



**AVILLA R-XIII**

PARENT & STUDENT HANDBOOK

2017-2018

## **AVILLA R-XIII – STUDENT & PARENT HANDBOOK 2017-2018**

*Dear Parents and Students,*

*Welcome to the Avilla R-XIII School District. This handbook provides information concerning important policies and guidelines that you may find helpful. Our goal is to help children become lifelong learners and for students to enjoy their time while at school. We provide a variety of rigorous and relevant learning experiences to enhance your child's growth – socially, emotionally, physically, and intellectually. We encourage you as a parent to become involved in your child's school experiences. We need your support in order to promote a better learning atmosphere. We strive to collaborate with everyone to find ways to continually enhance our services to our students.*

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**SCHOOL COLORS – ROYAL BLUE & WHITE**

**SCHOOL MASCOT - PANTHER**



**AVILLA’S MISSION STATEMENT**

The mission of the Avilla R-XIII School District, as the primary educational resource of the community, is to provide a secure and nurturing environment. To prepare all students socially, physically, and intellectually for the 21<sup>st</sup> Century. The partnership between the family and the school community is vital to ensure the success of students on their educational journey.

**A SELECTION OF DISTRICT POLICIES**

The complete Board of Education policies as well as the complete Avilla R-XIII School District MSBA policies are available in the office.

**Common Sense Statement** - No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district’s and school’s missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use “common sense” in making decisions about their behavior choices. Discipline is progressive, based on the number of infractions.

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

*Anti-Discrimination Law Compliance*

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in

unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment.

The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

### **Collateral Prohibitions**

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- Aiding, abetting, inciting, compelling or coercing discrimination; and
- Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

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✓ **ENROLLMENT & WITHDRAWAL** Pupils entering kindergarten and pupils new to the Avilla R-XIII Public School system are required to register at the school. New registrants must be in compliance with the Missouri State Immunization Law to attend school. The parent must also provide the school with proof of residency: a copy of a lease or mortgage agreement or two [2] current utility bills [need two different utilities and phone bill not acceptable]. Pupils entering kindergarten must present a birth certificate at the time of registration and must be five [5] years old prior to August 1. Pupils leaving the school district should notify the school office at least three days in advance of the child's last day in attendance through a note or phone call from the parent.

✓ **ATTENDANCE & ABSENCES** Classes begin at 8:20 a.m. and dismiss at 3:45 p.m. Students should not arrive prior to 8:00, as there will be no supervision provided for students until 8:00 a.m. Students are to report immediately to the gym unless they are eating breakfast, in which case they will go to the cafeteria area.

No student is permitted to leave school for any reason without checking out through the office. When it is necessary for a child to deviate from their normal routine, a note from the parent should be sent to the office which includes specific instructions as to whether the student is staying after school, riding or walking to a different address, or being picked up by someone else. Any student who will need to ride a different bus or get off the bus at a different stop should also have a note for the office as well as for the bus driver.

1. **Attendance** - School attendance is compulsory for all K-8 students in the state of Missouri. It is the parent's responsibility to see that daily attendance is maintained except in cases of illness or extreme emergency. Parents should call the school office by 9:00 a.m. to notify the school of absences. Prolonged illness will be cause for the school to request a written excuse from a doctor. Frequent and /or excessive absences will be cause for the school to contact the home [phone call or letter]. If it is necessary for a pupil to visit a doctor or dentist during school hours, a note from the parent/guardian designating the time to be dismissed should be sent with the child and presented to the teacher. The parent/guardian must report to the school office to have the child released for an appointment and to sign the child in and out.
2. **Tardiness** - In order for students to benefit from a full day of class instruction, it is important that they be at school each day when classes begin.
3. **Illness** - If a child becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if the parents cannot be reached. Please keep the school advised of any changes in phone number or emergency contacts.

“It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (Missouri Statute 167.191).

**When a Student is Ill** - Parents should keep students home from school if they have a temperature or other symptoms of an illness. An ill student may not return to school until:

- ✓ The student has been fever free for 24 hours without the use of fever- lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- The student has been free of vomiting or diarrhea for 24 hours after the last episode of such.
- Students experiencing frequent coughing may need to be excluded from class until the coughing subsides or is well-controlled with medication, in concurrence with nursing assessment and judgment.

Nits/Lice - Children may NOT return to school until free of head lice and nits .

PE Participation - If your child is not able to participate in PE or to play outside a doctor’s note is required.

### **SCHOOL TRANSPORTATION**

Pupils living more than one mile from school will be provided transportation to and from school. Parents are responsible for transporting students living less than one mile from school. Bus stops may be located up to three (3) blocks from the student’s home. Buses will not be routed on dead-end or cul-de-sac streets. Parents will be informed of routes and schedules prior to the start of school by letter. A Kindergarten student will not be discharged unless there is an adult or an older sibling present. The driver will not discharge students at places other than their assigned bus stop near the home or at school unless authorized by the Director of Transportation or the principal of the school.

If the student will be utilizing district transportation, it is the responsibility of the parent/guardian to notify transportation of any student health concerns, i.e., asthma, severe allergies, seizure disorder, etc. A Transportation Emergency Information Form is available at the school. This form must be filled out by the parent/guardian for all student health concerns and returned to the Transportation Department or to the School Secretary. School busses are not equipped with nursing or medical personnel. To best protect your student, emergency services (911) will be called for health emergencies that arise when students are being transported on the bus.

The licensed bus driver needs good pupil conduct to ensure safety on the bus. Riding the bus is a privilege and may be denied if improper or unsafe conduct is practiced. If a pupil is found to have behaved in an improper or unsafe manner, the Transportation Department will issue a bus conduct report which will be delivered to the principal who will determine any appropriate disciplinary action. The bus driver may apply/enforce assigned seating arrangements at his/her discretion. Parents will be

informed of violations of bus rules and consequences.

**School Bus Rules:**

1. Follow the driver's directions.
2. Disrespectful conduct will not be tolerated.
3. Stay in your seat with feet on the floor while the bus is in motion.
4. Keep your hands, feet and objects to yourself.
5. Do not eat or drink on the bus.
6. The use of tobacco, drugs or alcohol is strictly prohibited.
7. The possession of harmful or concerning objects and weapons while on the bus is strictly prohibited.
8. Do not litter, write on, or damage the bus.
9. Do not be loud, swear, use rude/vulgar language, and make obscene gestures, tease or bully.

- ✓ **NUTRITION SERVICES** It is important to us that your student has fresh, nutritious, and tasty choices every day and realizes the benefits of good nutrition and quality food choices. All meals are prepared daily and meet federal K-12 meal requirements. Menu items include fresh fruit and vegetable choices, protein choices, whole grains, and milk. Healthy and nutritionally balanced meals are served each day at Breakfast and Lunch in the school cafeteria. Children may also choose to bring their lunch. If so, they may bring a drink from home if it is in a thermos, or the student may purchase a milk from the cafeteria. Students that purchase a milk will be charged .35 cents regardless of their lunch status (paid/reduced/or free). The cafeteria is supervised at all times. Menus are sent home each month, and are also available on our website. [www.avillapanthers.org](http://www.avillapanthers.org)

All student accounts must be paid in advance so that a positive balance is maintained at all times. The school district policy only allows a student to charge 5 days of meals. Lunch bills are sent home approximately every two weeks.

