mo.us
Morgan, Heather	1 st Grade	hmorgan@ashland.k12.mo.us
Newman, Linda	Instructional Aide	lnewman@ashland.k12.mo.us
Ortbals, Safire	ECSE-Learning Specialist	sortbals@ashland.k12.mo.us
Porting, Ashley	2 nd Grade	aporting@ashland.k12.mo.us
Pridemore, Carolyn	Reading Support	cpridemore@ashland.k12.mo.us
Reeder, Jessica	PAT	jmreeder@ashland.k12.mo.us
Rode, Kari	Paraprofessional	krode@ashland.k12.mo.us
Rustemeyer, Jasmine	Kindergarten	jrustemeyer@ashland.k12.mo.us
Sappington, Erin	1 st Grade	esappington@ashland.k12.mo.us
Saltat, Jessica	2 nd Grade	jsaltat@ashland.k12.mo.us
Scheidt, Jessica	2 nd Grade	jscheidt@ashland.k12.mo.us
Shollenbarger, Leslie	Reading Support	lshollenbarger@ashland.k12.mo.us
Smith, Ann	Paraprofessional	asmith@ashland.k12.mo.us
Smith, Lauren	Kindergarten	lbingham@ashland.k12.mo.us
Taggart, Kim	Librarian	ktaggart@ashland.k12.mo.us
VanDeven, Kim	Instructional Aide	kvandeven@ashland.k12.mo.us
Wilkerson, Monica	2 nd Grade	mwilkerson@ashland.k12.mo.us
Wilson, Sue	Paraprofessional	swilson@ashland.k12.mo.us
Yrigoyen, Meghan	1 st Grade	myrigoyen@ashland.k12.mo.us

Primary School Hours

7:30 – 8:00– Before school supervision in the gym (**Students may not arrive prior to 7:30.**)

7:35 – 8:00 – Breakfast

8:00 – School begins (**All students should arrive at school prior to 8:00.**)

3:05 – School dismissed

(On Wednesdays school is dismissed at 2:30)

Students are not to be dropped off at school before 7:30 a.m. There is no supervision available at the school before this time. If students arrive between 7:30 and 7:45, they may quietly read in the gym. If a student arrives at school after 8:00, he/she is considered tardy.

If your child arrives after the starting time or leaves before the ending time, you must sign him/her in/out in the main office. Students who arrive late or are picked up before school dismisses miss valuable instructional time. If this happens regularly, the time adds up. Please make it a priority to drop off and pick up at the designated times.

Primary School Student Drop-off and Pick-up Procedures

Morning Drop-off: To ensure the safety of all children being delivered to school, please drop your child off in front of the Primary building within the “drop off” zone. Cars may NOT park in the driveway but must use the parking lot. The crossing guard will assist students and families crossing from the parking lot. **Parents may not utilize the bus loop between the Primary and Elementary buildings to drop off or pick up children.**

End of School Pick-up: If picking up your child from school, you must park in one of our parking lots (not in the Fire Lane along the front sidewalk). Please wait by the main office until parents are dismissed to the classrooms, which will happen after all buses are loaded. Parents will sign their children out from the classroom teacher.

While students are at school they are under the supervision of school personnel and subject to all practices, rules, and regulations of the Southern Boone County R-I School District. Any school-sponsored activity, no matter the time, is considered part of the school day.

Policies and Procedures

Attendance

In accordance with Missouri State Law, every parent or person having charge, control, or custody of a child is responsible for keeping the child in school. Regular school attendance is directly related to success in school. **The Southern Boone County R-I School District goal is that no student will miss more than five (5) days per school year.**

If it is necessary for a student to stay home due to illness or other reason, the student’s parent/guardian should call the building secretary to explain the reason for absence.

Parents will be notified of student absences through the trimester report card. Mailed notices will also be sent throughout the year once a student misses five or more days. School districts are required to report possible cases of educational neglect to the Division of Family Services. **Educational neglect will be reported when fifteen (15) days of school are missed. Retention will be considered for children who miss fifteen or more days.**

Make-up Work: Students are expected to complete assignments that are missed due absence. If absences are known in advance, notify the classroom teacher and assignments will be arranged. Students will be provided adequate time to complete assignments missed due to absence.

Tardy

Students who arrive late to school miss valuable instructional time and the establishment of routines. Students are expected to be in class by 8:00 a.m. to begin instruction. ***If a student arrives at school after 8:10 a.m., an adult must enter the building with the student to sign him/her in with the office.***

Parents will be notified of student tardies through the trimester report card. Mailed notices will also be sent throughout the year once a student is tardy five or more days.

Awards

Star Student Awards

Students will be selected monthly from each classroom for the Star Student Award for showing good character or academic excellence.

