

# Richmond R-XVI

## Dear Elementary School

Principal: Mrs. Piper Peterson

701 E. Main

Richmond, Missouri 64085



## Student ~ Parent Handbook

### 2016-2017

**Students SHOULD NOT be dropped off before 7:25 a.m. due to NO SUPERVISION. Parents should drop students off between 7:25 and 7:45 a.m. Students are TARDY after 7:50 a.m. and parents MUST COME INSIDE and SIGN IN the student.**

#### SCHOOL HOURS

Monday, Tuesday, Thursday, Friday 7:50 a.m. - 2:35 p.m.

Wednesday 7:50 a.m. - 1:55 p.m.

#### Office Hours

Monday - Friday 7:00 a.m. - 3:30 p.m.

Telephone: 776-5401 Fax: 776-2110

#### Web Address

<http://richmond.k12.mo.us>

**R-XVI BOARD OF EDUCATION 2016-2017**

Mrs. Connie Taylor  
Mr. Tom Williamson  
Mr. Dale Vandiver  
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**CENTRAL OFFICE ADMINISTRATION**

Dr. Mike Aytes - Superintendent of Schools  
Mr. Brock Dover- Assistant Superintendent of Schools

**DEAR ELEMENTARY STAFF 2016-2017**

**Dear Elementary Principal**-Piper Peterson  
**Administrative Assistant**-Chris Bartz  
**School District Nurses**-Jayanna Harrison, Linda Pemburlin  
**Dear Elementary Nurse's Aides**- Chris Bartz, Jaynice Vanderlinden

**KINDERGARTEN**

Cody Appleberry-Room 2  
Ashley Cramer-Room 3  
Kara Elderbaum-Room 10  
Corissa Hamilton-Room 4  
Rhonda Roe-Room 9  
Whitney Worley -Room 8

**FIRST GRADE**

Courtney Hardesty-Room 22  
Brittany Horine-Room 24  
Cheri Hudson-Room 23  
Denise Livingston-Room 28  
Kelly Thompson-Room 29  
Peggy Wollard-Room 30

**CAFETERIA**

Virginia Whelchel- Head Cook  
TBA

**CUSTODIANS**

Sheila Ray-Head Custodian  
Donnie Wiley  
Dawn Payne

**SUPPORT STAFF**

Art	Bea Hendrix-Room 27
Computers/Library	Melissa Steele-Room 25
Counselor	Kim Spratt-office
Gifted	Janis Lanning
Music	Chelsea Frick-Room 26
P.E.	Jacob Swope- Room 44
School Based Social Worker	Debbie Heil-office
Ed. Resource Teacher	Becky Gore-Room 33
Adventure Club	Marilyn Randle- Room 1
	Kelly Downs

**EARLY CHILDHOOD**

ECSE/Preschool- Berinda Fidler, Aide-Sarah Green  
 Preschool- Lindsey Clay  
 Little Spartans-Tammy Kugler

**STATE & FEDERAL PROGRAMS**

T-I Reading –Deanna Lyday  
                   Mary Pettegrew  
                   Liz Schroeder  
 SpEd.- Lynnda Hawkins  
 Speech Pathologist -Johnna Fifer

**Tech Support**

Brian Long  
 Brenna Duffie  
 Scott Bell

**Aides/Cashiers-** Jaynice Vanderlinden, Tracy Koger

**Richmond R-XVI Mission Statement**  
***Raising Standards by Educating For Tomorrow, Today***  
**Message from Mrs. Peterson**

Welcome to Dear Elementary School, “Where Spartan Pride Begins”! When a child attends Dear Elementary they have marked the beginning of their educational journey. The faculty and staff strive to ensure that each child experiences learning in a caring and nurturing environment that will lay the groundwork for all their future successes. Our community values caring, cooperation, responsibility, and self-control, in order to promote life-long learning.

The success of our school community depends greatly on the collaboration, commitment, and involvement of parents, students, teachers, and community members. When we work together, we foster an environment where learning thrives. I encourage you to get involved in your child’s learning community so that our partnership will yield an environment where every child can learn, and indeed wants to learn.