*If you have a hardship – please contact the office. Please be sure when sending lunch money that you indicate what child or children it is for and be sure to send the funds in an envelope which will be collected by the classroom teacher who will submit it to the office.*

**OUTSTANDING MEAL CHARGES** We are currently in process of notifying those with an outstanding balance for this current school year as well as prior school years. We will be contacting you to set up a plan for repayment so the district is brought up to a current status regarding outstanding meal charges.

Many families are eligible to save on school meals through the Federal Free and Reduced Lunch Program. We encourage all parents to fill out an application. Only one application per household is necessary. These applications are available in the front office. Applications may be submitted at any time throughout the school year. Please turn in the completed application at the front office. You will be notified of the status of your application when it is processed. Each student is issued an ID number that they use to purchase meals in the cafeteria.

**Sack Lunches:** Whenever your child brings his/her lunch to school, you are encouraged to send nutritional food and drink items. We recommend no pop in sack lunches. .



Paid lunch K-8 students	\$ 1.90	Paid Breakfast K-8 Students	\$ 1.20
Reduced Lunch K-8	.40	Reduced Breakfast K-8	.30
Adult Lunch	\$2.20	Adult Breakfast	\$1.20

Additional milk .35 (afternoon milk .35 for students in K-2 only) *Free/Reduced rates do not apply*

✓ **RECESS/P.E. POLICY** School personnel feel that all students should go out for recess with their classmates as much as possible. If your child must remain inside for recess, or be excused from PE, a written statement from your child’s doctor must be sent to your child’s teacher. Children with the required doctor’s excuse will spend recess in the duty room or office. Without this statement, your child will be sent out to recess. Please dress your child appropriately (i.e. hat, gloves, coat, etc.)

✓ **SCHOOL MESSENGER (Robo Call)** In an effort to improve communication between parents and school, the Avilla R-XIII School District has instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, or school cancellation. This service may also be used to communicate general announcements or reminders. If you change your phone number, please remember to notify the office. The messenger system will only be an effective communication system when you provide the correct contact numbers.

✓ **STUDENT CELL PHONES** As per board policy, cellular devices are prohibited from use during the school day. The school day will be defined as the time the students enter the building until the buses leave. For the purposes of our policy, any cellular device that is seen or heard is considered a violation. Therefore, students are required to turn off their cellular devices and put them “out of sight” prior to entering the school building each morning. Any student who does not abide by this policy will have their cellular device taken by a staff member, given to the office, and the student will be subject to the following disciplinary consequences:

**First Offense-** Cellular devices taken to the office for the remainder of the day.  
(Students may pick up their cellular devices at the end of the school day.)

**Subsequent Offense-** Cellular device taken to the office for the remainder of the day.  
(Parent/Guardian will need to pick the cellular device up from the office.)

*We are not responsible for lost or stolen cellular devices.*

✓ **TEXTBOOKS & COMPUTERS** The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement. The school district furnishes computers or Chromebooks which are available for student use during the school day. If a computer is damaged due to horseplay or vandalism by a student a fee is

assessed.

New book = 100% of replacement cost  
1 year old = 75% of replacement cost  
2 year old = 50% of replacement cost  
3 year old = 25% of replacement cost

New Computer = \$199.00 replacement cost  
1 year old computer = \$149.25 replacement cost  
2 year old computer = \$99.50 replacement cost  
3 year old computer = \$49.75 replacement cost

- ✓ **VISITORS** All visitors must report to the office upon arriving on school grounds. All visitors will sign in and be issued a visitor's badge to identify you as a visitor to school personnel. Visitors are welcome for special events, with an invitation from the classroom teacher, or to eat lunch with their child during regular lunch times.
  
- ✓ **VOLUNTEERS & MENTOR PROGRAMS** Avilla R- XIII School District has an excellent volunteer program. All volunteers must complete a background check prior to beginning services. The district may decline the services of any volunteer for any legal reason. Volunteers will work under the direction and supervision of district staff. All volunteers must report to the office and sign in and be issued a visitor's badge to identify you as a visitor to school personnel.
  
- ✓ **EMERGENCY MANAGEMENT PLAN** Avilla R-XIII School conducts regular drills to insure the safety of our students. Throughout the school year, students will practice the appropriate response to crisis events including: school lockdown, earthquake, tornado/severe weather, evacuation, bus safety, and fire/explosion drills.
  
- ✓ **CONFERENCES & PROGRESS REPORTS** Parent conferences are scheduled in the Fall. At these conferences the pupil's progress is discussed. Additional conferences may be arranged by contacting the pupil's teacher(s) or the school office. Normally, the teacher is in the best position to help parents with any problem regarding their child's progress. It is recommended that parents contact their child's teacher whenever a concern arises.
  
- ✓ **HONOR ROLL & PRINCIPAL'S HONOR ROLL** The honor rolls are figured at the end of each semester. The Honor Roll includes all students who have achieved at least a 3.0 grade point average. The Principal's Honor Roll includes all students who have achieved at least a 3.5 grade point average.
  
- ✓ **DISCIPLINE / VIOLENCE HOTLINE INFORMATION** The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's school. Acceptable behavior is based on respect for one's self, and for the worth and human dignity of

others. The development of such behavior in students is a dual function of the home and of the school. In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards for student conduct are established by the Board of Education to create an environment in which each student's right to learn is protected.

As we attempt to address the topic of discipline, we are aware that it is impossible to offer guidelines to cover each problem and situation. Students are expected to show good judgment with the continued support and direction from the school, parents, and community. Students are required to conform to school rules whenever they are in the charge of school staff. This would include any time students are going to and from school, or are on the school grounds, during or immediately before and after school hours. This would include anytime the school is being used for a school-sponsored activity such as sports events, field trips, out-of-town trips, concerts, and plays. Administration can deliver consequences, if off-school behavior has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation.

In the elementary grades, K-8, the major objective relative to discipline is teaching students to make choices that will help them.

The following school-wide behavioral expectations have been adopted and will be implemented:

- Be Responsible.
- Be Respectful.
- Be Safe.

These general expectations will be taught to students and practiced throughout each school year. Students will also learn specific expectations for the many different locations and events they encounter (i.e. library, assemblies, hallway).

Students are expected to:

- (1) Treat all people at school with respect;
- (2) Respect the property of others;
- (3) Demonstrate safe and appropriate behavior in and about the school.