Rising to Excellence Awards

Students that have shown excellence or improvement in academics, attitude and/or behavior will receive a certificate and a pencil from the principal.

Super Eagle Tickets

Students displaying actions of Safe, Respectful, and Responsible Learners may receive a Super Eagle ticket, distributed by the Primary staff. Students can become a Super Eagle of the Week and earn privileges when Super Eagle tickets are turned in.

Positive Office Referral

It is important that we recognize student success and establish positive contacts with parents throughout the year. Students that are consistently going above and beyond or have made significant improvements in academics or behavior can be recognized by a staff member through our Positive Office Referral system. Students that receive a Positive Office Referral will visit the principals and positive contact will be made to the parents.

End of the Year Awards

Attendance: Students who meet the district goal of five days or less will receive an Outstanding Attendance certificate. Students missing zero days of school will receive a Perfect Attendance certificate.

Reading Circle: The student must complete the specified number of books per grade level to receive the certificate. This is not a required activity.

Other: Other awards may include, but are not limited to Eagle Pride Award and Book Reader awards.

Birthday Party Treats, Invitations and Other Celebrations

Do not send birthday invitations to school to be handed out during the day.

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

All food and beverages provided in conjunction with district-sponsored celebrations will meet the district's standards.

While we encourage that all foods brought in for celebrations are Smart Snack standard approved, the following standard will be used for these donated foods:

- **No homemade foods.**
- **No soda or energy drinks.**
- All foods, with the exception of fruits and vegetables, must come to school in their original container and include an ingredient label.
- Foods must be served with gloved hands by an adult.
- All parties should be **scheduled after lunch and pre-arranged** with the classroom teacher.
- **No suckers.**

Board of Education

The Monday preceding the third Wednesday of each month has been designated as the regular meeting night of the School Board. All regular meetings are scheduled at 6:30 p.m.

Bringing Miscellaneous Items to School

Students do enjoy bringing items from home to show and share. The safekeeping of these items is the responsibility of the student. Electronic games should not be brought to school. **Cell phones, iPods, and play weapons are not allowed.** Any type of laser pointer may not be brought to school. Money or other valuables should not be left in or on school desks. Children should be discouraged from bringing extra money to school unless there is a specific need.

Change of Address or Phone Number

It is very important that every student maintain an up-to-date address and phone record at the school office for administrative and emergency reasons. Notify the school immediately if you have a change of address or phone number during the school year. This includes changes in places of employment.

Changes In After-School Transportation

If your child's transportation after school is different than what he or she normally does, please send a note to school with your child, notifying their teacher and the office of the change for that particular day. **Please limit phone calls to the office at the end of the day to emergency situations that require a change in student plans. Any transportation change involving the school bus must be made BEFORE 2:30 p.m.** Sending notes with your student will reduce the confusion for students and staff at the end of the day.

Charges and Fines

Students with outstanding debts due to fines or charges will have notices sent home until debts are paid in full.

Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal, *including report of excessive absences* that may indicate educational neglect. The school principals or employee will then become responsible for making a report via the Child Abuse Hotline to the Children's Division, as required by law.

Investigating Child Abuse/Neglect

Representatives of the Children's Division of the Department of Social Services may meet with students on campus. The district liaison will work with Children's Division to arrange such meetings so they are minimally disruptive to the student's

schedule. (See Policy JFG).

Distribution of Non-Curricular Materials

Anyone wishing to distribute materials must provide a copy of the material to the office. Once a copy is received, its distribution will be approved or denied. If you would like more information regarding this issue, contact the administration.

District Promotion and Retention

- Students who are reading one year or more below their current grade level will be considered for retention. To determine reading ability, both formal and informal assessments will be administered at the various grade levels.
- For students identified as reading one year or more below grade level, remediation services will be provided. Remediation will be a requirement for promotion to the next grade level. Such remediation may include, but is not limited to, remedial summer school, tutorial services outside the traditional school day, and administrative approval of services outside the school.
- The following procedure will serve as a guide to implement the district retention policy:
 - Test scores will be reviewed each spring to identify students reading one year below grade level. Additional academic achievement scores may be utilized.
 - Building administration and staff will meet to review all identified students. Remediation programming will be developed for each student.
 - Parents will receive notification/information regarding test scores, remediation requirements, and retention.
- Prior to assignment of remediation and/or recommendation of promotion or retention, these factors will be considered:
 - ❖ Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, grades and work samples, chronological age, study habits, attendance, social and emotional maturity/physical development, prior retention, parent support for learning, standardized tests, remediation services (those outside the school must be approved by the administration), current services such as special education,

Title I, and private remediation, staff-recommended additional individualized test administration, home / school communication.

