

Mountain Grove Elementary School Personnel 2020-2021

Administration:

Missy Glenn - Principal
Lacy Nix -Asst. Principal
Terrye Carter -
Admin. Assistant
Sarah Loughridge -
Admin. Assistant

Guidance Counselor:

Brenda Lane

Parents As Teachers:

Lisa Clifford

Preschool Educators:

Amy Holden
Shannon Nelson
Erica Peterson
Amanda Parker

Kindergarten Educators:

Lisa Cascairo
Lisa McCoy
LaDora Pounds
Julie Shaw
Jaime Tyrrell
Laura Walters

First Grade Educators:

Jaime Allen
Lana Driskill
Cheryl Fry
Jessica Jelken
Rose Makar
Tracy Slagle

Second Grade Educators:

Allie Alcorn
Tanna Allen
Trena Harker
Shelley Pamperien
Kayla Vandiver

Third Grade Educators:

Kelly Davis
Courtney Hook
Emily Petty
Kaylee Terry
Kristen Sheppard

Fourth Grade Educators:

Stacey Anderson
Megan Hawkins
Victoria Hayes
Jennifer Mitchell
Lindsey Watson

Reading Facilitators:

Sarah Stillwell
Kristy Wakefield

Reading Coach:

Dana Lowe

Resource Educators:

Sarah Cable
Toni Clark
Kathy Trammell

Special Education Coordinator:

Amy Mallow

Special Classes Educators:

Courtney Kempf - Art
Janett Leighty - Computer
Christy Gardner - Library
Billie Miller - Music
Vallie Hoerning - Physical
Education

Health Services:

Shai Roark, RN

Gifted:

Jeanette Dethrow

Speech Therapy:

Stephanie Anderson
Audrey Emling
Kelly Johnson

Occupational Therapy:

Kaitlyn Ehlers
Kathy Talley

Focus Room:

Richard Mabe

Paraprofessionals:

Juli Alsadi
Violet Curtis
Carol Delcour
Michelle Eilenstine
Angel Floyd
Bethany Massey
Telisha Mastrangelo
Stephanie Moore
Debbie Satterfield
Shaela Smith
Patricia Talley
Katie Wheatley

Food Service:

Lisa Feston - Supervisor
Donna Driskill
Helen Forbes
Tammy Laughton
Sheila Maloney
Mary Tukia
Teresa Wrinkles

Custodians:

Crystal Thompson
Janet Thompson
Lesia Luckey
Connie Baker

2020-2021 MGES Calendar

August 25 - First Day of School
September 7 - No school - Labor Day
September 29 - Fall picture Day
October 19 - No school - PD Day for teachers
October 20 - End of 1st quarter
October 28 - Parent/teacher conferences 3:30 - 6:30
October 29 - Early dismissal at 12:35, Parent/teacher conferences 1:30 to 7:00
October 30 - No school
November 17 - Fall picture retake day
November 23 - No school - PD Day for teachers
November 24 to November 27 - No school - Thanksgiving break
December 22 - End of 2nd quarter - early dismissal at 12:35
December 23 to January 1 - No school - Christmas break
January 4 - No school - PD Day for teachers
January 5 - Classes begin
January 18 - No school
February 1 - No school - PD Day for teachers
February 12 - No school
February 15 - No school
February 18 - Spring picture day
March 1 - No school - PD Day for teachers
March 12 - No school
March 15 - No school
March 16 - End of 3rd quarter
April 2 - No school - Easter break
April 5 - No school
May 19 - Last day of school - early dismissal at 12:35

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GENERAL INFORMATION

Mission Statement

The Mountain Grove School District will provide an education that empowers graduates to be adaptive life-long learners.

Message From The Principal

Dear Parent/Guardian,

This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most items that commonly concern parents and students.

The staff at Mountain Grove Elementary continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Please visit our school website at www.mg.k12.mo.us/newes/

Sincerely,

Mrs. Glenn (Principal)

ACADEMICS

Field Trips

Field trips may be taken as a part of the school curriculum. Teachers organize and plan these events to be both educational and enjoyable. Excessive office referrals with In or Out of School Detention could result in the loss of field trip privileges.

Parents may be asked to assist in chaperoning field trips. Parents who supervise in this capacity are unable to bring other children on the trip. Completed background checks must be on file at least one week before the scheduled field trip. Failure to complete and clear the background check will result in not being able to attend the school field trip. Parents attending field trips are representatives of Mountain Grove Elementary and should follow school rules and guidelines.

Homework

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills in specific areas.

The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than an hour on homework at any grade level, please discuss it with your child's teacher. Since the needs of each child are different, homework assignments

may vary from child to child within each class.