To assist children in developing desirable behavior habits, educators will provide an environment that is safe, positive, and challenging. Children feel safe and are freer to learn when they have clear, logical, and consistent boundaries. Teachers work as a team to provide the needed structure and support to help each child learn to take responsibility for his/her actions. Parents/guardians will be kept informed of any concerns and will be asked to partner

with the school in helping their children learn to make good choices. Generally, teachers and the principal/superintendent utilize many approaches to help modify behavior when needed. Some examples may include but are not limited to:

**CLASSROOM SAFE SEAT:** [not a punishment but a way of increasing the student's possibility of success and decreasing the misbehavior] A place in the classroom for students to go where their inappropriate behavior can stop, and the students can begin to think about what they did. The teacher and/or child will determine when he/she is ready to leave the safe place.

**BUDDY ROOM:** [not a punishment but a way of increasing the student's possibility of success and decreasing the misbehavior] A classroom other than the student's regular room. A safe place where students can stop their inappropriate behavior, begin to take responsibility for their behavior and continue with their schoolwork. Students may complete a "Think Sheet" which helps them focus on what they did and what they need to do next time to avoid getting into trouble. After talking, the teacher and child determine when he/she is ready to return to the classroom.

**CONFERENCES:** These may occur with the student, teacher, parent and principal.

**LOSS OF PRIVILEGES:** Students may miss recess or other privileges as a consequence for misconduct and/or to help solve a problem or issue. **RECESS DETENTION** - Used for minor infractions of the rules. Students report to the assigned detention supervisor during recess.

**IN-SCHOOL SUSPENSION:** Students stay at school to complete work outside the classroom.

**DETENTION:** Students may be kept after school to make up work or to solve other issues. Parents will be given a 24-hour notice. They may stay up to 45 minutes after the normal school day. A detention is assigned by a teacher, and the student will serve their detention with the teacher who assigns the detention.

**OUT-OF-SCHOOL SUSPENSION:** The Principal/Superintendent may suspend students for up to ten [10] days for serious defiance of authority or behavior that is seriously detrimental to the student or others. The Superintendent of Schools may suspend a student for up to 180 days for violation of the District's Discipline Policy.

**EXPULSION:** The Board of Education may expel students for serious offenses. Expulsion is used rarely at the elementary level, but may be used in grades 6-8.

✓ **STUDENT CODE OF CONDUCT** The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this 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, or an aggravated circumstance of any offense or an 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 district property, including playgrounds, parking lots, district transportation or at a district activity whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. Impact on Grades- As with any absence, absences due to out-of-school suspension may result in the student earning a lower grade in accordance with the district’s policy on absences and suspensions. Students who are serving an out of school detention will be expected to maintain the assignments as provided by the teacher. If the student does not complete the assigned work, the student will receive a zero(s) for the assigned work. All student work is due upon their first day back in the classroom.

**Student Rights and Responsibilities:** The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

<b><u>Rights</u></b>	<b><u>Responsibilities</u></b>
<i>To attend free public school</i>	To attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.
To a quality education	To put forth their best efforts during the education process.
Civil rights (To equal Educational opportunity and Freedom from discrimination)	To not discrimination against others.
To free inquiry and expression	To observe reasonable rules and regulations regarding these rights.
Due process	Students will be afforded due process as guaranteed by

constitutional provisions. Process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

To privacy; this includes privacy with respect to the student's school records.

**Discipline Policy In compliance with the Excellence in Education Act of 1985**, Section 5, the local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection. The policy shall contain the consequence of failure by the student to obey a standard of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.

**Off-School Behavior** - Administration can deliver consequences, if the off-school behavior has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school. All school district personnel are responsible for the care and supervision of students, and are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school-sponsored activities, or during ISD or recess periods.

**The following list is stated in accordance with Board of Education Policy & MSBA Policy.**

1. **ARSON:** Starting or attempting to start a fire or causing or attempting to cause an explosion.  
1st 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.
2. **ASSAULT:** (A) Using physical force, such as hitting striking or pushing, to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.  
1st 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.  
(B) Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing bodily injury to another person, or any other act that constitutes assault in the first or second degree.  
1st Offense: 10- 180 days out-of- school suspension or expulsion.  
Subsequent Offense: Expulsion
3. **BULLYING and CYBERBULLYING:** Is defined as repeated and/or systematic intimidation or

harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide, or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law. Incidents can be reported online through school websites, in person, or through emails to counselors or other staff. Children learn about bullying prevention in classroom counseling lessons. All bullying concerns will be taken seriously and investigated by the school administration. According to board policy, possible consequences are as follows:

1st Offense: Detention, in-school suspension or 1-180 days out-of-school suspension

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

4. **BUS OR TRANSPORTATION MISCONDUCT**: 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.

1st Offense: Warning slip issued to student and parent/guardian, principal/student conference or detention.

2nd Offense: Warning slip issued to student, principal/student conference, notification of parent/guardian and a five (5) day suspension from bus transportation may occur.

3rd Offense: Warning slip issued to student, parental conference will be held and bus riding privileges may be suspended or revoked.

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

1st Offense: Nullification of forged document. Principal/student conference, detention, or in school suspension or 1-10 day's out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 day's out-of-school suspension, or expulsion.

6. **DISRESPECTFUL or DISRUPTIVE CONDUCT or SPEECH**: Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant and in violation of district policy or considered inappropriate to 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.

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

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

7. **DRUGS/ALCOHOL:** (A) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.  
1st Offense: In-school suspension or 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- (B) 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 of the Controlled Substances Act.  
1st Offense: In-school suspension, 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- (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.  
1st Offense: 1-180 days out-of-school suspension or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
8. **ELECTRONIC DEVICES:** For the purpose of administering policy on the use of electronic devices in schools, on school grounds, and on school busses; electronic devices are categorized as any cell phone/communication device/internet accessible personal computing device, gaming, music, photograph and/or video device, etc.
- Electronic devices may not be used during regular school hours unless otherwise noted. Electronic devices are not to be used during instructional time, unless specifically allowed for instructional purposes and the school will not be responsible for personal items lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day or to a parent. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.
  - Cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
  - Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.
  - Avilla Schools does allow students to bring an electronic device that could be connected to the District's wireless network if there is an instructional need. An additional form must be filled out and the form can be obtained by contacting the building principal.
9. **EXTORTION:** Threatening or intimidating any student for the purpose of obtaining money or anything of value.  
1st 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.

**10. FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES:**

Coming within 1,000 feet of any public school in the district while on suspension for 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.

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

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

**11. FALSE ALARMS:** Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

1st 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.

**12. FIGHTING:** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

**13. Hazing:** 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.

1st Offense: In-school suspension, or 1-180 days out-of-school suspension.

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

**14. INCENDIARY DEVICES/FIREWORKS: NUISANCE ITEMS –**

1st Offense: Confiscation Warning. Principal/student conference, detention, or in-school suspension.