Sincerely,

Piper Peterson, Principal

**Early Release Wednesdays**

Every Wednesday, except for the month of April, Dear Elementary will dismiss at 1:55 p.m. so that teachers and staff may participate in Professional Learning Communities (PLC). During the month of April, Dear Elementary will release at the regular 2:35 p.m. dismissal time on Wednesdays.

### **Statement of Non-Discrimination**

It is the policy of the Richmond R-XVI School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries about the district non-discrimination policies should be directed to:

Superintendent  
Richmond R-XVI School District  
1017 E Main St  
Richmond, MO 64085  
(816) 776-6912

Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.

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### **Arrival/Departure (Student Drop-off and Pick-up)**

School begins at 7:50 a.m. and ends at 2:35 p.m. Students should not arrive at school before 7:25 a.m. unless they are bus riders and their bus arrives prior to that time. **Student arrival between 7:25-7:40 a.m. is ideal.** As students arrive, they are to report immediately to the gym or cafeteria if eating breakfast and be seated. Students should not leave school before 2:40 p.m. except for emergencies. **Parents must come into the school office to sign children in when they arrive late and to sign out for early departures. It is very important that students arrive on time to school.**

Please enter the north parking lot when visiting our building. The west parking lot is reserved for bus traffic and staff parking.

#### **Tardiness to School-**

**Students should not be late. Parents/Guardians this is an important life skill to model for your child.**

Every student arriving to school after 7:50 a.m. is considered tardy to school and MUST sign in at the office. Consequences for tardies will be counted on a quarterly basis. At the end of each quarter, tardy counts start over.

1st – 3rd tardy = No consequence

4th and future tardies = miss one recess for each tardy to make up academic study time.

\*\*Parents will no longer be allowed to serve the detention for the child, even if it is the parent's fault, because it will be used to make up academic time lost in the classroom.

### **Attendance Policy and Procedures (JED and JED-API)**

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.



6. State law authorizes school boards to make all needful rules for organization and government in the district.

Parents and guardians are asked to make every effort to have students at school on time every day that school is in session. If a student is not able to attend because of illness or for some other reason, **parents and guardians are asked to contact the school before 8:30 a.m.**

### **Policy JED – AP1**

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

### **Consequences for Violations for *Grades K–5***

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

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will contact the parent by phone.
2. When a student has accumulated four (4) excused absences or one (1) unexcused absence in any school year, the principal or designee will send a letter and a copy of the attendance policy to the parent or guardian, notifying the parent or guardian of the number of absences. The purpose of the letter is to make sure that the parent or guardian is aware of the number of absences, to make sure that the parent or guardian is aware of the policy and possible consequences, and to request the assistance and cooperation of the parent or guardian in helping to ensure that the student attends school on a regular basis.
3. When a student has accumulated eight (8) excused absences or two (2) unexcused absences in a school year, the principal or designee will send a letter and a copy of the attendance policy. The principal or designee will then follow-up the letter with a phone call to the parent or guardian. The purpose of the letter and phone call are to inform the parent or guardian of the number of absences and remind him or her of the importance of regular attendance and of the consequences of additional absences.
4. When a student has accumulated ten (10) excused absences or three (3) unexcused absences in a school year, the principal will schedule a conference with the parents. The student's teachers may be invited to attend.. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

5. When a student has accumulated twelve (12) excused absences or three (3) unexcused absences in a school year, the principal will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If educational neglect is suspected, the principal or designee will contact the Children's Division (CD) of the Department of Social Services. If violation of the compulsory attendance laws is suspected, the principal or designee will contact the local prosecutor. If both educational neglect and violation of compulsory attendance laws are suspected, the principal or designee will contact both organizations.
6. More than twelve (12) excused absences or three (3) unexcused absences in a school year will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

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

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

#### **Tardiness to School**

**Every student arriving to school after 7:50 a.m. is considered tardy and parents MUST sign them in at the office. Consequences for tardies will be counted on a quarterly basis. At the end of each quarter, tardy counts start over.**

**1st – 3rd tardy = No Consequences**

**4th and future tardies = miss one recess for each tardy to make up academic study time**

\*\*Dear Elementary recognizes and gives quarterly rewards to those students with Perfect and Near Perfect Attendance.