Standards Based Grading System

A Standards Based Grading system contains a list of "standards," clearly identified knowledge and/or skills the student should learn in the class. Each of these "standards" encompasses specific learning targets. Each of these standards would be marked 1-4 to reflect the student's mastery of that particular standard. A student's performance on a series of assessments will be used to determine the student's score. Standards Based Grading focuses on the individual student's growth toward mastery of knowledge and skills. A student can concentrate on true mastery of a topic or skill. The teacher can concentrate on teaching essential standards that every student must learn. Each lesson taught is connected to a standard, and the learning targets guide progress toward meeting a standard. Learning goals are clear.

Academic Performance Levels

4	Advanced I can do this. I can teach this. I can even show you more.
3	Proficient I can show that I understand the work all of the time.
2	Progressing I can show that I understand the work most of the time, but I still might make some mistakes.
1	Beginning I am beginning to understand the work, but I still need help from my teacher.

Retention & Promotion Procedures

Each stage in the education process is based upon the acquisition of skills that make further learning possible. For a variety of reasons (health, immaturity, lack of social, physical or academic skills, emotional problems, frequent or long absences, etc.) some children have difficulty acquiring the necessary skills to the extent that it would be difficult for them to be successful if promoted. In instances where retention is considered, the school staff will meet with the child's parents to explain the benefits and possible problems with retention. The retention decision should be made upon a consideration of the child's unique needs, the evaluation of information gathered and the support of retention by parents and school staff, as a way to help the child be successful in school. Students will be promoted unless the alternative retention has been discussed during the school year.

Parents, Volunteers, & Guests

Normally, we welcome parents and visitors. However, due to COVID 19 we are restricting visitors and volunteers at this time. You will receive a nametag and a mask to wear during your stay with us.

- Students will only be called out of class to visit with a parent/guardian if an emergency situation exists.
- Students shall not bring friends to school while school is in session.

Parent/Teacher Conferences

Conferences are an important way to share information about your child with their teacher so that the learning program can best meet your child's needs. Student progress is enabled by involvement of parents. Phone the office to schedule an appointment with your child's teacher.

ADMISSION/ENROLLMENT

Admission and Enrollment

Any resident student who will be five years of age before the first day of August may enter kindergarten in our district. Those students who are six years of age by the same date may enter the first grade.

New pupils to the district must present a birth certificate, immunization records, and provide proof of residency (property tax receipt, legal property description, rental agreement with a payment receipt, real estate contract, utility bill, etc.)

Student Records

In order to provide students with appropriate instruction and educational services it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian, and yet be guarded as confidential information. (Board Policy JO)

Learning Style Request

A Learning Style Request may be made for reasons deemed appropriate by the school administration. Only one request may be made per student for the following school year. The form must be requested in person by a parent or legal guardian from the elementary school secretary. The form must be completed according to the directions and returned to the elementary building secretary by April 9, 2021 for the 2021-2022 school year. Requests cannot be accepted after that date. Requests will be given consideration; however the final decision is the sole responsibility of the school administration.

ATTENDANCE

School Day Schedule

Students who ride the school bus will arrive at 7:40. Students' drop of time by parents will not begin until 7:50. This will allow for additional social distancing. The tardy bell will ring 8:10 daily. Once students arrive they will immediately report to their classroom.

Student Attendance

Our instruction begins promptly at 8:10 am and continues through the day, concluding at 3:23 pm. Late arrivals and early departures diminish the quality of your child's learning experiences and academic success. Parents, students, and school personnel need to be involved in pupil attendance. Our responsibility is to encourage your child to attend and participate in class fully each day. We provide meaningful learning experiences and utilize instructional time to the fullest.

The attendance policy of Mountain Grove School Board (JED) requires excellent attendance. Good attendance is necessary for academic success. Individual student attendance will be monitored closely to help ensure students have every opportunity to be successful in school.

More than three absences in a quarter are considered

excessive. Absences for illness, family emergencies or death in the immediate family are occasionally going to occur. It is desirable that appointments for doctor, dentist, haircuts, visiting, vacationing and other events be scheduled outside the school day. Our goal is to have 90% of our students finish above 90% attendance for the year. Attendance concerns will result in a series of 3 letters. Phone calls will be made as well. After the 3rd letter, the student may be turned over to Wright County Truancy Court.

Procedures

Parents are requested to notify the elementary school office by 9:00 am on each day that your child is absent from school providing the reason for absence. The elementary school secretary will phone parents who have not notified the school by 9:00 am.