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

15. **PUBLIC DISPLAY OF AFFECTION:** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.  
1st Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days.  
Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
16. **SEXUAL HARASSMENT:** (A) Use of verbal, written or symbolic language that is sexually harassing.  
1st 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.  
(B) Physical contact that is sexually harassing.  
1st Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
17. **TECHNOLOGY MISCONDUCT:** (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 filter/blocking device. 1st Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, 1-180 days out-of-school suspension. Subsequent Offense: Restitution. Loss of user privileges 1-180 days out-of-school suspension, or expulsion. (B) Violation other than those listed in “A” of Board Policy EHB & Regulation EHB-R, administrative procedures or etiquette rules governing student use of district technology.  
1st Offense: Restitution. Principal/student conference, suspension or loss of user privileges, 1-180 days out-of-school suspension.  
Subsequent Offense: Restitution. Loss of user privileges 1-180 days out-of-school suspension, or expulsion.
18. **THEFT:** Theft, attempted theft or knowing possession of stolen property.  
1st Offense: Return of or restitution of property. Principal/student conference, detention, in-school suspension or 1-180 days out-of-school suspension.  
Subsequent Offense: Return of or restitution of property. 1-180 day out-of-school suspension or expulsion.
19. **THREATS OR VERBAL ASSAULT:** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. All threats or verbal assaults will be taken seriously and investigated by the school administration. According to board policy, possible consequences are as follows:  
1st Offense: Principal/student conference, detention, in-school suspension or 1-180 days out-of-school suspension, or expulsion.

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

20. **TOBACCO**: (A) Possession of any tobacco products (including but not limited to cigarettes, chewing tobacco, lighters, cigarette packages, e-cigarettes, or vapor type cigarettes) on district property, district transportation or at any district activity.

1st Offense: Confiscation of tobacco product. Principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, or in-school suspension, or 1-90 days of out-of-school suspension.

(B) Use of any tobacco products on district grounds, district transportation or at any district activity.

1st 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 1-90 days of out-of-school suspension.

21. **TRUANCY OR TARDINESS**: Absence from school without the knowledge and consent of parents/guardian, and /or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

1st Offense: Principal/student conference, notification to parents/guardians, and detention or Saturday school sessions.

Subsequent Offense: Detention, 3-10 days in-school suspension, parent conference, or 1-90 days out-of-school suspension, and removal from extracurricular activities.

22. **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.

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

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

23. **VANDALISM**: Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

1st 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.

24. **WEAPONS**: (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.

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

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

(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).

1st Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

(C) Possession or use of ammunition or component of a weapon

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

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

**The following acts, regardless of whether they are committed by juveniles, are subject to reporting requirements:**

1. First or second-degree murder under 565.020.021 RSMo
2. Voluntary or involuntary manslaughter under 565.024 RSMo
3. Kidnapping under 565.110 RSMo 20
4. First, second or third-degree assault under 566.050.060.070 RSMo
5. Sexual assault or deviate sexual assault under 566.040.070 RSMo
6. Forcible rape or sodomy under 569.020 RSMo
7. Burglary in the first or second-degree under 569.160 RSMo
8. Robbery in the first degree under 569.020 RSMo
9. Possession of a weapon under chapter 571 RSMo
10. Distribution of drugs under 195.211.212 RSMo
11. Arson in the first degree under 569.040 RSMo
12. Felonious restraint under 565.120 RSMo
13. Property damage in the first degree under 569.100 RSMo
14. Child molestation in the first degree pursuant to 566.067 RSMo
15. Sexual misconduct involving a child pursuant to 566.083 RSMo
16. Sexual abuse pursuant to 566.100 RSMo

**Documentation in Student's Discipline Record** - The principal, designee or other administrator or school staff will maintain all discipline records as deemed necessary for the orderly operation of the school. In addition, any offense that constitutes a serious violation of the district's discipline policy must be documented in the student's discipline record in accordance with law. Policy and Regulation 2673 define a serious violation of the district's discipline policy as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation, or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

✓ **DRESS CODE /APPAREL EXPECTATIONS FOR STUDENTS**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community

standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. The District recognizes the value of allowing individual students self-expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to student learning. No procedure will impose dress and grooming rules based on gender in violation of Title IX or discriminate based upon race, color, religion, sex, national origin, ancestry, disability or age. All dress code procedures will adhere to health and safety codes and comply with applicable law. Enforcement of the dress code will consider the usual habits of the students, which aid in developing each student's fullest potential as a unique human being in a positive, inclusive learning environment.

Extremes in wearing apparel or personal appearance that disrupt the learning process or interfere with the intended function of the school will not be acceptable.

This expectation includes the school day and school sponsored extracurricular activities.

**Clothing and accessories must be:**

- Clean and in good repair
- Free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling or reference to gang affiliation.
- Free from depictions or illustrations that demean or negatively represent any gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, gender identity or gender expression.

**Examples of school dress that are NOT PERMISSIBLE include:**

- Backless, bare midriff, spaghetti strap garments, half shirts, halter-tops, ripped or torn clothing which promotes inappropriate exposure, sunglasses, mesh tops, tube tops, underwear worn as outer garments, or underwear which is exposed such as bra straps, etc. Short dresses, short skirts, short shorts or cut-off shorts worn in such a manner as to promote inappropriate exposure are also not acceptable.
- Any item which presents a safety issue (chains, spikes, dangerous jewelry, safety pins, etc.).
- Pants, shorts, and skirts must sit neatly at the waist, without sagging or showing underwear.
- Hair must be of a natural color. No pink, green, blue etc.
- As a matter of accepted practice and courtesy, hats are not to be worn in the hallways.
- Hats and long coats must be stored in lockers or closet as applicable – and only worn during

recess.

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems.

All policy violations will be dealt with on a case by case basis and may involve a parent and/or school counselor.

1st Offense: Verbal warning and an alternative piece of clothing will be requested, or the item worn inside out. If the student has another clothing option available, the student could be asked to wear it, such as a jacket or hoodie. When available the school may provide an alternative piece of clothing.

Subsequent Offense: Parent will be contacted and will be requested to provide appropriate clothing. In some situations, parents could be requested to attend a conference to discuss the situation.

## ✓ **TECHNOLOGY/INTERNET USE**

### **Avilla R-XIII School District Student Internet and Computer Acceptable Use Agreement**

The Internet is an “Information Superhighway” that allows electronic traffic to pass freely via computer in a trusting atmosphere with a minimum of constraints. The Internet provides open access to an immense, dynamic universe of information.

The School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. However, the District does not have control of the information on the Internet, nor can it effectively limit authorized users from access to the full range of information available. Some sites accessible via the Internet may contain material that is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.

The School District realizes that guidelines must be set to ensure that the appropriate activities take place in the learning environment. Acceptable uses of the Internet are activities resulting from specific tasks and assignments that support learning, promote the District’s goals and objectives, and advance the mission of the District. Unacceptable uses are those which violate the rights and privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others. Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible disciplinary action as defined in the Board of Education Regulation.

The School District, through strict, in-school supervision and clearly defined standards of usage, is working to foster responsible Internet usage. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their children or ward should follow.