#### **After School Programs**

After school child care is available through the school district. Child care is after school until 6:00 p.m. Adventure Club is located at the Dear Elementary building in Room 1. Please call Adventure Club at 776-3075 for more information.

#### **Bus Transportation Services-(EEA & JFCC)**

The board, in accordance with state law, may provide free transportation for public school pupils who reside one mile or more from the pupil's designated attendance center. In an effort to provide safe and reliable transportation to and from the Dear and Sunrise Elementary buildings, all K-5 students are eligible to ride the bus.

Buses carrying school children will be considered as extensions of the school environment, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her privilege to school bus transportation suspended for such period of time as may be deemed proper by the school principal. Uniform rules of conduct and disciplinary measures will be enforced.

Children should not expect to ride to and from a friend's house for social occasions. Emergency sheets should have information as to where students are picked up and delivered and where they are to go for early dismissal. A one-day change will not be permitted and transportation for 1 day will be a parent responsibility. It is requested they have someone on their check out list to pick them up. Any permanent change to bussing will be made at building level and faxed to the transportation department.

### Cell Phones

Cell phones present a disturbance and can also become the object of theft. Cell phones will not be permitted at school. Cell phones seen or heard at school will be confiscated and the owner's parents will be called to pick up the phone. If you have a legitimate reason your child may need a phone from time to time - please clear this with the office or teacher. We will hold the phone in safe-keeping for the day and return it to the child at the end of the day.

**We ask that visitors to our building turn their cell phones off so as not to disturb the classroom teaching environment.**

### Classroom Parties

Parents and Room Mothers/Fathers attending classroom parties are **NOT ALLOWED** to wear costumes or masks without prior approval by the Principal. This is for the safety of the students. **Please do not check your child out after parties or special events. This negatively affects the ADA monies for the school district AND it is important for your child to be in school for good attendance.**

Parents are **STRONGLY DISCOURAGED** from checking out students after class parties. These absences negatively effect the school district's average daily attendance, no matter the duration of time.

### Commercial Deliveries

The school will not deliver flowers or gifts during class hours. These items should be picked up in the office after school. **Remember that balloons and glass containers are prohibited on the bus.**

### Contacting Your School

We invite and encourage all parents and community members to visit us anytime. Please check in at the office. If you would like to request a conference with a teacher, administrator, etc., please call and set up an appointment through the school office.

### Counseling Services-(JHD)

A school counselor is available on certain days for individual, as well as classroom guidance.

### Discipline Policy of R-XVI School District students-(JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, 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 school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Under the terms of the **Safe Schools Act 1996**, the Richmond R-XVI School District is to do the following with regard to serious violations of school discipline policy. (1) All serious violations of school discipline policy (including but not limited to assault, fighting, possession of a weapon, possession or sale/transfer of alcohol or drugs, theft, etc.) **must be reported to the Richmond City Police and for student 16 and under, the juvenile authorities.** (2) In addition to transcripts and attendance records, student discipline records will be sent to any school district or school that a student may transfer to. Dear Elementary School will receive discipline records from the previous school of transfer students.

**\*\*Please see Discipline Policy in its entirety at the back of the handbook.**

## **Discipline of Dear Elementary students- minor offenses**

### 1. **School-Wide Rules**

- Students will allow the adults to be in charge so that all students will be safe and productive.
- Students will use appropriate speech and body language.
- Students will Keep Hands, Feet and all Other Objects To Yourself (KHFOOTY)
- Students will show respect to others.

### **B.I.S.T. Philosophy**

B.I.S.T. stands for Behavior Intervention Support Team. This program is used at Dear and Sunrise Elementary Schools to support teachers, students and even parents. When a student has a problem a safe spot, a buddy room or the recovery room is used. A safe spot is defined as a place in the classroom a student can go to quietly consider a plan for improvement. A buddy room is a safe spot in another teacher's classroom. Finally, the recovery room is a place where the student can receive individual help with his/her problem. Here the student is responsible for developing a plan for success and for processing with his/her teacher. Plans are implemented for students who have chronic behavior problems. These behavior problems may include: excessive talking out, not following directions, stealing, arguing, inappropriate language, continuous out-of-seat behavior and/or not getting along with others. All these behaviors can inhibit the student and others from learning.