- Final decision for retention will be made by the administration. Parents will be notified in writing of the decision.

Double promotions or acceleration beyond the normal grade placement may be a consideration for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of an advanced grade. Parents/guardians, teachers, and administrators must agree that it is in the best interest of the student under consideration. The final decision will rest with the administration.

Dress Code / Marking of Clothing

Students are expected to be neat and clean and to dress in good taste so that each child may share in promoting a positive, healthy and safe atmosphere within the school district. Students may not wear revealing clothing such as spaghetti straps or clothing which displays a tobacco or alcohol logo. The decision as to the appropriateness of student's dress shall rest with administration. Students should not come to school with "spray colored" hair. Hair that has been colored an unnatural color such as red, blue, green etc. can often cause disruption in the classroom. It is suggested that items of clothing such as coats, caps, gloves, etc. be marked with the child's name for identification in case they are lost.

Enrollment Requirements

To complete the enrollment process, the following must be provided:

- Proof of residency
- Immunization record**
- Birth certificate

**Immunizations must be complete as required by the Missouri Department of Health. This shall not apply to any child if a medical or religious exemption is completed and on file with the district.

Extra-curricular Expectations

When attending extra-curricular activities such as sports games or practices, students are expected to behave in the following manner:

- Be supervised by parents **at all times**
- Remain seated while the game is being played
- Walk, not run, up and down the bleachers
- Not play in the hallways and commons areas
- Exhibit good sportsmanship at all times

Field Trips

Ideally, educational field trips should include all students. However, students may be excluded

from educational trips due to behavior concerns, suspensions or other unusual circumstances. The parents or guardians of any student excluded will be notified prior to the trip.

Students may be excluded from incentive, motivational, and reward field trips. For these trips, teachers or buildings will create participation expectations and provide notification of the criteria to parents. All students will be given an equal opportunity to participate. No student will be excluded based on ability. The goal of placing these expectations on field trips is to promote responsible, disciplined students.

To attend any field trip, students must have written permission from a parent or guardian to leave school grounds. Parents should not send soda or energy drinks with students on field trips. Only children of the authorized group may ride the bus.

Food Services

The food service provided for students in the Southern Boone County R-I School District is an important part of the total educational program. A balanced lunch is available to every student at a minimal price. Free or reduced price meals shall be granted in accordance with federal free lunch guidelines and school board policy. A written response to any application for free/reduced meals, whether approved or rejected, will be provided. Contact any school office for an application.

Breakfast: Grades K-5 - \$1.30
 Adults - \$1.70

Lunch: Grades K-5 - \$2.00
 Adults - \$2.60

Milk \$0.45

Prices will be reviewed by the Board of Education in the spring and are subject to change.

At Southern Boone Primary we strive to ensure all meal accounts are monitored and payment is received when meal accounts reach a negative balance.

We have a few different options available for payment. You may make a one time payment of the full balance. To do so, you can pay either online (through our website, using parent portal) or by submitting payment to the school district. Another option is to contact the school to set up a payment plan. If you would like to do this, please contact the primary (573-657-2148) to set-up a payment plan. A final option would be to fill out a free or reduced lunch form. This form is available on our website or in the primary office. Should you have any questions about these options, please feel free to contact the primary office.

Allergies to Food: Southern Boone County

Schools will offer food substitutions to students who have life-threatening or debilitating food allergies as documented by a licensed physician. Please provide the school nurse with allergy information on the required form.

As part of the district wellness awareness, soda and energy drinks cannot be sent or brought to school.

Southern Boone County R – I Schools use an automated system called SIS Lunch Module for breakfast/lunch/snack accounting records. With this system, each student is issued an account card with a personal account number. The number contains a magnetic bar code, which is read by a scanning machine. The same card is used to purchase breakfast, lunch, or snack.

Breakfast, lunch and snack money may be deposited into an account any day of the week. Parents are encouraged to pay by the week, month, trimester or year. Account balances may be checked at any time by calling the office or checking the school website Parent Portal Access. Notices will be sent home with students when an account balance falls below \$3.75.

Special Dietary Request: A request for a special diet or drink for a student who is disabled or has a chronic medical condition (example: diabetes), must be made by the child's physician on a DESE- approved diet form provided by the school. A recognized medical authority might include a licensed physician, physician assistant, nurse practitioner, and/or registered dietitian.

Gifted

At Southern Boone we define gifted children using state guidelines, Section 162.675.RSMo, as "those children who exhibit precocious development of mental capacity and learning potential as determined by competent professional evaluation to the extent that continued educational growth and stimulation could best be served by an academic environment beyond that offered through a standard grade level curriculum." The gifted program offers qualitatively different curriculum, support in the classroom, and enjoyment of learning for these students.