Tardies

Parents must help students arrive at school on time every day. Tardies interfere with your child's learning and with the instructional program in the classroom. Tardies must be avoided. If a student arrives after 8:10 am they must be accompanied by a parent to the office to check-in for the day. Tardies are counted against perfect attendance and are recorded in the student's records.

More than 3 tardies are considered excessive in a quarter. Excessive tardies are subject to disciplinary actions, or in the case of young children, their parents may be subject to referral to the appropriate authorities. After 5 tardies in one quarter, a parent conference could be required.

Early Departures

Parents are responsible for seeing that their child attends a full day of school. Early departure interrupts the student's instructional program. Early departure should be limited to doctor or dentist appointments or a family emergency. Any child leaving school prior to the 3:23 pm dismissal must be released from the office. The minutes absent are recorded in the student's records. It is counted against perfect attendance.

Change of Plans for After School

In keeping with social distancing and consistent bus numbers, each student will only be allowed two addresses used for bus transportation.

Morning Drop Off

Students will be dropped off at the top of the ramp after 7:50 each morning. Parents will not be able to walk them into the building.

Afternoon Pick-Up

There will be three pick up locations and students will be assigned to their location. Parents will drive through the pick-up line and students will be supervised by teachers while walking to their parents' vehicle. Parents are not to get out of the car.

In case of an after school bus change, the parent shall send a detailed note with the child to the teacher about the plans. The note should include the date, the address the child is being transported by bus, bus number and parent signature.

If a note is not sent to school, the child will be sent home the established way.

In the case of an emergency should it be necessary to phone the school with a change of plans, detailed information will be required as listed above. The school personnel must be able to positively identify the caller. In the event there is a question that the parent will be required to come to the school to provide the information for a change of plans. Parents must place the call by 2:30 pm to ensure the message can be relayed to the teacher.

Any student who misses the bus or is not picked up by 3:30 pm will be escorted to the office where a parent will be notified. The child will be dismissed from the office when their parent or other approved transportation arrives.

Early Dismissal

If school is unexpectedly dismissed early, all efforts will be made to notify parents with our automated phone service. *****Please make sure your phone number is always updated with the office. Parents will have the opportunity to make arrangements for such an event at the beginning of the year. These arrangements should be discussed with your child/children so that they will know what to do.**

School Cancellations

It may be necessary to cancel school during the year because of weather conditions or other unforeseen reasons. Cancellations will be announced by using the automated phone service and on the local radio station and television stations from the Springfield area. These cancellations are announced by the superintendent. Most school personnel learn of the cancellations at the same time as you, therefore refrain from phoning school employees.

In case of early dismissal during the school day, students should have a prearranged plan of where to go and what to do.

Attendance Awards

Due to COVID 19 we will not do attendance awards this year.

FOOD SERVICES

Lunch Information

The Mountain Grove district takes great pride in its food services department. Our cafeterias provide balanced meals that meet the Missouri Eat Smart guidelines and the district's Wellness policy. Students are encouraged to prepay for meals or pay as they go. Students may charge a meal if needed, however, the maximum charge limit is \$15.00. Charging meals is the exception; it is not intended to be a daily method.

1. Students who exceed the \$15.00 limit will not be permitted to participate in extracurricular activities, school field trips, other school funded activities, and will not receive grade cards.
2. Kindergarten and First grade students who have a milk charge of \$4.00 will not be able to get afternoon milk.
3. Checks sent with students will be deposited only. No cash back when cashing a check with food service.
4. Only parents or guardians may withdraw money from a student's account.
5. Afternoon milk for kindergarten and first grade students is not free. All students who want milk must pay no matter what their meal status (full, free, or reduced).
6. All families are encouraged to complete a "Free and Reduced" meal application at the start of each school year.
7. Contact the building cafeteria supervisor or building principal for additional assistance.
8. Breakfast: \$1.50, Breakfast Reduced Price: \$.30, Lunch: \$2.00, Reduced Lunch Price: \$.40, Milk: \$.40. Parents may send cash or a check to pay for meals and daily milk for snacks. Send the funds in a sealed envelope with the child(ren) names, teacher(s) name, grade and parent(s) name. This account is managed by food service personnel. Students may bring a lunch packed from home. Beverages are to be sent in plastic drink containers, not in cans or glass.

Free/Reduced Lunch Information

Children attending schools within the district that participate in the national school lunch program will be provided nutritionally acceptable meals at no cost or at a reduced cost if they are unable to pay the regular price, as determined by the school superintendent's designee. Applications for free or reduced price lunches are available from the elementary school secretary upon request by the parent or guardian. Students that qualify for free or reduced price lunch will automatically qualify for free or reduced price breakfast. Applications must be completed in order for a student to be approved for this program. This application does not cover

the cost of milk at snack time.