### **Consequences for minor offenses**

Consequences for breaking school rules will follow the B.I.S.T. model.

1. At least one redirection is given to the student.
2. Safe Spot in classroom.
3. Buddy Room.
  - Parents may be notified by phone call or note. (if no phone)
4. Recovery Room.
  - School Base Special Worker may notify parents by phone call or think sheet.
5. Students involved in fighting, bullying, pushing, shoving, name calling, or any other behavior of this nature will not be considered fight free for the quarter.

### **Consequences for major offenses**

Defiance or Aggressive behavior may result in the following consequences-

1. First Offense - Isolated from class for the rest of the day in the recovery room. If offense occurs at the end of the day, half of the following day will be spent in the recovery room.
2. Second & Third Offenses - One day of In School Suspension (ISS) or Out of School Suspension (OSS) at the discretion of the building administrators.
3. Future Offenses - Up to five days of either (ISS) or (OSS) at the discretion of administrators.
4. Fights, violent behavior, threats, and other above listed behaviors will result in up to ten (10) days of In or Out of School Suspension.
4. Fights, violent behavior, threats, and other above listed behaviors will result in up to ten (10) days of In or Out of School Suspension.

## **Discipline of Students with Disabilities (JGE)**

It is the goal of the Richmond R-XVI School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's

discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

### **Disruptive Conduct**

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

### **Dress Code for students-(JFCA and JFCA-AP)**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. A gym shoe must be worn to participate in P.E. ("Heelies" are not permitted at Dear Elementary.) High heeled shoes are strongly discouraged for the safety of the child, as well as flip flops due to them frequently breaking and for safety.
3. Dress and grooming will not disrupt the educational environment. (Hair paint or coloring of an unnatural color is not permitted at Dear. Examples: blue, pink, green, etc.)
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

### **Emergency Dismissals**

Inclement Weather: Parents should listen to any of the local television or radio stations for information about school closing during inclement weather. Be sure your child knows where to go if school should close early for any reason. \*\*\*Tornado: When the weather warning sirens are sounded, children will be kept at school and cared for until the all-clear signal. Definite emergency procedures are followed. Please, do not call the school office during this time. Phone lines must be kept open to receive information concerning the storm.

Emergency or Early Dismissal: Each child should be instructed about where he/she is to go if an early dismissal is necessary. It is impossible for the school to notify each parent if an early closing of school occurs. If a current emergency address is not on record in the school office, the child will be transported to his/her regular bus drop. Please call 776-6912 ext. 22 for school closings.

### **Field Trips-(IICA)**

All students will have the opportunity to participate in field trips this year. These are an extension of what is learned at school. All students must have a trip form signed by the parents before being allowed to participate in a field trip. Inappropriate behavior on a field trip may result in loss of future field trips. **ALL STUDENTS MUST RIDE THE BUS TO AND FROM THE FIELD TRIP UNLESS IT HAS BEEN APPROVED AT LEAST ONE WEEK IN ADVANCE WITH THE PRINCIPAL.**

### **Fund-raising-(IGDF)**

Only administrative approved fund-raisers will be allowed.

### **Grading Period-(IK)**

The report card represents the best possible estimate of the student's achievement and status in a given class for the grading period. The report card indicates the extent to which the student has met the goals and objectives.

**Grading Period**- The school year is divided into four nine-week periods (quarters). Two quarters (18 weeks) make one semester. Report cards are distributed to the students after each quarter has ended.

### **Library**

The library houses printed and non-printed materials and also some audiovisual equipment. Printed material is available for checkout. Scheduled library visits are provided. Students may come during open library times with teacher permission. Books are checked out for two weeks and may be renewed once. Students with overdue material cannot check out anything else until the overdue material is returned. Students will be expected to follow the library guidelines on behavior and care of books.

### **Medications at School (JHCD)**

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. All medications must be delivered to the school principal or school nurse by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging. All medications must be accompanied by a written administration request from the parent/guardian.

