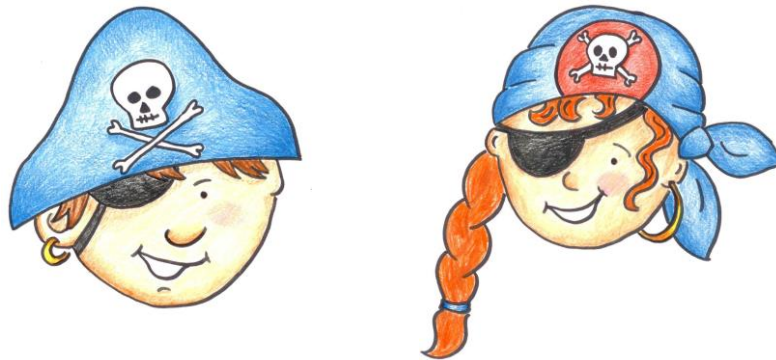


BOONVILLE R-1  
DAVID BARTON  
ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2016-2017



David Barton Elementary  
814 Locust St.  
Boonville, MO 65233  
660-882-6527 – phone  
660-882-2473 – fax

First Student Bus Services  
660-882-7421

**BOARD OF EDUCATION  
BOONVILLE R-1 SCHOOLS**

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Dr. Mark Ficken, Superintendent  
660-882-7474  
Dr. Sarah Marriott, Assistant Superintendent of Student Services  
660-882-7474  
Brett Frerking, David Barton Principal  
660-882-6527

**Notice of Nondiscrimination**

The Boonville R-1 School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

Any person having inquiries concerning Boonville R-1 School District's compliance with regulations implementing the acts listed above are directed to contact the Superintendent of Schools, 736 Main Street, Boonville, MO 65233, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

**BOONVILLE R-I SCHOOL DISTRICT  
VISION STATEMENT**

All students in the Boonville R-I School District will reach their maximum potential by working in a school environment that will foster and accelerate their intellectual, physical, social and career development.

## **BOONVILLE R-I SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Boonville R-I School District is to provide all students with the opportunity to receive a quality education, become responsible individuals, competent workers and contributing citizens.

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### **Attendance**

**Attendance directly affects academic success. As the parent, it is your responsibility that your child attends school daily. Excessive tardies and/or absences can negatively affect your child's success in school.** If a student is absent, the parent must call the school by 8:30 a.m. The office staff will call those who do not notify the school of the student's absence. If a student has an appointment for which he/she must leave during school hours, she/he should bring a note to the school office before classes begin stating when and how she/he is to leave school. The parent must check the child out in the office. District attendance policy is located at the end of this handbook.

### **To contact the office: David Barton Elementary 882-6527.**

E-mail is a great way to contact school staff. Teachers can respond quickly to parent questions. To email a teacher at David Barton, follow these directions:

- Go to [www.boonville.k12.mo.us](http://www.boonville.k12.mo.us)
- On the left hand side click on the school you need, *David Barton Elementary*.
- On the left hand side of that page click on staff directory, staff names should appear.
- Click on the name of the staff member you wish to contact, and then type your message.

**Perfect Attendance:** Perfect attendance awards are given only at the end of the year. To receive the award, a student cannot miss more than **three hours** during the year.

**Arrivals and departures:** David Barton students who eat breakfast may arrive at 7:35 a.m. Students that arrive before 7:40 and do not eat breakfast is greatly discouraged as supervision is not available. The classroom bell rings at 7:55 a.m. Students not in the classroom at 8:05 a.m. are considered tardy. **The front circle drive is reserved for cars. For the safety of all children, please do not double park at any place in the school drive. Parents are not to use the back drive during school hours. The back drive is reserved for buses.** David Barton walkers will be dismissed at 3:00 p.m.

The school office must be notified of any changes in your child's dismissal plans. **Please send a note with your child or call the office by 2:00pm to give changes for dismissal only if necessary. It is important for your child to have the same dismissal plan each day, if possible, to keep consistency and avoid confusion.**

## **Meals**

At this time, all students K-8 are provided free lunch and breakfast. This meal program is provided by the Department of Education and meets state and national school meal guidelines.