Information about our program is included at our district website. You can log onto <http://ashland.k12.mo.us/>, click on Schools, then click on Gifted. You will find information about screening and testing for the district.

Guidance and Counseling

Guidance and Counseling services will be under the direction of a certified school counselor. Group and testing will be supervised by the guidance personnel. Parents should contact the counselor to ask specific questions regarding services or individual needs.

Halloween Party Costume Guidelines

- Costumes should depict characters that are fun and lighthearted; **no blood or weapons are allowed.**
- Masks are acceptable for the students, but not makeup, as it is time-consuming to apply and remove. Dyed hair as part of a costume is not allowed.
- Children must be able to put on and take off costumes by themselves for the most part.
- Adults that dress should be in good taste and should avoid wearing masks.
- Children are not required to dress up.

Health Services

The district's health program is administered by a registered professional nurse on duty throughout the school term. This is to maintain for the students a state of physical, mental, and emotional well-being, as well as a wide range of health services, as follows:

1. The immunization program as required by law,
2. Clinics (including vision and hearing checks, height and weight checks, dental screenings and scoliosis screenings),
3. First aid,
4. Ill student procedures,
5. Compiling and maintaining cumulative health records on all students.

Accidents/Injuries:

If an accident occurs at school, first aid is given to the student as soon as possible. Next, the home is contacted by the nurse, teacher, or principal, if necessary. In a serious accident or emergency when the parent cannot be reached, the child will be taken to the emergency room, or to the doctor of choice who was listed on the parent-portal medical update that is completed online, annually. **PARENTS ARE RESPONSIBLE FOR KEEPING EMERGENCY NUMBERS AND MEDICAL INFORMATION CURRENT.**

General Health Information:

The following information is provided to help parents regarding certain conditions that require absence from school:

Students need to remain home from school for the following:

- Fever of 100 degrees or over (remain home until without fever for 24 hours without the use of fever reducing medications)

- Undiagnosed rashes
- Vomiting/diarrhea (remain home until without vomiting or diarrhea for 24 hours)
- Fainting (until evaluated by doctor)
- Red, inflamed eyes (should not attend if itching, pain or purulent pus drainage are present; consult a doctor)
- Impetigo (a contagious skin condition involving characteristic "honey" colored crust; if seen, consult a doctor)
- Ringworm (area must be covered during treatment)
- Live lice or viable nits.
- Scabies (must provide doctor's statement of diagnosis and treatment)
- Common childhood diseases (call anytime with concerns/questions)
- Chickenpox (excluded 7 days from onset of rash; at that time, all blisters must be dry crust)
- Strep throat (following a positive throat culture, the child must be on antibiotics and without fever for 24 hours before returning to school)
- Flu-like illness (remain home until without fever for 24 hours and child feels well enough to resume daily activities)
- Mononucleosis (an infected child may attend school once diagnosed as long as he/she is without fever and precautions are taken with water fountain use, and as long as he/she feels well enough to resume to daily activity)

Students sent home ill with elevated temperatures, vomiting, or diarrhea are asked to be kept home until they are symptom-free for 24 hours (without the use of fever-reducing medications). You will be called to come and get your child if he or she returns before the 24 hour period has elapsed.

We appreciate parents sharing the diagnosis and treatment of children sent to physicians so we can be alert to possible problems in other children. Try to make a habit of obtaining a note from physicians whenever your child needs to see them for illness. Ask that the note include the diagnosis and the date when the child may return to school. This note can be turned in to cover the child's absence.

Medication:

ALL medications that are to be dispensed at school must have a written prescription, even over the counter medications.

Medication to be given at school should be

brought to the Health Office in its original container and be accompanied by written instructions signed by a parent or guardian. The instructions should include the following information:

- Student's name
- Name of medication
- Specific instructions for administration
- Physician's name

Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This should be provided and signed by the student's doctor and parent/guardian annually.

Request to be Excused from Outside Recess/P.E.

Students may be kept in from recess/P.E. due to illness for up to two (2) days if requested by parents. A note from a doctor is required for any request over two (2) days.

Allergies to Food: Southern Boone County Schools will offer food substitutions to students who have life-threatening or debilitating food allergies as documented by a licensed physician. Please provide the school nurse with allergy information on the required form.

The school stocks epinephrine that can be used on any student in an emergency. If parents do not want these medicines administered in an emergency, parents must notify the school in writing. Such notice should be directed to the school nurse. For more information, please refer to board policy JHCD.

Leaving School Early

Students are expected to remain at school for the entire day unless a note is sent or a phone call is made to the school office. **A student will be called to the office after the parent/guardian signs him/her out in the main office.** If someone other than the legal parent or guardian will be picking up your child, please indicate this in the note. Proper identification may be required.