#### **Over-the-Counter Medications**

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

#### **Prescription Medications**

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

### **Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications as required by law and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

#### **Emergency Medication (Dear and Sunrise Elementary)**

Dear Elementary is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine remains in the nurse's office at all times.

#### **Money at School**

Money or other valuables should not be left in or on school desks. Pupils must assume responsibility for safekeeping of valuables. Children should be discouraged from bringing extra money to school.

#### **Open House**

Each year the R-XVI schools hold Open House for parents and patrons of the district. The purpose of this open house is to provide an opportunity for patrons to see the schools and meet with school personnel. This is not a time for parent-teacher conferences. If you wish to discuss student progress, please set up a private conference time. You may do this by calling the school office.

#### **Parent Teacher Organization (PTO)**

Our PTO promotes a positive educational program for all students. We invite you to become involved in PTO. As a PTO member, you can make a meaningful contribution to our school and your child. Get involved and be part of the team!

#### **Personal Property**

Students are not to bring any trading cards, video games, radios, MP3 players, CD players, cell phones or headphones to school. The school is not responsible for personal property brought to school. Any unusual items necessary for classroom assignments must be cleared by the teacher through the office. Any personal article may be removed from the student and held in the principal's office until the end of the school day OR until a parent comes to the school to pick up the item. If repeated problems occur, an item may be held until the end of the school year.

#### **Pets**

Often students have a pet they would like to share with their classroom. This can be a good educational experience for children. Please follow these rules:

- \* Make arrangements with the classroom teacher, so the pet is not a disruption.
- \* No pets allowed on school bus.
- \* A parent needs to accompany the pet, so that it can be taken home as soon as it has been shared.

#### **Phone Calls to Office**

The office receives many calls each day asking us to deliver messages to students. You can help in the following ways:



1. Please limit phone messages to those of an emergency nature.
2. When possible, make plans with your child before school and communicate in writing to your child's teacher. Thank you for your consideration and help with this problem.

### **Safety Drills and Emergency Preparedness**

Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-downs. Crisis and policy manuals including emergency drill practices and procedures are located at each building under the security of the building administrator and/or his/her designee.

### **SB291-Physical Activity Requirements-Elementary (RSMo 167.720)**

Beginning with the 2010-2011 school year, school districts must ensure that students in elementary schools participate in moderate physical activity, as described in the act, for the entire school year for an average of 150 minutes per week, or thirty minutes per day. Students with disabilities must participate to the extent appropriate.

### **SB291-Physical Activity Requirements-Recess (RSMo167.720)**

Elementary school students must be provided a minimum of one recess period of twenty minutes per day, which may be incorporated into the lunch period.

### **School Lunch Program**

Richmond R-XVI School District does participate in the National School Lunch Program and the National School Breakfast Program. Free and Reduced Meals are available for students from households with qualifying incomes. Application forms are available at all school sites, or online at [www.richmond.k12.mo.us](http://www.richmond.k12.mo.us).

Each day we serve breakfast and lunch that meet the nutritional guidelines set by the State. Breakfast costs \$1.30 for full price and 30 cents to those qualifying for reduced pricing. Lunch costs \$1.75 for full price and 40 cents for reduced. An additional tray is \$2.00. (Prices Subject to Change).

<u>Breakfast</u>		<u>Lunch</u>	
5-day full price	\$6.50	5-day full price	\$8.75
20-day full price	\$26.00	20-day full price	\$35.00
5-day reduced	\$1.50	5-day reduced	\$2.00
20-day reduced	\$6.00	20-day reduced	\$8.00

Lunch deposits may be made daily in the cafeteria, cash or checks shall be placed in an envelope with first and last name, grade, and account number. No change will be exchanged. **A student may charge his meal when needed, but we allow only two running charges. After two charges a sunbutter and jelly sandwich will be provided. Lunch accounts can be viewed on Powerschool and notes will be sent home. It is the parent/guardians responsibility to monitor the balance closely.** Parents are welcome to join their children, but we ask that the teacher be informed of this at the beginning of the school day, so she/he, in turn, can tell the cooks. An adult lunch is \$2.00 and breakfast is \$1.50. Please bring exact change as our cashiers do not keep extra currency on hand.