## **Visitor Lunch Expectations**

Students at David Barton will have one lunch choice. Parents are always welcome to eat a school lunch with their child/grandchild. Children are always excited when they have a special friend join them for lunch. Listed are some procedures that need to be followed to ensure that our daily lunch routine is not negatively affected by your visit. As you may or may not know, there are 100-125 students in the cafeteria eating lunch. We want this to be a positive time for them where they can interact quietly with their peers, but also learn about good manners. Your assistance in the following would be much appreciated:

- Please notify the cafeteria by 8:30 the day you will be eating lunch with your student.
- You may eat a school lunch. **No fast food lunches may be brought in. No soda is allowed for students at lunch. We do allow this for our special Brown Bag Lunch days in the fall and spring.**
- You will be asked to sit at a table in the extended part of the cafeteria with your child/grandchild. If your child/grandchild chooses, they may select one peer to come sit with them.
- We ask that parents/grandparents respect the lunchroom monitors and the requests they make of the students.

If a parent/grandparent has trouble following these procedures, you will be asked to eat in separate room from the lunchroom. We encourage family involvement, but also need to be able to maintain routines and proper behavior for all the students eating lunch.

## **Classroom and School Visitation**

Parents are encouraged to visit their child's classroom. Please contact the office ahead of time to schedule a classroom visit. **Every time a parent/visitor enters the building, it is expected for that person to check in at the office first.** This procedure is most important for the safety of our students and ensures the least amount of interruption in the classroom. **Please move quietly through the building if you come for a visit. We ask that all cell phones be turned off.** Often classes are in session until the last minute and this will help in a smooth dismissal. Pictures of your child will be allowed, but visitors should not take pictures of other students.

## **Cell phones, electronic devices and Toys**

Student's personal cell phones, electronic devices, and toys are not to be used by the students while they are at school. If a student brings a cell phone, electronic device, toy, or any other personal item it must be placed in the student's locker. The student may use this device after they leave the building at the end of the school day. **David Barton School and staff are not responsible for these items.**

**If students do not follow this procedure the phone, electronic device and/or toy will be taken away and only returned to the parent.**

Students may not bring balls, bats, toys, gadgets, electronic devices, etc. to school without written permission. If you have questions or concerns about this, please call your building administrator.

### **Discipline**

Every effort is made to create a positive learning environment for all students. With your good parenting and cooperation, this will be accomplished with minimal problems. First and foremost, we will encourage the children to resolve any conflicts quickly, take responsibility for their actions and learn appropriate ways to manage their behaviors even when they are upset. Our goal is to keep the children involved in school activities.

A Positive Behavior System for discipline is used at David Barton. Students are given "grace" (opportunity to improve) and help to accept "responsibility" for their actions. On occasion students may be moved to a safe seat, buddy room or a recovery area to give the child a chance to regroup. Plans will be put in place to help the student to learn to manage their behavior. Severe and continuing problems may result in removal of the student from the classroom or school setting. You will be notified of any serious or persistent problems with your child. We want to have good communication and involvement with our students and parents.

### **PBIS**

#### **School Wide Expectations**

**BE SAFE**

**BE RESPONSIBLE**

**BE RESPECTFUL**

The Missouri Safe Schools Act became law in August of 1996. The Boonville R-I Board of Education has adopted policies, which implement this law. These policies deal with enrollment procedures, reporting procedures to law enforcement officials for serious offenses, suspension of students for serious offenses, and discipline procedures for students in possession of a weapon. The intent of this law is to reduce violence in schools and make Missouri schools safe.

Administrators are required by law to report acts of school violence against any staff member or student to the juvenile office. This includes first, second and third degree assaults and threats.

**\*\*District discipline policy is included at the end of this handbook.**

### **Dress and Appearance**

Student's appearance should be neat and clean. Dress or appearance, which disrupts the educational process or causes health or safety problems, shall not be permitted.

**Students are discouraged from wearing flip-flops and/or crocs as students cannot participate in recess and gym safely. Wheelies are not permitted at**

**school.** THE FOLLOWING CLOTHING IS PROHIBITED UNLESS WORN WITH A TEE SHIRT OR SHIRT/BLOUSE BUTTONED AS NEEDED TO COMPLY WITH THE GUIDELINES LISTED BELOW:

Any garment with excessive exposure in the front, back, sides, any garment which exposes the midriff or exposes undergarments. Examples of these garments include but are not limited to tube tops, strapless garments, crop tops, halter-tops, net shirts and garments with spaghetti straps. All types of tops must be long enough to be tucked in or cover the belt line in such a manner as to avoid any exposure of the stomach during normal school activities. All clothing must be worn as designed to be worn (i.e. pants worn at the waist, straps buttoned and in place). House shoes or slippers are not permitted. Shorts and skirts should be at least fingertip length. Leggings/tights are to only be worn with fingertip shirts or skirts. Tee Shirts with suggestive language or reference to any substances, which are illegal for a minor to possess, are not permitted. The appropriateness of any clothing not specifically covered by these guidelines shall be addressed by the school administration in a manner consistent with the intent of this policy to provide a school environment conducive to learning.