HEALTH SERVICES

Vision Screening

The state of Missouri has a vision screening law that states every child enrolling in kindergarten or first grade for the first time in a public elementary school shall receive one comprehensive vision examination performed by a licensed optometrist. The cost of the exam will be the responsibility of the parent/guardian. If for any reason you do not want your child to have this exam, a release form is available with the school nurse.

Medications

The school nurse must administer all medicine at school. Medicine will be administered at school if the following instructions are followed:

Prescription Medication

The prescription must state that the medication is to be given during the school day. Prescriptions that state "3 times a day" will not be administered at school, they can be given at home before school, after school and at bedtime. When a student is to receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly marked with pupil's name, date, name of medication, dosage, time to be administered and parent signature. Daily medications taken once a day will not be given unless it is accompanied by a doctor's written note. The first dose of a medication will not be given at school.

If a student with asthma has to keep an inhaler with him/her throughout the day, we will need a doctor's note for this; otherwise, it will need to be kept in the nurse's office.

Nonprescription Medication (NPM)

School personnel do not provide NPM at any time for colds, coughs, etc. Medications will be given when accompanied by a written request from the parent/guardian. We will continue to have Tylenol, Tums, and cough drops; however we must have signed permission from a parent/guardian to administer them. Medication must be in the original container with the child's name, grade and teacher on it. Send no more than a one week supply at a time (this is for NPM). All NPM left at school on Friday will be destroyed if it is not picked up by a parent/guardian by the end of the day.

The parent/guardian must bring the medication to the school nurse and pick up the medication. We will not be able to accept any medication from students. Students found in possession of medication will be referred to the principal.

Immunizations

State law requires students to have immunizations

up-to-date in order to attend classes. The parents or guardians of each student entering the Mountain Grove R-III School District shall furnish proof that the student has been immunized. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the school nurse. Specific immunization requirements are available at the health center from the school nurse. (Board Policy JHCB)

Illness at School

Students who become ill at school will be sent to the health center and will be seen by the school nurse. Address and phone numbers must be current in the office so that a parent may be reached to pick-up an ill child. The student must be checked-out through the school office. Under the reentry plan students must be fever free for 24 hours without taking fever reduction medications.

Accidents and Insurance

A student should always have on record in the office a correct address and telephone number of his/her home and parent's place of employment in case of illness or injury during school. *The school does not carry accidental injury insurance on students.*

Pediculosis (Head Lice)

School personnel shall actively pursue the prevention and control of head lice in the district's school by developing a consistent screening and follow-up program for all students.

To support such a program the following will be implemented:

1. If the school nurse or teacher should discover head lice/eggs on a student in the classroom, the parent/guardian of that student will be notified, and the student will be removed from school. All siblings of the infected student will also be checked.
2. The school nurse will instruct the parents concerning various shampoos and sprays that can be purchased for the head lice/eggs, and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
3. To be readmitted to school a student must be accompanied by a parent/guardian or relative, and must be examined by the school nurse. The student will at the time be given a slip to be given to the teacher, which states that there is no evidence of head lice or eggs. If eggs are still present, the student will be sent home until the eggs are removed from the hair.
4. Within six to ten days after being readmitted to school, the student will be examined again by the school nurse. If at the time head lice/eggs are found, parents will again be called and reinstructed concerning treatment of the head lice/eggs.

5. The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.

6. It will be the responsibility of the school nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The nurse is also responsible for recommending readmission of the student after treatment is completed.

7. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or eggs under these procedures, resulting in a prolonged period of absence of the student from school, the matter may be reported to the appropriate family/youth services and law enforcement agencies.

8. The removal of students from the classroom setting under the procedure is a health and safety measure only and not a disciplinary measure. Absences will not be "unexcused" or otherwise counted against the student so long as the student is absent for the prompt treatment of the infestation and keeps reasonably current with his or her course work. The district will provide the course work and collect assignments from the student in a manner to be determined by the building principal. (Board Policy JHCC-AP2)

CODE OF CONDUCT/DISCIPLINE

Discipline Policies and Procedures

It is the belief of the faculty, staff and administration of Mountain Grove Elementary School that discipline should focus on behavior which is conducive to learning, social and emotional growth. All students have the right to attend school and expect a safe and orderly environment. With rights come responsibilities that are shared by the students, school personnel, home and community.

Good overall school discipline has its basis in sound classroom management and appropriate administrative procedures. Each teacher and grade level team will administer school-wide expectations and rules, which are grounded in Mountain Grove Elementary PBS guidelines. The concept of discipline concerns itself mainly with assisting students to develop a sense of personal worth and self control with guidance and direction from the faculty, staff and administration.