### **Recess**

Please dress students appropriately for the weather. Classes will go outside unless it is 20 degrees or below with a wind chill. Parents are also encouraged to send students in shoes that are conducive to outside play. Flip flops may be comfortable, but tend to break during play and have led to many falls for children at recess.

### **Recordings by Students- (KKB)**

The Richmond R-XVI School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

- If required by a school-sponsored class or activity.



- At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
- As otherwise permitted by the building principal.

### **Release of Students During the School Day-(JEDB)**

Students will not be released during the school day except in the company of their parents, guardian, or parent-designated adult. Parent, guardian, or parent-designee will be required to pick up students in the principal's office. To designate an adult to pick up students, a parent must designate the person on the student's emergency form.

### **Richmond Early Childhood Center-(Preschool)**

Dear Elementary is the home of the Richmond Early Childhood Center (RECC). This program offers preschool experiences for children who are three, four or five years of age. The program has two AM sessions (8AM to 11AM) for children ages three and four and two PM sessions (12PM – 3PM) for children ages four and five. Children are assigned to sessions according to their birth date. The program runs 4 days a week, Monday, Tuesday, Thursday and Friday. No sessions on Wednesdays. Questions? Please call Dear Elementary and speak with Piper Peterson (Principal) or Debbie Heil (RECC Secretary).

### **School Property**

Students are expected to take good care of school property. Students shall pay for any lost or damaged books, supplies, equipment, or other property. The principal or designated person in accordance with the price of the item lost or damaged shall assess payment.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action. Failure to pay for damages shall result, after notification of parent or guardian, in the student being suspended from school.

### **Snacks and Treats**

Snacks and treats are welcome at school. However all snacks must be store bought. No homemade treats. Dear Elementary is a "peanut-free" school building. The teachers and staff will not provide nor serve food items containing ingredients that may cause severe/deadly allergic reactions related to peanut allergies. For particulars on snack and birthday treats that are acceptable in the building please contact your child's teacher or the school office. We appreciate your help in keeping all of our children healthy and safe.

### **Spartan Alert:**

The Richmond R-XVI School District is proud to offer SpartanAlert. This is a service to keep parents and community members informed of school cancellations and important information. You may sign up for this service by going to [www.richmond.k12.mo.us](http://www.richmond.k12.mo.us) and clicking on Parent Resources. Next click on Spartan Alert. Follow the prompts to get important information about the Richmond R-XVI schools sent as text messages directly to your mobile phone, wireless PDA, e-mail or pager. This is sponsored by the Community Bank of Missouri.

### **S.P.A.R.T.A Volunteers**

#### **Spartan Patrons Assisting Richmond's Teens and Adolescents**

The Richmond R-XVI School District requires that all SPARTA volunteers have a background check. The school district's goal is to connect young people with caring adult volunteers at schools to promote success, encourage healthy behaviors and build stronger communities. As positive a role model, a SPARTA volunteer can enhance a young person's ability to succeed. For information on becoming a SPARTA volunteer, contact Debbie Heil at the Dear School office.

### **Technology Use- (EHB and EHB-AP)**

The Richmond R-XVI School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources.

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);

Students in possession of inappropriate electronic pictures or texts will be disciplined in the same manner as students in possession of inappropriate hard-copy pictures or messages.

### **Visiting**

Parents are welcome at school. As a protective measure for children, all visitors **MUST** check in at the office before visiting a classroom or eating lunch. Children who are not enrolled in this school are discouraged from visiting classrooms because of the potential disruption of the normal routine. *Teachers are required to see an office visitor's pass before admitting visitors to the classroom.*

## **R-XVI SCHOOL DISTRICT POLICIES**

### **Discipline Policy for students-(JG-R)**

#### **Reporting to Law Enforcement**

It is the policy of the Richmond R-XVI School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

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

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.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, 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.

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

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

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

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. 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 JGF defines a "serious violation of the district's discipline policy" as one (I) 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.

**Prohibition against being on or near school property during suspension.**

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

Any student who is suspended for any offenses listed in § 160,261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

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

**Prohibited Conduct**

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

1. **Arson** -- Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

Restitution if appropriate.

**2. Assault**

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

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

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

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

First Offense: Expulsion.