Students who fail to comply with these guidelines will be provided appropriate clothing and/or accessories to be in compliance for that school day and are subject to disciplinary action, which may include detention and/or suspension from school.

### **Emergencies**

Fire, tornado, earthquake and intruder drills are conducted throughout the school year.

We want you to be aware that Boonville-R-I School District has made many preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students and staff from harm.

**Please make sure you are signed up for the **district alert system** and have provided your most current email address and phone numbers. This will ensure that you are notified of any emergencies.**

We are proud that David Barton Elementary is a safe school and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about our safety procedures, please contact the school.

In case of emergency or a serious accident involving your child you will be notified immediately. **It is vitally important that current contact information is available for parents or emergency contacts. Contact the office immediately if your phone number changes.** If you have an emergency and need to get in touch with your child, please call David Barton--882-6527.

1. **Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.**
2. **Tune your radio to KWRT 1370 AM for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your child.**
3. **Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through media bulletins.**
4. **Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.**
5. **Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.**

### **Evaluation**

Information will be sent home with students at the mid-term of each quarter and at the end of each quarter.

The evaluation scale used at David Barton is as follows:

Percent	Letter Grade	Definition
95-100	A	Outstanding
90-94	A-	
87-89	B+	Superior
83-86	B	
80-82	B-	
77-79	C+	
73-76	C	Below Average
70-72	C-	
67-69	D+	
63-66	D	
60-62	D-	
59	F	

\*Parent portal is available for David Barton students. Parents are able to see student attendance on parent portal.

### **Family nights**

Parents are invited to join in various activities throughout the year. David Barton sponsors a variety of family events centered on reading, math and the arts.

### **Guidance**

A guidance counselor is available to help children, parents and teachers. Children will receive developmental guidance lessons emphasizing self, problem solving, peer and decision making skills. See the "guidance" link on the school webpage for more information.

## **HEALTH**

All schools in the district adhere to state guidelines as well as district policies and protocols. The children participate in physical activity during recess daily and a scheduled day of physical education. Dietary follows state and federal guidelines in preparation of meals lowering fat and sugar content as well as increasing a variety of fruits and vegetables. Parents and PTA are encouraged to provide snacks and treats that are nutrition. A health information form will need to be filled out each new school year and updated as needed. (forms can be obtained from your child's school)

## **RECESS/PHYSICAL EDUCATION**

A parent's written excuse for not participating in recess or physical education will be honored for two days due to injury/illness. After two days a health care provider's orders will be required.

Recess will be held outside when possible, inclement weather recess will be held in the gym. The following guidelines will be followed:

Above 20 degrees unlimited time outside  
Below 20 degrees inside recess  
(TEMPERATURE WILL INCLUDE THE WIND CHILL)

## **DRESSING FOR THE WEATHER**

The weather is always changing so please send your student with appropriate clothing to fit the weather.

## **SICKNESS/INJURY**

Students will be sent to the health office should they become ill or have an injury. Parents/guardians will be called to pick their student up as soon as possible if deemed necessary by the school nurse. Please make sure emergency contacts are kept up-to-date.

### **YOUR CHILD SHOULD NOT BE IN SCHOOL IF THEY HAVE:**

**FEVER OF 100 OR ABOVE**

**VOMITING**

**DIARRHEA**

**RASH WITH FEVER**

**ANY UNTREATED COMMUNICABLE DISEASE SUCH AS: IMPETIGO, PINK EYE, SCABIES, STREP THROAT, ETC. (IF IN DOUBT CALL SCHOOL NURSE)**

**YOUR CHILD SHOULD BE SYMPTOM/FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## **HEAD LICE**



**In keeping with the Boonville R1 School District's policy regarding head lice, if a student is found with live lice or nits, the parents/guardians will be notified and those with live lice will be sent home.**

**Students with live lice should not return to school for 24 hours after the discovery of the head lice (live) to allow for treatment. If students are discovered with live lice after returning to school, the student will be excluded again for 24 hours for re-treatment. This process will continue until the student is free of live head lice. Parents need to accompany their child to school to be rechecked by the school nurse. If upon discovery, a student has nits only (no live head lice), parents will be contacted regarding the treatment process and will be rechecked in five days.**

### **MEDICATION**

A health care provider and a parent request form will need to be filled out for any prescription medication.