The District supports and respects each family’s right to decide whether to participate in Internet usage. The District shall use filtering, blocking or other technology to protect students from accessing Internet sites that contain visual depictions that are obscene, contain child pornography or are harmful to minors.

The District shall comply with the applicable provisions of the Children’s Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Standards of Usage Access to the Internet is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. These guidelines are provided so that users are aware of the responsibilities they are about to acquire.

A. Use of the District's network is a privilege that may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, the following guidelines.

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
2. Users who intentionally, or unintentionally access such material shall immediately terminate such access.
3. Users shall not trespass in the folders, work, files, or data of others.
4. Users shall not violate copyright laws; i.e., use someone else's work for one's own or download copyrighted material.
5. Users shall not gain unauthorized access to resources or entities.
6. Users shall not use an account owned by another user.
7. Users shall not abuse, harass, insult, threaten or attack others or invade the privacy of individuals.
8. Users shall not use inappropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references.
9. Users shall not damage computers, computer systems, computer networks, or computer data.

B. Students are responsible for the use of their computer login information.

Giving out an email address or password to unauthorized users is forbidden. The user should not reveal personal information to anyone. This includes, but is not limited to, home address, phone number, and password.

C. The network administrator must be notified if a security problem is identified.

The user should not demonstrate the problem to anyone other than the network administrator. In addition, attempts to log on as a system administrator will result in cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

D. The school district reserves the right to edit or remove any material stored in files that any staff member believes may be in conflict with the above standards. Users should not expect that files stored on the District's servers will be private or confidential.

E. Students will only be allowed to use the Internet for educational purposes.

Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate use of technological resources, and for ensuring that students understand that misuse will result in the loss of access privileges.

Consequences: The consequences for violating the District's Internet and Computer Usage Acceptable Use Agreement include, but are not limited to, one or more of the following:

1. Suspension of network privileges;
2. Revocation of network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;

5. Suspension of computer access;
6. Revocation of computer access;
7. Expulsion

**Exception of Terms and Conditions** - Avilla R-XIII School District makes no warranties of any kind whether expressed or implied for the service provided. The District will not be responsible for any damages incurred while on this system. These damages include, but are not limited to, loss of data, non-deliveries, miss deliveries, or service interruptions caused by the system or the user's error or omissions. Use of any information obtained via the information system is at the user's own risk. Avilla R-XIII School District specifically denies any responsibility for accuracy or quality of information obtained through electronic information resources. Student users of the District computer resources are responsible for respecting and adhering to local, state, federal, and international laws governing usage of available technology. Any attempt to violate the provisions of the District's rules and regulations governing usage may result in revocation of user privileges, suspension or other disciplinary action appropriate to the circumstances.

Information services and features contained on the Internet are intended for private use of its patrons, and commercial or other unauthorized use of those materials, in any form, is expressly forbidden. All terms and conditions as stated in this document are applicable to the Avilla R-XIII School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

## **✓ HEALTH & WELLNESS INFORMATION**

**HEALTH INFORMATION-** Because healthy students learn better, the school district has some policies and guidelines to promote a high level of wellness for each student. Most of the general health related rules and recommendations are summarized here. If you have questions about these policies, you may call the school nurse.

**IMMUNIZATIONS-** The state of Missouri requires all students to receive certain immunizations before they can attend any school in the state during both the regular school year and summer school. If you have questions about the immunizations that your child needs for school attendance, you may contact the school nurse or the Jasper County Health Department for specific details. See additional information on page 25

**EMERGENCY INFORMATION** Upon enrollment in the district and at the beginning of each school year, parents are responsible for providing the school with current phone numbers where they can be reached if their child should become ill or be injured at school. In addition to their home and work numbers, they should provide the names and numbers of at least two responsible adults (relatives, neighbors, friends, co-workers, etc.) that the school may contact if an urgent situation arises and the parents cannot be reached. If a phone number changes, the parents should notify the school of the new number promptly. It is distressing to a student who is injured or does not feel well if someone cannot be



reached for him or her. In addition, the school does not have the facilities to treat severe injuries or medical problems. Therefore, it is very important that the school be kept informed of the current numbers that may be used to contact someone for an ill or injured student.

**HEALTH PROBLEMS-** If a health condition exists that may interfere with a student's educational progress or that may need attention at school, it is the responsibility of the parents to provide current written information describing the effects of the problem on the student along with specific instructions for any special health care needs. In some cases, the school may request written instructions from the student's physician or that the parents visit with school personnel to clarify questions concerning the student's health status or care while at school. Parents must assume the primary responsibility for their child's health care, both at home and at school, and for the coordination of care between home and school. The school does not assume responsibility for the management or treatment of health conditions of which the parents were aware before the student was sent to school.

**EMERGENCY MEDICATION-** This district is equipped with pre-filled epinephrine syringes that can be administered in the event of severe allergic reactions that cause anaphylaxis. The school nurse, principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

**HEAD LICE & NITS-** The Avilla R-XIII School District will not perform routine school-wide head lice screening. However, random checks will be performed on any student displaying signs of head lice. If a student is found to have head lice or nits (lice eggs), the student's parent/guardian will be notified and other students who reside in the same household will also be checked. If a student is found to have nits only the parent/guardian will be notified and instructed on nit removal methods. Students will NOT BE ALLOWED TO REMAIN AT SCHOOL or RIDE THE BUS TO SCHOOL until checked by our school nurse. The student will continue to be monitored by the school nurse to make sure the nits have been removed and no live lice are developing. If continued monitoring reveals the nits are not being taken care of, the parent/guardian will again be contacted. This process will continue until the student is free of viable nits. If the student is found to have live lice again they will be sent home for treatment. A parent/guardian will be notified and will be responsible for transporting the student home promptly. Information will be given concerning treatment options and necessary procedures to be taken in the home to ensure the elimination of head lice. The student must be brought back to the nurse's office by a parent/guardian and checked by the school nurse to verify that all live lice are gone before being allowed to return to the classroom. If lice or nits remain, the student will be sent back home with instructions for further treatment.

**MEDICATION ADMINISTRATION-** For the purposes of this policy, the term "medication" is used to describe substances prepared for internal or external use that are intended to prevent, treat, or cure disease or symptoms of illness. In addition to prescription drugs and over-the-counter (OTC) products, "medication" includes substances that claim to be medicinal or performance enhancing as well as those used for the prevention or relief of a health-related condition or symptom. Examples include herbal products, vitamins, minerals, dietary or nutritional supplements, and food that is to be ingested other

than at the usual school meal times. Medication should be given at home if at all possible. If it must be given during school hours, the parent must supply the medication in its original container. The label from the pharmacy or manufacturer must be intact with the student's name, the name of the medication, its dosage, and the instructions for its use clearly visible. Extra, properly marked containers are available from pharmacies upon request. Empty containers are returned to the parent. It should not be necessary to give more than one dose of a medication during the school day; exceptions must be arranged with school personnel. Only the amount of medication necessary for use at school, not the entire prescription, should be brought to school. In the event that non-prescription medication has been given for five consecutive days, the parent will be notified and a physician's visit may be recommended. To assure that medication arrives at school safely, the parent or other responsible adult must deliver it to the health room. For safety reasons, students are not to carry medication on a bus or at school. A written parental request for the student to receive medication during school hours is necessary. This form is available in the nurse's office and can be sent via email or faxed. A copy of this form is in the back of this handbook.