3. **Automobile/Vehicle Misuse** -- Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

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

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

4. **Bullying (see Board policy JFCF)** -- Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

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

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

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

**Bus Referral Procedures are as follows:**

**1<sup>st</sup> offense – Warning** – Contact the parents in writing (the bus referral) and by telephone.

**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> offense – one day suspension**, unless situation warrants a stiffer penalty. Contact the parent in writing (bus referral) and by telephone.

**5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> offense – two day bus suspension**, unless situation warrants a stiffer penalty. Contact the parent in writing (bus referral) and by telephone.

**8<sup>th</sup> 9<sup>th</sup> offense – three day bus suspension**, unless situation warrants a stiffer penalty. Contact parent in writing (bus referral) and by telephone. Director of transportation is notified.

**10<sup>th</sup> offense – one week suspensions on each new bus referral or possible permanent bus suspension for the balance of semester/school year.**

**Actions deemed as “major offenses” (fighting, vandalism, weapons, etc.) begin with a 5-day suspension.**

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

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

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

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

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

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

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

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

First 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.

First 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.

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

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

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

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

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

10. **Failure to Meet Conditions of Suspension** -- Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

15. **Sexual Harassment (see Board policy AC and regulation AC-R)**

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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

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

16. **Technology Misconduct (see Board policy EHB and regulation EHB-R)**

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

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative



procedures or etiquette rules governing student use of district technology.

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

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

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

19. **Tobacco**

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

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

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

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

20. **Truancy (see Board policy JEDA)** -- Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

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

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

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

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



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

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

### 23. **Weapons (see Board policy JFCJ)**

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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).

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

Subsequent Offense: Expulsion.

## **Asbestos Hazard Notice**

All schools in the Richmond R-XVI School District have been inspected by EPA certified inspectors, and the district is in compliance with federal regulations as set forth in the Asbestos Hazard Emergency Response Act of 1986. The district asbestos management plan is available for public review in the office of the Director of Maintenance, located in the District Board Office Building at 1017 E Main in Richmond. Each school building has a copy of the AHERA management plan available for public review.

### **HB922-Allergy Prevention (RSMo 167.208)**

Requires each school district to adopt a policy on allergy prevention and response with priority given to addressing potentially deadly food-borne allergies. The policy must be in place by July 1, 2011.

### **SB54-Amy Hestir Student Protection Act (RSMo 160.261, RSMo 162.068 and RSMo162.069)**

1. School districts are mandated to adopt a policy to address allegations of sexual misconduct by a teacher or any school employee. (RSMo 160.261)
2. By July 1, 2012, all school districts must adopt a written policy relating to information that the district will provide about former employees (certified and non-certified) to other public schools. (RSMo 162.068)
3. By January 1, 2012, districts must adopt a policy relating to teacher-student communication addressing appropriate verbal communication, electronic media, social networking, and teacher websites. (RSMo 162.069)

### **Child Abuse and Neglect- (JHG)**

(Missouri Public Law, Section 210.220 to 210.165 — June 1975)

When school officials, including teachers, school nurses, principals, and other persons with the

responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

### **Corporal Punishment (JGA)**

Corporal punishment, as a measure of correction or for maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it will be administered

preferably by the principal in the presence of the teacher. Corporal punishment may be administered only by swatting the buttocks with a paddle.

### **Cyberbullying(RSMo 160.775)**

Modifies the definition of bullying used in the current mandate for antibullying policies to include cyberbullying. The definition of cyberbullying includes, but is not limited to, multiple forms of electronic communication.

### **Discipline of Students with Disabilities (JGE)**

It is the goal of the Richmond R-XVI School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

### **Directory Information**

"Directory Information" is considered "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010-030 *Revised Statutes of the State of Missouri* and to military recruiters under Section 9528 of the "No Child Left Behind Act" of 2001.

Information in a student directory considered to be "public record" includes: student name, parent name, address, telephone number, grade level, date of birth, weight and height of members of teams, dates of attendance, honors and awards received, most recent school attended, photographs of regular school activities, participation in officially recognized activities and sports, including audiovisuals or photographic records of the openly visible activities (e.g. artistic performances, sports contests, assemblies, award ceremonies, service projects, etc.), year book, and honor rolls.