Over-the-counter medications (ibuprofen, acetaminophen, cough drops, antacid) will only be dispensed with parents signed permission. If an OTC has to be administered on a daily basis for over seven days a physician request form will need to be filled out. All forms may be obtained in health office.

### **IMMUNIZATION POLICY**

It is the policy of the Boonville R-I School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

## **Internet Usage**

The mission of the Boonville R-I School District use of the internet is to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

The Internet will provide access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. In short, account holders are expected to act in a responsible, ethical and legal manner, in accordance with the policy of the Boonville R-I School District, the mission and purposes of the other networks they use on the Internet, and the laws of the states and the United States.

## **Internet usage procedures**

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

## **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources. Violation of these provisions may result in disciplinary action taken against the user including, but not limited to, suspension or revocation of access to district technology and suspension or expulsion from school.

1. Using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people.

11. The district prohibits any use that violates any person's rights under applicable laws.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

### **Homework**

David Barton students are asked to read or be read to at least fifteen minutes each evening. David Barton students may have additional work to complete from the school day.

Homework is an integral part of the educational process. Homework can be used to introduce concepts or themes, reinforce ideas or skills, and provide practice and an opportunity for parental involvement in the child's education. It is important for homework to be completed on time for the learning experience to be successful. Many times the next day's lesson often depends upon successful completion of the previous day's assignment. The PTA will provide all students in grades 3-5 an assignment book. Students will be required to write down their daily assignments. Parents are asked to sign the assignment book nightly.

For a variety of reasons, some students do not complete their homework assignments and fall behind in their total learning experience. If the student has late work, the following procedure will be used:

1. The teachers will mark missing work in the child's assignment book to inform parents of the student's missing work.
2. The student may be kept in at recess to work on missing assignments if this is a chronic problem.
3. Teachers will grade late assignments that are turned in by 8:00 the day after the assignment is due. Late assignments will be a maximum of 70 % credit for the grade. Work not turned in the day after it is due will receive a 0%.
4. Parents are asked to sign the assignment book nightly for students in grades 3-5. This lets the teacher know that you are informed of your child's work progress.

### **Parents as Teachers**

Parents as Teachers is a free program offered to parents of children ages birth to three years old. The program includes home visits to talk about your child's development, informative group meetings and health screenings. If you have a child in the birth to three age group, please call Nancy Voss at David Barton at 882-6527 for more information or to enroll your child.

### **Parties**

**Floral deliveries, balloons, candy &/or individual gifts will not be accepted at the office for delivery to students.**

The PTA room parents assist teachers by providing treats and/or activities for parties. Parent volunteers are discouraged from bringing younger siblings as the focus for the parties needs to be on the school age child. There is a committee of room parents for each homeroom. If you are interested in being a room parent, contact the PTA president.

Please check with the teacher regarding games, drinks, treats, and time. **Only store-bought treats should be provided.** If you prefer your child not to participate in holiday activities, let your child's teacher know. Alternative activities will be provided. **Invitations for private parties cannot be given at school unless the entire class receives an invitation.**

#### FALL PARTY

Please check with the teacher regarding games, treats and starting times.

#### VALENTINE'S DAY

Please check with the teacher regarding games, treats and starting times. Parents are discouraged from sending individual gifts to their child at school. Parents may send treats that the entire class can enjoy together. **Floral deliveries, balloons, candy &/or individual gifts will not be accepted at the office for delivery to students.**

#### CHRISTMAS

Individual classrooms make decisions regarding gift exchange. Please check with the teacher regarding games, treats and starting times.

#### FIELD TRIPS

Field trips within our city and to other points of interest are scheduled throughout the school year. These trips are designed to enhance different aspects of the classroom curriculum and to introduce students to the resources of the community. During registration, parents/guardians are required to sign a permission form giving approval for their child to participate in the local school-sponsored field trips. Parents will be notified of these opportunities through classroom newsletters. **Since you will be asked to supervise and assist students, we ask that siblings not attend. This allows you to focus on your school-ager's special day.**

#### PTA

Join the PTA and be a volunteer or a room parent. Every effort on behalf of the students pays big dividends. Opportunities abound! Volunteers and room parents are always needed. The PTA sponsors special events and fundraisers throughout the year. All parents are encouraged to be involved. Anyone interested in serving on a PTA committee should call Christie Hunter, PTA President at David Barton.