Library

The library provides reading and reference materials for students and staff. The librarian is available for assistance in locating and selecting materials and for providing instruction in use of the library. Students are encouraged to ask for assistance when needed.

The library is to be used by students for specific purposes related to study, research, and curriculum and for leisure reading. The atmosphere maintained must be a quiet place for students to pursue these activities. Talking,

unnecessary distractions, horseplay, socializing and eating food are not appropriate library behavior.

General rules for library use:

- All materials will be checked out for one week.
- Students who have materials overdue from the library will be restricted from checking out additional materials until the overdue items are returned.
- Students will be responsible for all materials checked out in their name, even if those materials are loaned to friends or are lost or stolen.
- Students will be required to pay for all materials not returned to the library. Students who owe for materials will not be allowed to use the library until the materials are paid for or returned. If the missing book is found after two months, the money will not be refunded because the book will already have been replaced.
- A minimum fee of \$2.00 will be charged for a lost or damaged barcode.

Mentor/Volunteer Program

The volunteer program is designed to enhance the learning opportunities for our students by utilizing the gifts, talents, and time of caring individuals within our community. No gift, talent or amount of time is too small and no task is insignificant when we are working together to meet the needs of and provide excellence in education for all the students of Southern Boone County. If you are interested in being a volunteer in the Primary School, please stop by the office and obtain a volunteer packet.

Parents as Teachers

Parents as Teachers is a voluntary and free program that provides support and information for all Southern Boone County parents with children, prenatal through kindergarten entry. The Parents as Teachers program provides research-based information on how children grow and develop and how parents can nurture development and foster learning. The PAT program seeks to strengthen the relationship between parents and their children and to support parents in their role as their child's first and most influential teachers. The program offers the following:

Personal home visits – Personalized home visits by certified parent educators help parents understand what to expect at each stage of development, offer practical ways to encourage learning, manage challenging behaviors, and support all aspects of parenting.

Screening – PAT offers periodic screening of overall development, language, hearing and vision. The goal is to provide early detection of potential concerns in order to allow for early intervention in an effort to prevent difficulties later in school.

Networking/Resources – PAT helps families link with special services as needed and many other resources in the community. PAT for Teen Parents offers instruction and guidance to help teen parents with the difficult challenge of raising a child.

Drop-In and Play – PAT offers the opportunity for children to come to the PAT room for play during scheduled times. This is an excellent chance for children to interact with other children and for parents to be able to talk together or ask questions of our parent educators.

Group Meetings – Families are offered opportunities to talk with other parents and to learn about specific topics related to safe and effective parenting. PAT families will be notified of events in advance.

Participation in School-related Activities

In order to participate in a school-related activity, which includes but is not limited to concerts, sporting events, and field trips, the student must be present at school and attend the event with their class on that particular day. Any student who is ill with fever, vomiting, etc. should not participate in the planned events.

Preschool Program

The Southern Boone County R-1 Preschool's curriculum and instruction are based on the Missouri standards for Early Childhood; Early Language and Literacy Curriculum; research-based, developmentally appropriate practices; and district curriculum guidelines. The developmental needs and interests of the children are met by offering a balance of child-initiated and teacher-initiated learning experiences. Children are encouraged to become active learners who are self-confident and inquisitive with most of the day devoted to active, "hands-on", "minds-on" learning experiences.

Applications can be obtained in February by visiting the office at the Primary Building. Applications are generally due around April 1. Selection of the students for the program is made in early May. Questions about our program may be directed to the preschool program director/teacher.

PTA: Parent Teacher Association

Meetings of the PTA during the regular school year will be announced. All parents of students in school and other interested persons are urged to become members and to attend meetings. If you would like to be a room parent or sign up to assist with the various PTA activities, contact the PTA President. Information is also available on the PTA portion of our district website.

Recess/ Outdoor Temperature

Students will be kept inside on days when the temperature or wind chill is below 20 degrees. If

children are not dressed appropriately, they will not be permitted to go outside for recess. In addition, we will also be outside unless the heat index exceeds 100 degrees. Faculty and administration will decide appropriateness of outdoor clothing.

Report Cards and Parent/Teacher Conferences

Primary students receive trimester report cards. The trimesters end on the following dates: November 17, February 23, and May 23. Students will also be issued a progress report during the middle of each trimester.

Scheduled parent-teacher conferences will take place at the end of the first and second trimester. However, anytime a parent feels a conference would be beneficial for the student, one may be scheduled by calling the office and setting up an appointment.