Current Missouri state laws, regulations, and guidelines are to be followed in order for a student to carry and self-administer medication while in school, at a school-sponsored activity, or in transit to or from a school or school-sponsored activity. A licensed physician must prescribe the medication and should include written instructions for dispensing to student, and the reason for use. In addition, the plan must include statements that the student has been instructed in the proper use of the medication and any device necessary to administer it, has been informed of the dangers of sharing the medication with others, and has demonstrated to the physician the capability and skill level necessary to use the medication correctly and responsibly. The parent must sign a notarized statement requesting the student be allowed to carry and self-administer medication at school and acknowledging the district and its employees will incur no liability as a result of any injury arising from the self-administration of the medication (the school has a notary on site). The signed physician authorization and parental request must be renewed by the student's physician and parent for each subsequent school year or if there is a change in the physician's orders during the school year. To assist in providing the required information, physician authorization and parent request forms are available from the school. The school district is not obligated to administer medication to students at school, but it does so merely as a courtesy; therefore, the district retains the right to reject requests for medication administration. To protect the student's health and well-being, medications being used inappropriately, those in unlabeled or improperly labeled containers, or those without complete instructions for administration may not be given at school.

**VISION, HEARING & SCOLIOSIS** - Avilla R-XIII School District offers medical screening throughout the school year for students. Parents/Guardians are notified of the screenings in advance by letter prior to the screening event. If you prefer your child not to take part in these screenings please contact the school office prior to the screening event. Abnormal findings from these screenings are reported to parents/guardians within five days by way of referrals. The nurse is available to assist parents/guardians with question, resources, and follow-up care. Additional screenings for growth, blood pressure and pulse are also completed and handled in the same manner as all other screenings. Dental Education is

provided, and screening is offered with parent authorization.

### **2017-2018 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS-**

The school nurse will contact parents if a student needs immunizations. If you have any questions regarding immunizations please contact your family physician, and please keep our nurse up-to-date on immunizations as they occur.

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
  - The Advisory Committee on Immunization Practices allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
  - For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
  - To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14), which includes the appointment date for needed immunizations, and must receive immunizations as soon as they become due. <http://www.cdc.gov/vaccines/schedules/index.html>
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. .

**1.** Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.

**2.** 8-12 Grades: Meningitis and Tdap, which contains pertussis vaccine, is required. If a student received a Tdap, the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.

**3.** Kindergarten-5 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.

6-12 Grades: Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is not needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. Maximum needed: four doses.

**4.** First dose must be given on or after twelve months of age.

**5.** First dose must be given on or after twelve months of age.

Kindergarten-5 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

6-10 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Missouri Department of Health and Senior Services  
Bureau of Immunization Assessment and Assurance  
930 Wildwood Drive, Jefferson City, MO 65109 - Phone 800-219-3224  
*Revised 10-14*

✓ **SPECIAL EDUCATION SERVICES** Special education services are offered in all areas of exceptionality based on the Individualized Education Plan of identified students.

✓ **TRANSPORTATION** **Remember: The Transportation System is a privilege, not a right.** Bus drivers are school employees and school buses are school property. With that in mind, the penalty for student misbehavior on the school bus may be the same as if it happened in the school building. In addition, the following regulations for pupil safety will serve as a guide:

Consequences:

1. The driver is in charge of all students while they are on the bus (including high school students).
2. Classroom conduct is to be observed by students while riding in the bus, except for ordinary conversation. No horseplay will be permitted. Excessive noise or disorder cannot and will not be tolerated in the interest of safety. All students must remain seated and facing forward.
3. Students must not, at any time, extend arms, heads, or objects from the school bus windows. Objects thrown or dropped from a bus window are a violation of state law and will result in discipline from state or local authorities.
4. The driver will NOT discharge riders at other places than the regular bus stop near the home, or at school, unless by proper authorization from a parent/guardian or school official(s).

You may contact the school at (417) 246-5330 if you have questions regarding bus transportation services.

Bus Conduct notices will be issued to notify parents of problems.

Verbal warning-from driver directly to student

1st Bus Conduct Notice (BCN)-Administration appointment and appropriate discipline will be administered.

2nd or severe offense-Suspension for the remainder of the school year.

\*Students who are attending area high schools, any discipline concerns will also be provided to the high school principal as well as the Avilla R-XIII superintendent. High school students are expected to demonstrate proper interaction with all of Avilla's code of conduct expectations, including conducting themselves in an appropriate manner with all faculty and staff requests or inquiry.

✓ **ACCREDITATION OF SCHOOLS** Avilla R-XIII School District meets all requirements for Accreditation by the Missouri State Department of Education. Avilla R-XIII School District programs and facilities are subject to ongoing evaluation as part of the Missouri School Improvement Plan.

- ✓ **PUBLIC NOTICES AND INFORMATION**- Parental Information and Resource Center (PIRC) (3/10) The Parental Information and Resource Center (PIRC) program is funded by the U.S. Department of Education, Office of Innovation and Improvement, and was established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds.

PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the educational needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield.  
For service and contact information, go to their website at  
<http://www.nationalpirc.org/directory/MO-32.html>. 33

- ✓ **PUBLIC NOTICE & INFORMATION CONT.** 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 might be in need of special education even though they are advancing from grade to grade.

The Avilla R-XIII School District, Dadeville R-II School, Everton R-III School, Golden City R-III School, Greenfield R-IV Schools, Jasper R-V Schools, Lamar R-I Schools, Liberal R-II Schools, and the Lockwood R-I Schools assure that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction. Disabilities include autism, 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, and young child with a developmental delay.

The Avilla R-XIII School District, Dadeville R-II School, Everton R-III School, Golden city R-III School, Greenfield R-IV Schools, Jasper R-V Schools, Lamar R-I Schools, Liberal R-II Schools, and the Lockwood R-I Schools assure 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 Avilla R-XIII School District, Dadeville R-II School, Everton R-III School, Golden City R-III School, Greenfield R-IV Schools, Jasper R-V Schools, Lamar R-I Schools, Liberal R-II Schools, and the Lockwood R-I Schools assure 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 Avilla R-XIII School District, Dadeville R-II School, Everton R-III School, Golden City R-III School, Greenfield R-IV Schools, Jasper R-V Schools, Lamar R-I Schools, Liberal R-II Schools, and the Lockwood R-I Schools have 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 Superintendent's office during regular school hours.

This notice will be provided in native languages as appropriate.

**Notification of Rights under FERPA for Elementary and Secondary Schools-** (12/14)

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

1. The right to inspect and review the student's education records within 45 days after the day the Avilla R-XIII School District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Avilla R-XIII School District to amend their child's or their education record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the schools or districts annual notification for FERPA rights.