#### **Retention**

Teachers monitor progress through ongoing assessments in core areas. An academic team will be used to plan intervention to remediate below grade level academic performance. If progress is not made with the intervention plan, parents will be contacted if retention is being considered for the struggling student. The building principal will make the final decision regarding retention of students. Senate Bill 319 provides for the mandatory retention of students in grade 4 who are reading below third-grade level at the end of summer school (and who don't qualify for exemption, students with disabilities or limited English proficiency). Reading Improvement Plans must be implemented for identified students in grades 4-6. Fourth grade students reading below third grade level

will be required to have summer reading instruction; they must be assessed again at the end of summer school.

### **School cancellations**

Late start or cancellation of school, due to weather conditions or otherwise will be broadcast on KWRT, 1370 AM., NBC- Channel 8, ABC- Channel 17 along with a notification from the district text alert system.

### **Late Start Procedures**

The Boonville R-1 School District has adopted Late Start days when needed due to inclement weather. On days when an announcement on radio, TV, email and Text alert has been made that a Late Start is in session all schools will begin 2 hours later than their regular school start time. David Barton will begin at 10:00. The building will be open at 7:30 for parents that work and need childcare for those two hours.

### **School Wide Title I**

**David Barton offers School-Wide Title I.** A schoolwide program is a comprehensive reform strategy designed to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic standards.

A school wide program uses its Title allocation to upgrade the entire educational program of the school in order to raise academic achievement for ALL students at the school. No longer are students or teachers labeled "Title I," but instead all the students and all the teachers at the school use Title I dollars to improve the school's entire academic program. A schoolwide program is built upon schoolwide reform strategies rather than separate, add-on services.

### **Transportation**

First Student Bus Company provides transportation for students who live one mile or more away from school. The bus driver gives bus slips to students who violated a bus rule. The slip must be signed by the parent and returned to the bus driver before the child is allowed to ride the bus the following day. Students in grades K-5 receiving bus slips will have the following consequences:

- 1st bus slip: Conference with the student
- 2nd bus slip: Loss of recess(es)
- 3rd bus slip: Bus suspension for 1 day
- 4th bus slip: Bus suspension for 3 days
- 5th bus slip: Bus suspension for 5 days
- 6th bus slip: Bus suspension for 10 days

**\*Consequences for bus violations are at the discretion of the building principal. The Principal may remove students immediately and/or permanently from the bus for any serious safety violation.**

Suspensions will apply to all buses on which the student rides during the year. If you have questions or concerns about bus transportation, please call Lynn Spencer at 882-7421 or the building principal.

## **BUS RIDER RULES**

Previous to loading: (on the road and at school)

1. Be on time at the designated school bus stop--keep the bus on schedule.
2. Do not tease, argue, play around or fight at the bus stop.
3. Stay off the road at all times while waiting for the bus.
4. **Wait until the bus comes to a complete stop before attempting to enter.**

### **II. While on the bus**

1. Keep hands and head inside the bus at all times.
2. Keep the bus safe and clean at all times.
3. Students may not eat on the bus and should keep all food in their backpack.
4. Keep from talking and laughing loudly or making unnecessary confusion as this diverts the driver's attention and may result in a serious accident.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Keep books, packages, coats, and all other objects out of the aisle.
7. Do not throw anything out of the bus window.
8. Bus riders should remain seated while the bus is in motion.
9. Horseplay is not permitted around or on the school bus.
10. Bus riders are expected to be courteous to fellow pupils and the bus driver.
11. Absolute quiet should be maintained when approaching a railroad-crossing stop.
12. In case of a road emergency, children are to remain in the bus.
13. Pupils must obey the driver promptly.
14. Damage to seats, etc., must be paid by the offender.

### **III. After leaving the bus**

1. When crossing the road, stay at least 10 feet in front of the bus.
2. The driver will not discharge the riders at places other than the regular bus stop at the home or school unless by proper authorization from the parent or school official.