Request for Classroom Teacher

The school will not honor requests for specific classroom teachers. It is the position of the Southern Boone County School District that our teachers are highly qualified educators, and it is not best practice to accommodate requests for specific classroom teachers except under extreme situations. You are welcome to inform school administration of issues of concern for your child or information that may help with the placement of your child in an environment that will best help meet his/her academic and personal needs.

Safety

Each classroom will have a copy of safety regulations that will include directions and procedures to follow in case of emergency. Fire drills, severe weather drills, intruder drills, and earthquake drills, lockdowns, etc. will be conducted during school time.

We have a buzzer at our front door which must be used to enter the building after 8:10 in the morning and before 2:55 in the afternoon. All visitors must be admitted by school personnel. In addition, we have surveillance cameras in our building to support the safety of our students and staff.

Safe School Hotline

A toll-free number (1.866.748.7047) or (573-271-2010) has been established to assist the district in providing a safe school environment. This service is designed to allow parents and students an opportunity to anonymously report information regarding student and/or staff safety. Any information which could negatively impact our school, our students or our staff should be reported. Examples of possible reports could include but not be limited to violence, theft, drugs or alcohol,

bullying, and weapon possession. We need your assistance to maintain our safe school.

Student Contact Policy

If there is a need to get an important message to a student, call the building level office and efforts will be made to contact the student. To restrict interruptions of class, messages will be delivered at the end of the school day. Please note that the office is often very busy early in the morning and before dismissal. Patience is always appreciated.

Teacher Contact Policy

During the day, phone calls are not transferred to classroom teachers. Parents will be transferred to the voice mail system to leave any messages.

Visiting the School

All visitors are required to report to the office upon entering the building. After signing in, visitors will be given an identification tag to wear during the visit. Return the visitor tag when signing out.

Parents are always welcome to visit their child's classroom. We would appreciate advance notice, but it is not required. Visits should not last more than one hour at a time to limit distractions for all students. Parents and special friends are also welcome to eat breakfast or lunch with us at anytime. *The cost for adult breakfast is \$1.70 and for adult lunch is \$2.60.*

Students from other schools may not visit our school for the day. A short visit, such as eating lunch, is allowed if cleared by the building principal in advance.

Weather Dismissal

All parents must prepare a plan with their children in the event of an early dismissal. This plan should be reviewed on a regular basis and changes should be given to the office and classroom teacher. Parents will also be notified through the School Reach program if early dismissal is necessary. Please keep information in our systems up-to-date so you will receive the important notifications.

Cancellations or early dismissals due to weather will be broadcast on the following television / radio stations:

- KFRU, KLIK 950, KCLR 99, KCMQ,

- KWOS 1240, KJLU, KFAL 900, Y107
- KOMU TV Channel 8, ABC 17, and KRCG 13
- <http://ashland.k12.mo.us>

Inclement Weather at Dismissal

Weather at dismissal time will be evaluated on a daily basis. Should severe threatening weather be a concern, school dismissal may be delayed until conditions are safe. If heavy rain is occurring at dismissal, children who walk home may wait at school until the rain slows.

Withdrawal from School

The parent or guardian should notify the office if a student is to be withdrawn from school. Before records will be sent to the new school, all charges must be paid and library books returned. For a smooth transition between schools, please notify us of your intentions at least two days before you plan to leave. This will enable us to complete all record-keeping.

Yearbook

The yearbook encompasses grades PreK-5. Both classroom composites and special activities will be included. Order forms will be sent home with all students for those who wish to purchase a yearbook.

Student Conduct Code

The mission of the Southern Boone County R-1 School District is to educate by challenging each student to reach full potential in preparing for a changing world. To accomplish this mission, parents, students and staff must cooperate. The Student Conduct Code was designed to help achieve this atmosphere. It is to be a guide for students, parents, and staff to attain this mission, yet be flexible in order to deal with individual situations.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and individual circumstance involved.

Positive Behavior Support School-wide Expectations - Expectations at Southern Boone Primary are that all students are safe, respectful, and responsible learners. We believe that all students can be successful in the school setting if expectations of appropriate behavior are systematically taught, valued, and rewarded. Students must also be accountable for their actions. At Southern Boone Primary we are a Positive Behavior Support (PBS)

School. School Expectations are listed below.