A school official is a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

**"Directory Information"** is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information": student's name, grade level, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, honors and awards received, 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. The Avilla R-XIII School District shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose not to have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district. "Directory Information" is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law §§ 610.010 - .030, RSMo.

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

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

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)** **(12/14)**

PPRA affords parents or elementary and secondary students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to: Obtain consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

*Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
2. Any 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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

*Inspect, upon request and before administration or use –*

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

## **Public Notice – Individuals with Disabilities Education Act** (08/13)

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 Avilla R-XIII 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, 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, and young child with a developmental delay.

The Avilla R-XIII 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 Avilla R-XIII 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 Avilla R-XIII 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 during regular school hours on days school is in session in the Office of Special Services located at the school. This notice will be provided in native languages as appropriate.

**Public Notice of ADA Requirements-** The Avilla R-XIII School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The School District does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Avilla School

District: Ms. Emily Kelley at PO Box 7, Avilla, MO 64833. Individuals who need auxiliary aids for effective communication in the programs and services of School District are invited to make their needs and preferences known to the ADA Compliance Coordinator or the special services provider for the district. This notice can be made available in large print, on audio tape, and in Braille from the ADA Compliance Coordinator.

**Complaint Resolution Procedures**-The following complaint resolution procedures apply to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed. It will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. No Child Left Behind Act of 2001.

**(NCLB) Complaint Procedure** (01/15)

What is a complaint under NCLB? *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.*

Who may file a complaint? *Any individual or organization may file a complaint.*

How can a complaint be filed? *Complaints can be filed with the LEA or with the Department.*

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.*

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.*

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 a 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.*

How will a complaint filed with the Department be investigated? *The investigation and complaint resolution proceedings will be completed within a time limit of forty 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 ten days of the complaint being filed.*
3. *Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.*
4. *Report by LEA. Within thirty 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.*

*How are complaints related to equitable services to private school children handled differently? If the complaint is that an LEA is not providing equitable services for private school children, in addition to the procedures listed in the point 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 (of its failure to resolve the complaint).*

*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 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.*

*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. Notice of Nondiscrimination – Civil Rights, Title IX, Section 504 (10/11) As per Board of Education Policy 1310, adopted June 21, 2006, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with The Avilla R-XIII School District) are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities. Any person having inquiries concerning The Avilla R-XIII School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact: Ms. Emily Kelley at the school, who has been designated to coordinate this*

*institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504. Notice Regarding Discrimination, Harassment, and Sexual Harassment*

*The Avilla R- XIII School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Discrimination, harassment, and sexual harassment of students and employees whether committed by supervisors, employees, or students, and regardless of whether the victim is an employee or student, will not be tolerated. Sexual harassment includes but is not limited to:*

- 1. Sexual slurs, threats, verbal abuse, and sexually degrading descriptions.*
- 2. Graphic verbal comments about an individual's body.*
- 3. Sexual jokes, notes, stories, drawings, pictures, or gestures.*
- 4. Spreading sexual rumors.*
- 5. Touching an individual's body or clothes in a sexual way.*
- 6. Displaying sexually suggestive objects.*
- 7. Covering or blocking of normal movements.*
- 8. Unwelcome sexual flirtation or propositions.*
- 9. Acts of retaliation against a person who reports sexual harassment.*

*Inquiries, complaints, or grievances from students and their parents and employees regarding discrimination, harassment, and sexual harassment or compliance with Title IX may be directed to the District's Title IX Coordinator or one of the State or Federal offices listed on the next page.*

**Missouri Commission for Human Rights**  
Department of Labor & Industrial Relations  
P.O. Box 1129  
3315 W. Truman Blvd.  
Jefferson City, MO 65102-3325  
573-751-3325  
[www.dollir.state.mo.us/hr](http://www.dollir.state.mo.us/hr) [www.eeoc.gov](http://www.eeoc.gov)

**U.S. Department of Education**  
Office of Civil Rights  
Customer Service Team  
Mary E. Switzer Building  
330 C Street SW  
Washington, DC 20202  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

**Equal Employment Opportunity**  
Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
314-539-7800 or 800-669-4000

[www.eeoc.gov](http://www.eeoc.gov)

**U.S. Department of Justice**

950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
202-353-1555  
ASKDOJ@usdoj.gov

**Civil Rights, Title IX, and Section 504 Grievance Procedures** (09/14)

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant) Employees with a grievance of nondiscrimination on the basis of sex, race, national origin, or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two - Title IX and Section 504 Coordinator(s) - If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within one hundred eighty (180) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – Superintendent - If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

Level Four - Board of Education - If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

### **Surrogate Parent Program**

Pursuant to the requirements of state law 162.997.999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate contact person, Ms. Emily Kelley at the school.

### **Notification of Teacher Qualifications**

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.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson City State Office Building, Civil Rights Compliance (Title VI/Title IX, 504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480. Contact telephone number is 573-526-4757 or Relay Missouri 800-735-2966

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

Dear Parent/Guardian,

Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (MO HealthNet in Missouri) for some IEP services provided at school. Medicaid School-Based Services, a Federal Program, helps school districts by providing partial reimbursement for some medically-related services listed in a student's Individualized Education Plan (IEP).

In 2013, the IDEA changed its requirements with regards to Parental Consent to alleviate the burden on parents/guardians and school districts. School districts are now required to provide parents with written notification before accessing your or your child's public insurance for the first time and then every year following until the school district is no longer responsible for providing IEP services to your child.

The following information is to notify you of the requirements under the IDEA regarding written notification and consent to access public insurance, such as Medicaid (known in Missouri as MO HealthNet):

- Do I need to do anything? *You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP.* This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some IEP services.



- What type of information will be in the consent form? *The consent form must tell you:*
  1. *The personally identifiable information that may be disclosed (including your child's name, birth date, Medicaid, Social Security, or other ID number, disability, IEP and evaluations, type of services, times and dates of services, and progress notes)*
  2. *The purpose of the disclosure (such as payment from MO HealthNet)*
  3. *The agency that will receive the information*
  
- What does it mean to give my consent? *Your consent states that you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services that your child receives and that necessary information about your child and his or her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (physician scripts or referrals). There will be no cost to you for the services.*
  
- Can I be required to enroll with MO HealthNet Division (MHD) for public insurance? *No, you cannot be required to sign up for or enroll in public insurance for your child to receive free appropriate public education (FAPE) which includes IEP services.*
  
- Will my consent affect my family's MO HealthNet benefits? *No, reimbursed services provided by your school district do not limit or reduce your lifetime coverage or benefits, change your eligibility, affect your benefits, count against visit or funding limits in MO HealthNet programs, or increase your costs.*
  
- What if I change my mind? *You have the right to withdraw your consent to disclose your child's personally identifiable information to MHD for billing purposes at any time.*
  
- Will my consent or refusal to give consent affect my child's IEP services? *No, your school district must provide all required IEP services to your child at no cost to you whether you give consent to allow the district to access your MO HealthNet benefits or refuse to do so.*
  
- What if I have additional questions? *Your school district's Special Education Department contact information is listed below. Feel free to contact them at any time if you have additional questions. Avilla R-XIII School District, Ms. Emily Kelley, Department of Special Services, P.O. Box 7, Avilla, MO 64833.*

✓ **PARENTS AS TEACHERS (P.A.T)**      The Parents As Teachers Program is a state funded service offered in all school districts since 1985. The program offers practical information and guidance to parents who have children from birth to age five. The home/school partnership increases parent's knowledge and skills in fostering their child's development and identifies potential handicaps of children before they reach school age. Also, Parents As Teachers provides periodic screenings, home visits, and group meetings for parents. Parents wishing to inquire about this program should call the school at 417-246-5330.