### **IV. Extra-curricular trips**

1. The preceding rules and regulations will apply to any trip under school.
2. Pupils shall respect the chaperone.

### **V. Miscellaneous**

1. Students will be assigned to one bus. **If a child needs to ride a different bus, the parent must contact First Student at 882-7421 prior to the change to get permission.** The parent must then call the school to let them know the change has been approved. Please call for changes before 1:00. Students are not to change buses or to ride a bus when staying overnight with each other. Parents must send a note or call each time a child is to change his/her normal routine of going home.

### **Before and after school child care**

The Boonville R-1 School District offers supervision before and after school for all elementary students (age 5 to 12) in a licensed day care setting called Kids Club. Before school Kids Club will be held at Hannah Cole beginning at 6:30 am. The after school services will be provided at David Barton Elementary. Students K-5 will be bused to Kids Club free of charge. After school services are available until 5:45 p.m. Activities include help with homework, physical activities, board games, and time for social interaction. This is a program designed to provide care for children of working parents; however, any child may participate. For additional information or to enroll your child contact Mary Vollmer at 882-3490 or by email [mvollmer@boonville.k12.mo.us](mailto:mvollmer@boonville.k12.mo.us).

\* Rate for 2016-2017 school year will be determined over the summer.

### **STUDENT DISCIPLINE (District Policy)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Boonville R-I School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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



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

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

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

**Assault**

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

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

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

First Offense:	Expulsion.
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**Automobile/Vehicle Misuse:** 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.

First Offense:	Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

**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, theft, damaging property, and exclusion from a peer group.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Failure to Meet Conditions of Suspension:** 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 the section of this regulation titled, "Prohibition against being on or near School Property during Suspension."

In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

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

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

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

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

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

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

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

**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.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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**Incendiary Devices:** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

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

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

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

**Sexual Activity:** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

- Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

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

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

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

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

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

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

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

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

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

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

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



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

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

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

**Tobacco**

1. Possession of any tobacco products on school grounds, school transportation or at any school activity.

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

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	

	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.
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**Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2):** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Principal/Parent/Student conference, Referral to appropriate authority, Detention or 3-10 days in-school suspension.

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

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

**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.

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

**Weapons (see Board policy JFCJ)**

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

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

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

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

Adopted: April 15, 2009  
Revised:

**STUDENT ABSENCES AND EXCUSES (District Policy)  
(Grades K-5)**

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

**Definitions**

*Attendance:* A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent:* A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy:* A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy:* A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
2. Medical appointments, with written appointment confirmation by medical provider.
3. Funeral, with written excuse from parent. The principal may require a program or other evidence from services as well.
4. Religious observances, with written excuse from parent.
5. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
6. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

### **Consequences for Violations: *Grades K-5***

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals with the assistance of building staff will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the secretary or designee will notify the parent.
2. When a student's daily attendance falls below 90%, the principal or designee will send a letter notifying the parents of their child's attendance. A conference will be arranged if the parent desires it. The purpose is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.

3. Letters will be sent home monthly to parents notifying them if their child's attendance or tardies are excessive. When a student's attendance report shows lower than 90%, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

1. More than ten (10) excused absences or three (3) unexcused absences in a semester can be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

**2. After 12 absences, either excused or not excused, an automatic referral will be made to the juvenile or prosecuting attorney's office.**

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

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Implemented: April 15, 2009

**RIGHT TO KNOW**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Preschool, Summer School and Adult Education**

The district will not exclude qualified students with disabilities from preschool, summer school or adult education and will take into account the needs of the students in determining the aids, benefits or services to be provided.

### **Re-Evaluation**

A student with disabilities receiving accommodations under this procedure will be re-evaluated minimally every three (3) years and before making any significant change in placement. The compliance officer will provide the parent and/or student a copy of the procedural safeguards at the time of the re-evaluation. The scope and extent of the re-evaluation will be determined by the 504 team. The compliance officer or designee will obtain written consent for formal assessment for a re-evaluation unless the district takes reasonable measures to obtain consent from the parent and the parent does not respond. If the parent refuses to consent, the district may request a due process hearing as described below.

### **Access to Records**

Parents will have an opportunity to examine all relevant records, including personally identifiable education records, in accordance with law and as outlined in Board policy and district administrative procedures.

### **Parental Involvement**

The district will involve parents throughout the accommodation process. The compliance officer or designee will provide notice to parents before conducting an initial evaluation of a student. The parents will be invited to participate in the eligibility determination meeting and any meeting during which their child's program is designed and placement is determined, but their participation is not required.