### **Distribution of Non-Curricular Student Publications (Policy IGBDA)**

#### **I. Guidelines**

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for noncurricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- A. Are obscene to minors.
  - B. Are libelous.
  - C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
  - D. Advertise any product or service not permitted to minors by law.
  - E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

## II. Procedures

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.
- D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

## III. Time, Place and Manner of Distribution

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

#### IV. **Definitions**

The following definitions apply to the following terms as used in this policy:

- A. "*Obscene to minors*" is defined as:
  1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
  2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
  3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
  1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.  
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.
- D. "*School activities*" means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. "*Unofficial material*" includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.
- F. "*Libelous*" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. "*Distribution*" means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

## V. **Disciplinary Action**

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

## VI. **Notice of Policy to Students**

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

### **Electronic Communication Between Staff Members and Students (GHB)**

Staff members are to maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Richmond R-XVI School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and security personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or 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 District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

5. Directory Information: For purposes of FERPA, Richmond R-XVI School District has designated certain information containing educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student, and photographs. You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification of this effect with Richmond R-XVI School District, 1017 E Main St, Richmond, MO 64085, on or before September 1, 2015. If a refusal is not filed, Richmond R-XVI School District assumes you have no objection to the release of the directory information designated.

### **FAPE/FERPA**

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, the children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Richmond R-XVI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Richmond R-XVI 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 Richmond R-XVI 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 Richmond R-XVI School District has developed a Local Compliance Plan for the implementation of State

Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Richmond R-XVI School District, 1017 E. Main, Richmond, MO 64085

This notice will be provided in native languages as appropriate.

### **Homeless Students-(IGBCA)**

The district, in accordance with state and federal law and the state of Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate education.

### **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Any parent, teacher, or member of the public may file a complaint. A formal complaint must be a written, signed statement that includes: (1) an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated; (2) facts, including documentary evidence that supports the allegation, and (3) the specific requirement, statute, or regulation being violated. The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

### **PARENTS RIGHT TO KNOW**

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

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

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

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

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- 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.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

#### **NOTIFICATION OF RIGHTS**

The Richmond R-XVI School District abides by the Protection of Pupil Rights Amendment (PPRA) which affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

1. 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 United States Department of Education:
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family;



- Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or 1.8 Income, other than as required by law to determine program eligibility.
  - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
- Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
- Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of PPRA. The office that administers PPRA is the following : Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Richmond R-XVI School District assures that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Richmond R-XVI 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 Richmond R-XVI 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 Richmond R-XVI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Richmond R-16 School District at 1017 E. Main Street; Richmond, MO 64085 between the hours of 8:00 a.m. and 4:00 p.m.

### **Public's Right to Know (KBA)**

The Richmond R-XVI School District will make district records available to the public in accordance with the law. Any person wishing to access records shall make a request to the custodian of records during regular business hours. Anyone requesting a copy of a public record will be charged fees for search and duplication in accordance with Board policy on release of public information.

Not all district records are available to the public. If the opportunity to inspect or copy a record is denied, the custodian of records will provide a written statement explaining why the request was denied in accordance with the law if such explanation is requested.

### **Registered Sex Offenders and Persons Prohibited on or Near District Property (KK)**

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled nolo contendere or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or nolo contendere to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.

9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board.

The superintendent will inform the principal and other relevant district staff of the scope of the permission granted. This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

### **SB291-Use of Seclusion Rooms (RSMo 160.263)**

1. Requires school district discipline policies to prohibit confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.
2. School districts must adopt a written policy that addresses the use of restrictive behavioral interventions as a form of discipline or behavior management technique, as described in the act.

### **Student Expulsion (JGD)**

In Missouri, a principal may suspend a student for up to (10) school days. A superintendent can suspend a student for up to (180) school days. Procedures for suspension/expulsion of a student are outlined in Board Policy JGD.

Action taken to permanently deprive a student of the privilege of attending school shall be considered expulsion. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies and regulation, the Principal may recommend to the Superintendent of Schools that the student be expelled from school. The Superintendent will in turn notify the Board if he is in agreement with the proposal. The Board will then set a date for the hearing.