	I am SAFE	I am RESPECTFUL	I am RESPONSIBLE
All Settings	<ul style="list-style-type: none"> • Walk with your hands at your sides. • KAHFOOTY • Report if you or someone is hurt or could be hurt. • Ask permission to leave. 	<ul style="list-style-type: none"> • Use kind words. • Follow directions the first time. • Use good manners. • Take care of school property. • Listen to the speaker with eyes and ears. • Treat others the way you want to be treated. 	<ul style="list-style-type: none"> • Do your best. • Be a problem solver. • Use peaceful words to solve problems. • Do your job. • Be a reporter, not a tattler.
Hallway	<ul style="list-style-type: none"> • Stay on the same block row. 	<ul style="list-style-type: none"> • Short, straight, silent line. • Keep hands and feet off the walls. 	<ul style="list-style-type: none"> • Take the shortest route.
Bathroom	<ul style="list-style-type: none"> • Keep water in the sink. • Wash hands with soap and water. 	<ul style="list-style-type: none"> • Allow for the privacy of others. • Use a peaceful voice. • One person in the bathroom at a time. • Be in bathroom only as long as needed. 	<ul style="list-style-type: none"> • Flush toilet after use. • Clean up after yourself. • Join class promptly.
Cafeteria	<ul style="list-style-type: none"> • Set with head on table/raise thumb when finished. • Wait to be dismissed. • Be seated unless dismissed by adult 	<ul style="list-style-type: none"> • Stack trays neatly. • Eat only your food. • Use a peaceful voice in line and while eating. 	<ul style="list-style-type: none"> • Throw trash in trash cans. • Keep your table and floor area clean. • Help the lunch line by being ready.
Playground	<ul style="list-style-type: none"> • Keep wood chips and rocks on the ground. • Play safely. • Use playground equipment the way it's supposed to be used. 	<ul style="list-style-type: none"> • Walk quickly to your line. • Come to the blacktop when whistle is blown. • Take turns. • Include others. 	
Bus	<ul style="list-style-type: none"> • Stay seated until the bus is completely stopped. • Walk to the bus. 	<ul style="list-style-type: none"> • Use a quiet voice. 	<ul style="list-style-type: none"> • Know and follow the bus rules.
Assemblies	<ul style="list-style-type: none"> • Walk quietly. • Sit criss-cross applesauce. 	<ul style="list-style-type: none"> • Sit quietly. • Be respectful of our guests. 	

Prohibition against Discrimination, Harassment and Retaliation (Board Policy AC)

General Rule

The Southern Boone County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the

district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Southern Boone County R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

a) Make complaints of prohibited discrimination or harassment.

b) Report prohibited discrimination or harassment.

c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent/Title IX Coordinator
Southern Boone County R-I School District
303 N. Main, P.O. Box 168
Ashland, MO 65010-0168
Phone: 573-657-2147/Fax: 573-657-5513

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

Superintendent
303 N. Main, P.O. Box 168
Ashland, MO 65010-0168
Phone: 573-657-2147/Fax: 573-657-5513

District's Obligation to Provide Special Education (Board Policy IGBA)

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 Southern Boone County R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Southern Boone County R-1 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 Southern Boone County R-1 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 Southern Boone County R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Central Office, 303 North Main Street, Ashland MO 65010. For a complete description see policy IGBA.

Programs for English Language Learners (Board Policy IGBH)

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

STUDENT DISMISSAL PRECAUTIONS (Board Policy JEDB)

It is the goal of the Southern Boone County R-1 School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

Dismissal from School

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

Early Dismissal

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

Procedures must adhere to the following rules:

- ▶ Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.

- ▶ The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- ▶ Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
- ▶ Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- ▶ Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

**Missouri Department of Elementary and Secondary Education (Board Policy KL)
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).

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department

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9. How will appeals to the Department be investigated?
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

Personnel Records (Board Policy GBL)

The file of an individual employee will be considered confidential information, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee, unless administrative personnel determine that disclosure to others is legally required. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Assessments (State and Local) (Board Policy IL)

The Board, administration and instructional staff will regularly review student performance data as one indication of the success the district's education programs. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

Primary students who are reading more than one grade level below their current grade placement will be identified, and remediation plans will be implemented, as set forth by the guidelines of Senate Bill 319.

At the Primary level, we utilize the DRA2 (Developmental Reading Assessment) as part of our reading assessments, and AIMSweb probes are administered periodically throughout the year to assess student progress related to reading skills and fluency. The PSI (Primary Spelling Inventory) is also administered throughout the year.

District and Building Accountability Report Card (Board Policy KB-AP1)

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. 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 news 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. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.

Food Services (Free/Reduce) (Board Policy EF)

Meal prices shall be established annually by the Board of Education in accordance with law.

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 district will not allow students or staff to charge for à la carte. Parents will be notified weekly by email when outstanding charges have accrued to \$3.50. Negative balances may result in a student not being allowed to eat the regular school lunch. A reimbursable, alternative meal may be given to students who have excessive charges of \$11 or more.

Free or reduced-price meals shall be granted in accordance with federal free lunch guidelines and school board policy. Applications for free/reduced meals will be answered in writing for each student approved or rejected. For more information regarding free/reduced application please see your building administrator. Students are expected to eat lunch on campus, as the Southern Boone School District is not an open campus facility.