- We believe that students should be responsible for solving their own problems with adult guidance.

- We believe that the students should be allowed to solve the problems they create in their own way provided the solution does not make a problem for others.
- We believe that students should face consequences instead of punishment whenever possible.
- We believe that preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.
- We believe that discipline should be considered as opportunities for personal growth.

The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be or cause a distraction in class which forces a teacher to stop the instructional process to remove him/her from their classroom. We do not use corporal punishment at MGES. Consequences may be increased or decreased depending on circumstances. When needed, MGES cooperates fully with, SRO officer, local police, and JDC. (Acts of violence, drugs, VAPE or weapons)

Because the district predominantly serves minors, it is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the educational environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. For more information, please refer to Board Policies KKB and GBH.

The following interventions will be considered:

- Time-out; i.e. removal from group or activity.
- Office referral
- In-school suspension
- Detention (before school, lunch, or after school)
- Out-of-school suspension
- Parent contacted by phone
- Discipline notice mailed to parent
- Referral to the school counselor
- Behavior contracts
- After-school detention

Student or Parent Conference

A formal conference may be held between the student and/or the student's family and one or more school officials. During the conference, the student's behavior will be examined and corrective measures will be discussed.

Loss of Privileges

Extracurricular activities, field trip opportunities or

classroom privileges offered to students are considered privileges and may be revoked.

Recess Modification

Students may receive modification which is to be served during their recess time.

In School Suspension (ISS)

In some cases students may be assigned to attend ISS. This detention is served in a small group setting with an instructor to assist students in the daily work assigned to them by the classroom teacher.

Out of School Suspension (OSS)

Suspension is the removal of a student from the regular school environment, not allowing the student to come to school. A student may not be within 1,000 feet of the school if the student committed an act of violence, or drug related activity.

After School Detention

Students may receive one hour of after school detention that will last from 3:23-4:23 p.m.

Positive Behavior Support (PBS) Tier 1 Team

School-Wide Positive Behavior Support is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The benefits of PBS include: improving student climate, improving student achievement, reducing suspensions and office referrals, and increasing student attendance. Through the PBS process, our team has developed three school-wide expectations:

I am a Respectful, Responsible, and Safe Learner!

These expectations are designed to help create a climate of cooperation, academic excellence, respect, and safety at MGES. In order to meet these expectations, we have specific "super" skills that are taught throughout the school year. Students are recognized for using "super" skills through praise, earning behavior bands, and becoming a Proud Panther.

Focus Room

This room is used when a student needs to be removed from a normal classroom setting due to behavior. The student will continue to receive instruction along with behavioral lessons. The student may return to their regular classroom upon completing behavior lessons.

Special Education Students

Discipline for special education students will be

administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

Bullying

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. In providing a safe learning environment for all students, the Mountain Grove R-III School District prohibits all forms of bullying. Students participating in or encouraging such behavior will be disciplined in accordance with JFCF.

School Bus & Student Conduct

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. The Board (JFCC) wants each student to know what conduct is expected when waiting for or riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal. Failure to follow bus rules and regulations may result in a suspension of the privilege of riding the bus. Excessive dangerous behavior may result in immediate action.

ADDITIONAL INFORMATION

Counseling & Guidance Services

Services offered by the guidance counselor include individual counseling, small group interventions, and classroom guidance activities. Individual counseling is provided by parent, student, and/or faculty/staff referral. Individual counseling services may include referrals to other

agencies, as needed. Small group interventions focus mainly on social skills, but may include grief and loss, anger management, divorce, and study skills. The guidance counselor goes into the classrooms to teach lessons that focus on self-awareness, study habits, social skills, problem solving, drug prevention, academic and career planning.

Recess Procedures

Teachers and administrators feel all students should go out for recess with their classmates, allowing them to play and socialize with their peers. Children perform much better in class when they fully participate in recess activities.

A written statement is required from a doctor in order for a child to remain in from recess. The doctor's note must be presented to the student's teacher. The teacher shall consult the principal and school nurse for clarification if the request for missing recess becomes frequent. Children with a written doctor's excuse will spend recess in a classroom setting. There may be a day or two, after an extended illness, when an absence from recess may be allowed without a doctor's excuse.

If a child is too ill to go outside for recess then in all probability they should not be sent to school. It is understood, there are days when the temperature and/or wind chill may be too severe for enjoyable play at recess. On such days, recess shall be canceled in the interest of the students' health and well-being. A decision will be made based on the daily weather conditions.