✓ **PARENT TEACHER ORGANIZATION (P.T.O.)** The Avilla R-XIII School District has an active Parent Teacher Organization. You are cordially invited to become a member and take part in the activities. You will receive notice of P.T.O. meetings. The P.T.O.'s influence and its support for our students and our school over the years has become a strong tradition and undoubtedly can take its share of credit for our effectiveness and reputation.

✓ **SCHOOL CLOSINGS** School closings due to weather will be announced on all major radio and television stations, and notification will also be provided using the school messenger system (Robo Call). Unscheduled early closings due to equipment failure or unforeseen incidents may also be necessary. When weather is hazardous, please listen to radio stations KDMO 1490, KMXL 95.1 FM, or watch Channel 12 RV and Channel 7 TV for school dismissal information. The messaging system will be utilized to contact the numbers you have provided the school. It is essential for parents to provide children with an "emergency plan" for days when school is not held or is released early and you will not be at home to supervise your child. Arrangement should be made with a child care provider or neighbors to provide supervision for young children. **Please keep your contact information current so you can be properly notified.**

✓ **EXTRACURRICULAR ACTIVITIES** A student who is absent from school due to illness will be ineligible for extracurricular activities on the day they are absent. A student must attend a minimum of three hours on the day of the extracurricular activity to be eligible to participate in that activity. Student who have been assigned an in-school suspension or out-of-school suspension are ineligible to participate during their suspension period. This also includes any activity scheduled for the weekend or holiday if they occur during the ISS or OSS period.

The Avilla R-XIII School Board provides a school bus to transport 7<sup>th</sup> & 8<sup>th</sup> grade students who participate in sports activities when the event is held off of the Avilla School property. The bus will leave from our school, travel to the event, and return to our school after the event. Parents are responsible for transporting students to the bus and for picking them up promptly upon their return to school. Due to insurance concerns, only parents who have been approved as official school chaperones may be permitted to ride the school bus along with the students participating in the event.

✓ **PROMOTION – ACCELERATION – RETENTION** The Avilla R-XIII School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results,

and teacher observation of student performance. The principal/superintendent will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

**Promotion-** Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master the skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed, and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Program (IEP).

**Retention-** Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained

Legal Refs: § 167.645, RSMo.  
*Board of Curators, Univ. of Mo. v. Horowitz*, 435 U.S. 78 (1978)

✓ **GRADE CARDS** At the end of each nine weeks, a report of student progress will be sent home for the parents/guardians of each child on a regular report form. The report includes the student's attendance, progress in school content areas, personal and social characteristics, and work and study habits. Parents are encouraged to carefully review the report card with their child and encourage them to do their best.

✓ **STUDENT COUNCIL** Each Student Council member will always be:

- A good example for other students
- Concerned about the needs of other students
- Trying to improve Avilla School
- Responsible, Trustworthy, and Respectful
- Enrolled in the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade

All Student Council members will be expected to:

- Not pose discipline problems at school or school events
- Assist in his/her share of the extra work required of a Student Council member

Any Student Council member who fails to meet the requirements of a member will be subject to temporary or permanent dismissal from the Student Council. Students will automatically be temporarily suspended from the Student Council if they earn a failing grade in any subject on a quarterly report card, or are reported by their teacher to be in danger of failing a subject. Their alternate will replace them at meetings until the first quarterly grade report provided evidence that the student is passing in all academic areas.

✓ **PARTIES & SNACKS** The faculty and staff recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions, without unnecessarily infringing upon academic time.

**Class Parties** - Historically, there have been several PTO-sponsored class parties each school year.

These parties have been on Halloween, the last day of school prior to winter break, Valentine’s Day, and the last day of school. Classroom teachers are assisted in the planning of the class parties by the designated PTO and Room Parents.

Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. The class party may include craft activities or games organized by the room parent, but these kinds of activities are not required.

Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom. All plans and details for class parties must be reviewed and approved by the classroom teacher before being finalized by room parents. Parent participation in class parties is limited to the designated room parent and a maximum of two other parent helpers.

**Student Birthday Celebrations** - If you would like to have a short class birthday acknowledgement for your child, please speak with your child’s teacher in advance. Parents should be mindful of the district’s nutritional policy as well as the dietary restrictions of students in the classroom. These birthday recognitions are short (ten minutes) and limited to the classroom community. Parents are asked to drop off the treats in the main office, and these treats will be delivered to the classroom. Goody bags are not allowed. The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms. These can be distracting to students’ learning and can interfere with the bus driver’s ability to supervise students should they need to be carried home by the student. Also, please do not send private birthday party invitations to school as this can be hurtful to those students not being offered an invitation – please do this outside of the school.

- ✓ **FIELD TRIPS** Field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Parents are notified before the trip concerning the destination, times, and lunch arrangements. Parents accompanying students on a field trip must have an up-to-date background check on file – for questions regarding this simple process please call the school at 417-246-5330.

- ✓ **LIBRARY USAGE** The school library offers a wide range of materials for study, research, pleasure, and parent use. All books must be returned before another book can be checked out. Student and/or parents are responsible financially for lost or damaged library books/items.

✓ **Need Help?**

Alcohol & Drug Help & Referral Line	800-252-6465
Ozarks National Council on Alcoholism	417-831-4167
Missouri's Child Abuse & Neglect Hotline	800-392-3738
School Violence Hotline	800-748-7047
Parentlink	800-552-8522
Runaway Hotline	800-621-4000
Al-Anon/Alateen Family Groups	417-836-1065
Children's Division	417-357-6118
Aids Hotline	800-342-2437

**AVILLA R-XIII PERMISSION TO ADMINISTER MEDICATIONS**



*in the event of severe allergic reactions that cause anaphylaxis. Epinephrine will be administered only in accordance with written protocols provided by the authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of this drug.*

IF YOU OBJECT TO THE USE OF AN AUTO-INJECTION DEVICE PLEASE INITIAL: \_\_\_\_\_

**RETURN THIS SHEET TO THE OFFICE**

I have received a copy of the Parent / Student Handbook

Student's name (*Printed*) \_\_\_\_\_ Grade \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_