The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures.

Family Educational Rights and Privacy Act (FERPA) (Board Policy JO)

Notice for Directory Information

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

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example,

the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

► **Students in PreK through fifth grade** – Student's name; grade level; participation in school-based activities and sports; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

In the event that any parent does not wish the directory information released, they should contact the Assistant Superintendent at 573-657-2147 immediately.

SURVEYING, ANALYZING OR EVALUATING STUDENTS (Board Policy JHDA)

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, 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, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

HAZARDOUS MATERIALS - (Asbestos Control) (Board Policy EBAB-AP1)

The Southern Boone County R-I School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

Earthquake Preparedness Disaster Plans and Drills (Board Policy EBC)

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

TEACHING ABOUT HUMAN SEXUALITY (Board Policy IGAEB)

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

INTERROGATIONS, INTERVIEWS AND SEARCHES (Policy JFG)

Searches by School Personnel

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

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

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

School Resource Officers

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

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

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

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

Removal of Students from School by Law Enforcement Officials

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

Interview with the Children's Division

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

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

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

schedule.

Bullying (Board Policy JFCF)

General

In order to promote a safe learning environment for all students, the Southern Boone County R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

Reporting Bullying

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

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

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Prohibited Conduct (Board Policy JG-R)

The following are descriptions of prohibited conduct. School officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

- 1) **Arson**- Starting or attempting to start a fire or causing or attempting to cause an explosion.
- 2) **Assault**-
 - a) 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.
 - b) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
- 3) **Automobile/Vehicle Misuse**- Discourteous or unsafe driving on or around school property,

- unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.
- 4) **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.
 - 5) **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.
 - 6) **Dishonesty**- Any act of lying, whether verbal or written, including forgery.
 - 7) **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 and that is rude, vulgar, defiant, in violation of district policy, or 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.
 - 8) **Drugs/Alcohol (see Board policies JFCH and JHCD)**-
 - a) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
 - b) Possession of or attendance while under the influence of or soon after consuming any unauthorized illegal 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 of the Controlled Substances act.
 - c) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act
 - 9) **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.
 - 10) **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."
 - 11) **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, disturbing, disrupting or causing the evacuation or closure of school property.
 - 12) **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
 - 13) **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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.
 - 14) **Public Display of Affection**— Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
 - 15) **Sexual Harassment (see Board policy AC and regulation AC-R)**
 - a) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
 - b) Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.
 - 16) **Technology Misconduct (see Board policy EHB and regulation EHB-R)**
 - a) Attempting, regardless of success, to gain unauthorized access to a technology system or

- information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
- b) Violations other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
- 17) **Theft**--Theft, attempted theft or knowing possession of stolen property.
 - 18) **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create reasonable fear of physical injury or property damage.
 - 19) **Tobacco**-
 - a) Possession of any tobacco products on school grounds, school transportation or at any school activity.
 - b) Use of any tobacco products on school grounds, school transportation or at any school activity.
 - 20) **Truancy (see Board policy JEDA)**--Absence from school without the knowledge and consent of parents/ guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.
 - 21) **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.
 - 22) **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.
 - 23) **Weapons (see Board policy JFCJ)**
 - a) Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
 - b) 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).

Possible Consequences for Misconduct

Consequences will be assigned based on severity of conduct and previous conduct violations.

- A. Principal/Student conference
- B. Loss of privileges
- C. Detention
- D. In-school suspension
- E. Out-of-school suspension
- F. Expulsion.

Possible Consequences for Transportation Misconduct

Consequences will be assigned based on severity of conduct and previous conduct violations.

- FIRST OFFENSE: Warning
- SECOND OFFENSE: 3-day suspension from the bus
- THIRD OFFENSE: 5-day suspension from the bus
- FOURTH OFFENSE: 10-day suspension from the bus

Serious conduct violations may result in immediate and extended suspension.

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 Southern Boone County R-I 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.

Student Discipline

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: **JG-R, JGA, JGB, JGD, JGE** and **JGF**. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

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

Weapons in School

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.

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. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE

AUDIO AND VISUAL RECORDING (Board Policy KKB)

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a

disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Pre-Service and Student Teachers

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

Recording by Students

The Southern Boone County R-I School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Staff Student Relations (Board Policy GBH)

General

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

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

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff

members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

District-Sponsored Preschool, Daycare Centers and Nursery Schools (Board Policy JHCB)

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

You may visit our district website at www.ashland.k12.mo.us anytime to find more information on our individual school buildings, personnel, policies and much more. Our board policies and procedures can be found by visiting our district's website and clicking on the "School Board" link on the district's home page.