Lost & Found

The lost and found is maintained in the elementary health center. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items and money at home, and by taking personal items such as backpacks and coats home daily. All items not claimed by the end of each month are sorted and clothing is given to a charity organization.

Safety Drills

Drills are conducted throughout the year to teach children what to do in the event of a fire, tornado, earthquake or other emergency. Children are encouraged to take drills seriously so they would be better prepared in the event of an actual event. All personnel are trained in the proper procedures and will provide direction for students. Earthquake drills will coincide with The Great Shake Out. For more info go to www.shakeout.org

Student Dress Code

The elementary school administration, faculty, and staff believe that a student's dress has an effect on behavior. Students shall therefore adhere to the following guidelines:

- all students must wear shoes, boots or other footwear.
- class activities which present a concern for students' safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- headwear (hats, caps, bandanas, visors, etc.) may not be worn in the building.
- mesh/see through shirts or shirts exposing the midriff or back are not permitted.
- clothing that advertises alcohol, drugs, or tobacco are not permitted.
- clothing or lack of clothing that will cause disruption or undue attention to an individual shall not be worn.
- clothing with profanity, vulgar or obscene language is not permitted.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety; the student will be required to make modifications.

Restricted Items

The following items shall not be brought to school unless students have obtained prior teacher permission.

- radios, game boys or other electronic devices
- baseball cards, Pokemon cards
- laser lights
- toys
- baseballs and bats
- Weapons or Drugs

This list includes any other item which will attract attention to that item and distract from the educational process. If items of this nature are brought to school without prior permission, they will be confiscated. Other personal items brought to school are the sole responsibility of the student. The school district does not carry insurance on student's personal property and lost items will not be replaced by the district. Cell phones need to be kept in backpacks and turned off so they are not a distraction during school time.

Weapon Definition

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

- A firearm as defined in 18 U.S.C. § 921.
- A blackjack, concealable firearm, firearm, firearm

silencer, explosive **weapon**, gas gun, knife, knuckles, machine gun, projectile **weapon**, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.

- A dangerous **weapon** as defined in 18 U.S.C. § 930(g)(2). All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
- Any object designed to look like or imitate a device as described in 1-4.
- Students in possession of a weapon may face suspension for a period of not less than one year or expulsion.

Drug Policy

The Mountain Grove R-III School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription **drugs**, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal **drugs**, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of **drug**-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic **Drug** Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All

controlled substances shall be turned over to local law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Notice of Searches

According to Board Policy JFG, students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district may conduct periodic and unannounced administrative searches of computers, cubbies or other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus. Searches include bags, purses, coats, electronic devices, other personal possessions in accordance to the law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Textbooks & School Property

Students are to treat all school property with respect. In taking care of school property you display pride in your school. Students will be held responsible for the cost of replacing damaged or lost school items.

Snacks

As recommended by the Health Department, in order to prevent the spread of germs and disease, all treats and snacks sent to the elementary school need to be purchased and in original packaging rather than homemade. This policy is to provide the best protection for all students.

Nondiscrimination Notice

Title IX, ADA, Section 504 and Title VI
The Mountain Grove R-III School District does not discriminate on the basis of sex, race, creed, color, national origin or disability:

- in the recruitment, selection, treatment, or promotion of employees;
- in the admission and participation of students in the educational program or activities;
- in vocational opportunities; or
- in the treatment, counseling, and placement of students.

For further information concerning Title IX, ADA, Section 504 and Title VI, please contact:

Director of Special Education

Mountain Grove R-III School District
207 East Fifth Street
Mountain Grove, MO 65711
417-926-3177

Sexual Harassment

The School District is committed to providing an environment free from intimidation, hostile behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of student or suspension and/or termination of employee.

In compliance with Policy IGAEB, students are taught issues like identifying predators, safe use of the internet, online predators and open communication with trusted adults. This is done through lessons with our counselor and our Media class.

Family Educational Rights and Privacy Act

Annual public notice should be presented to parents/guardians of students attending school in the district that "Directory Information" will be released to the various communications media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received photographs and the most recent school attended. If the parents/guardians or eligible student do not want information of this type released, written notification must be sent to the principal of the school where the student attends.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day Mountain Grove Schools ("School") receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The

school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.] 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

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

* To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

* To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

* To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

* In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of

the aid. (§99.31(a)(4)) ? To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

* To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

* To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) ? To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

* To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

* To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

* Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

The Mountain Grove R-III School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Mountain Grove R-III School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Mountain Grove R-III School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Homeless Children Program

The Mountain Grove R-III School District recognizes that

homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state law and the Stewart B. McKinney Homeless Assistance Act will give special attention to ensure that homeless children in the school district will have access to a free, appropriate public education.