### **Disciplining Students with Disabilities**

Students who qualify for accommodation under Section 504 cannot receive a long-term suspension or be expelled for behavior that is a manifestation of the disability. Before a student may serve a long-term suspension, the 504 team must meet and review the behavior subject to disciplinary action, along with current information regarding the disability, to determine whether the student's actions were a manifestation of the disability. If the behavior was not a manifestation of the student's disability, the student may be suspended and will only receive educational services to the extent that educational services are provided to students without disabilities during a suspension. If the behavior was a manifestation of the disability, the district cannot suspend the student, and the 504 team must determine whether the current educational placement is appropriate. The district will provide students and their parents a copy of the district's procedural safeguards at the time any long-term suspension is imposed.

### **Grievance Procedures**

All complaints alleging discrimination, violation of law or failure to follow district policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The district will use the grievance procedure outlined in policy AC. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.

**Impartial Due Process Hearing**

In the event the parent or district wishes to contest an action with regard to the identification, evaluation or placement of a student with a disability under law, either party may initiate a due process hearing. The district may do so by notifying the parent in writing. The parent may do so by notifying the district's compliance officer in writing. The request for a due process hearing must include a detailed statement as to the nature of the dispute. Both parties will have the opportunity to participate in the hearing and to be represented by counsel.

The district will immediately secure the services of an impartial hearing officer. The hearing officer will set a date for the hearing and may request additional clarification from either party as to the nature of the dispute. The hearing officer has the authority and the responsibility to create reasonable rules governing the hearing to ensure that relevant information is presented, but that a decision is made as expeditiously as possible. The hearing officer will provide each party a copy of the written decision within 15 calendar days after completion of the hearing. The decision is binding on both parties unless determined otherwise by a court of competent jurisdiction.

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

Implemented: August 15, 2007

Revised: September 15, 2010

Boonville R-I School District, Boonville, Missouri

\* \* \* \* \*

FILE: IGBA-AF1

Critical Portions 8 2007, Missouri School Boards= Association

**PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS**

The Boonville R-I School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

**Parent/Family Involvement Goals and Plan**

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
  - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

### **Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs**

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and



parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

### ***Title I Program Parent Involvement***

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

### ***Migrant Education Program Parent Involvement***

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

***Limited English Proficiency Program Parent Involvement***

Pursuant to federal law, parents of LEP students will be provided notification regarding their child’s placement in and information about the district’s LEP program.

Parents will be notified of their rights regarding program content and participation.

**Policy Evaluation**

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: January 16, 2008 Revised:

- Cross Refs: ADF, District Wellness Program
- CGC, State and Federal Programs Administration
- JFH, Student Complaints and Grievances
- JHC, Student Health Services and Requirements
- JHDA, Surveying, Analyzing or Evaluating Students
- KI, Public Solicitations/Advertising in District Facilities
- KL, Public Complaints

- Legal Refs: § 167.700, RSMo.
- Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
- No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

Boonville R-I School District, Boonville, Missouri

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## **PUBLIC NOTICE**

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 Boonville R-1 School District assures that they 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, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and you child with a developmental delay. The Boonville R1 School District assures that they 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 Boonville R1 School District assures that the 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 Boonville R1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Boonville R1 School District, 736 Main Street, 8:00A:30, Monday through Friday.

This notice will be provided in native languages as appropriate.

## **504 PUBLIC NOTICE**

The Boonville R-1 School District, as recipients of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, are required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Boonville R-1 School District assures that they will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation

Act of 1973 the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

District policies and procedures regarding section 504 can be reviewed at the Boonville R-I School District, 736 Main Street, 8:00-4:30 Monday through Friday.

This notice will be provided in native languages as appropriate.

*Rev. August 15, 2013*

### **Pupil Personal Information**

The Boonville R-1 School system operates under the procedure of not making student information available unless permission is granted by parents, or as is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J. Resolution 40; 20 U.S. Code 1232g. There is certain directory type information, however, that the district may provide the general public. This information includes: student's name; parent's name; address; telephone number; age; grade level; participation in officially recognized activities and sports including audio visual or photographic records; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. In the event that any parents do not wish directory information released for currently enrolled students of the Boonville R-1 Schools, they should provide notice in writing to the principal of their child's school by September 5.

Missouri Department of Elementary & Secondary Education  
**No Child Left Behind Act of 2001 (NCLB)**  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

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

**1. What is a complaint under NCLB?**

For these purposes, a complaint is an 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 NCLB.

**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 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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

Revised 7/15

<sup>2</sup> In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

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

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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