For further information concerning the coordination of programs for homeless children, please contact:

Susan Edwards, Curriculum Director
Mountain Grove R-III School District
207 East Fifth Street
Mountain Grove, MO 65711
417-926-3177

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act of 1986 requires schools to notify parents/guardians of the location and availability of the Asbestos Management Plan.

The Asbestos Management Plan of the Mountain Grove R-III School District is located in the District’s Central Office, 207 East Fifth Street, Mountain Grove, MO 65711. Each school within the district also maintains a copy of its Management Plan in the administrative office.

The Management Plan is available, by appointment, for public inspection during regular business hours. Appointments must be honored by the School District within five days of receipt of written request.

The Mountain Grove R-III School District has designated the following person to be responsible for the Management Plan. Questions should be directed to:

Tom Johns, Director of Maintenance
Mountain Grove R-III School District
207 East Fifth Street
Mountain Grove, MO 65711
417-926-3177

Student Memorabilia

Recognizing that most students and parents want to retain some permanent impression or keepsake as a reminder of the school experiences from year to year, the Board (JP) sanctions the practice of negotiations and contractual obligations with commercial companies for student photographs, class rings and other memorabilia as a service to the students and as part of the total school program. Any student, however, will not be required to have a picture taken or will not be pressured to purchase any student memorabilia.

The selection of commercial companies shall be made by competitive bid. The bid price must be complete, including

tax and other incidental charges.

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, highly mobile children, such as migrant and homeless children, 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 Mountain Grove R-3 School District assures that it will provide a free and 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, 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 Mountain Grove R-3 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 Mountain Grove 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).

**MOUNTAIN GROVE R-3 SCHOOLS
SCHOOL-PARENT-STUDENT COMPACT**

The Mountain Grove R-3 School District, and the parents of students participating in Title IA activities, services, and programs, agree that this compact outlines how the entire school staff, parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities:

The Mountain Grove Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet academic standards as follows -
 1. Retain highly qualified principals and teachers,
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate.

- Hold annual parent-teacher conferences to -
 1. Discuss the child's progress/grades and achievement
 2. Discuss this compact as it relates to the child's achievement

- Provide parents with frequent reports on their child's progress as follows -
 1. Mid-quarter report mailed from the school, and
 2. Quarterly grade cards/reports sent home by the school.
 3. Maintain up to date records for Parents on Line (POL).

- Be accessible to parents through -
 1. Phone calls, e-mails, or person-to-person meetings,
 2. Scheduled consultation before, during, or after school, and
 3. Scheduled school or home visits.

- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows -
 1. Listen to children read,
 2. Help with classroom decorations, art projects, etc.
 3. Present a program on your culture, a different country, etc., and
 4. Assist with holiday programs or parties, educational trips, etc.

Principal _____ Date _____

Teacher _____ Date _____

Parent Responsibilities

I, as a parent or guardian, will support my child's learning in the following ways:

1. Make sure they are in school every day possible and on time.

2. Check that homework is completed daily.
3. Monitor the amount of television watched, internet access/time, and/or video game time.
4. Volunteer in my child's classroom/school, when possible.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.
7. Regularly check the school district webpage for information and the district calendar for events appropriate for my child and/or myself to participate.
8. Provide a home environment that encourages my child to learn.
9. Communicate regularly with my child's teacher.
10. Sign up and access regularly the Parents onLine (POL) to check assignments/progress for my child.
11. Support the school in developing positive behaviors.
12. Show respect and support for my child, the teacher and the school.

Parent(s)/Guardian(s)

Date

Student Responsibilities:

I, as a student, will share the responsibility to improve my academic performance to meet standards and will:

1. Attend school every day possible and be on time.
2. Always try to do my best in work and in my behavior.
3. Work cooperatively with my classmates.
4. Follow the School Wide Behavior Matrix.
5. Be respectful toward others.
6. Do my homework every day and ask for help when I need it.
7. Read at least 30 minutes every day outside of school time.
8. Give all notes and information from my school to my parents/guardian daily.

Student

Date

Mountain Grove Elementary Behavioral Expectations

*OUR STUDENTS ARE RESPECTFUL, RESPONSIBLE, AND SAFE LEARNERS.
OUR STAFF WILL MODEL, MONITOR, AND REINFORCE EXPECTATIONS.*

EXPECTATIONS SETTINGS	BE A RESPECTFUL LEARNER	BE A RESPONSIBLE LEARNER	BE A SAFE LEARNER
ALWAYS and in ALL SETTINGS	<ul style="list-style-type: none"> Use kind words and actions 	<ul style="list-style-type: none"> Be on time for school Take care of yourself and your belongings Follow directions Keep it clean 	<ul style="list-style-type: none"> KHFOOTY* Use walking feet STOP 1«2«3 <ul style="list-style-type: none"> 1-I do not like... 2-Please stop. 3-I will tell an adult.
Classrooms / Specials	<ul style="list-style-type: none"> Be helpful Raise your hand Use the requested voice level 	<ul style="list-style-type: none"> Active listening Be prepared Stay on task Turn completed work in on time 	<ul style="list-style-type: none"> Stay in your personal space Push in your chair Use school supplies properly
▪ Arrival and Dismissal	<ul style="list-style-type: none"> Keep everything in backpack Keep backpack safely on your back 	<ul style="list-style-type: none"> Bring all needed materials Go directly to your designated area 	<ul style="list-style-type: none"> Watch for cars and buses Enter and exit building safely and quietly
▪ Cafeteria	<ul style="list-style-type: none"> Wait your turn in line quietly Talk only to people at your table with level 1 or 2 voice Use Proud Panther Café Manners 	<ul style="list-style-type: none"> Clean your area before leaving Close milk carton Place trash in trash can and tray on counter 	<ul style="list-style-type: none"> Stay in your seat unless you have permission Walk carefully and quietly in line
▪ Restrooms	<ul style="list-style-type: none"> Allow others privacy Use Level 0-1 voice 	<ul style="list-style-type: none"> Hush, Rush, Flush and Wash Use only what you need Return to class promptly 	<ul style="list-style-type: none"> Wash hands with soap Take turns
▪ Playground	<ul style="list-style-type: none"> Share equipment Enter and exit the building calmly Include others 	<ul style="list-style-type: none"> Stay in approved areas Use equipment as intended Line up quickly and safely 	<ul style="list-style-type: none"> Take turns and cooperate Stay clear of moving swings
▪ Assemblies / Rise & Shine	<ul style="list-style-type: none"> Use silent cheers Level 0 voice 	<ul style="list-style-type: none"> Listen and watch 	<ul style="list-style-type: none"> Stay seated on your bottom Enter and exit calmly
▪ Hallways, Stairs, and Sidewalks	<ul style="list-style-type: none"> Look with your eyes, hands to your sides Level 0 voice 	<ul style="list-style-type: none"> Return to class promptly 	<ul style="list-style-type: none"> Walk on the right side Short, straight, and silent lines Hold on to railings on stairs Take the shortest approved route
▪ Bus Rides	<ul style="list-style-type: none"> Respect the bus driver and the property of others Level 1-2 voice 	<ul style="list-style-type: none"> Follow bus rules 	<ul style="list-style-type: none"> Seat to seat, back to back, and feet to floor
▪ Field Trip	<ul style="list-style-type: none"> Respect your Teacher / Leader 	<ul style="list-style-type: none"> Follow directions of your Teacher / Leader 	<ul style="list-style-type: none"> Stay with your group
▪ VOICE LEVELS:	0=NO TALKING	1=WHISPER	2=INSIDE VOICE

*The district website may be found at www.mg.k12.mo.us. An electronic link to this handbook may be found there.

***FEMA Earthquake Information:**

<http://www.fema.gov/earthquake/earthquake-safety-school>

***Web address for Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative:**

<http://dese.mo.gov/traumainformed>

***For info on our district policy concerning electronic recording devices please see our board policy KKB.**

***For info about the district policy concerning electronic communication between staff and students, see board policy GBH.**

***Please refer to board policy JHCD concerning emergency use of epinephrine and asthma medications for students.**

***Please refer to board policy JHDF concerning the district's suicide awareness and prevention policy.**

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

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

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

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

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

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the high school principal will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

Mo HealthNet for Kids Program.

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. For more information visit:

<http://www.benefits.gov/benefits/benefit-details/1606>

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of –**
 1. Any other protected information survey, regardless of funding;
 2. Any 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
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- **Inspect**, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

STUDENT DISMISSAL PRECAUTIONS

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

Dismissal from School

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing

the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

Early Dismissal

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

Procedures must adhere to the following rules:

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

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

Dismissal from School Activities

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from school activity to parents or other authorized persons, keeping the safety of students in mind.

Mountain Grove Elementary School Student Handbook Acknowledgment

Please complete the form and return to the Elementary School office.

Student Name _____

(Our signature indicates that we have received and read the 2020-21
student handbook for MGES)

Student Signature _____

Date _____

Parent/Gaurdian _____

Date _____